

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE <b>S</b>	PAGE OF PAGES <b>1   45</b>
2. AMENDMENT/MODIFICATION NO. <b>0003</b>	3. EFFECTIVE DATE <b>07-Dec-2009</b>	4. REQUISITION/PURCHASE REQ. NO. <b>W81XWH93005001</b>		5. PROJECT NO.(If applicable)
6. ISSUED BY USA MED RESEARCH ACQ ACTIVITY 820 CHANDLER ST FORT DETRICK MD 21702-5014	CODE <b>W81XWH</b>	7. ADMINISTERED BY (If other than item 6) <b>See Item 6</b>		
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)		X	9A. AMENDMENT OF SOLICITATION NO. <b>W81XWH-10-T-0029</b>	
		X	9B. DATED (SEE ITEM 11) <b>12-Nov-2009</b>	
			10A. MOD. OF CONTRACT/ORDER NO.	
			10B. DATED (SEE ITEM 13)	
CODE	FACILITY CODE			
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>				
<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. 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: (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; 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)				
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>				
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.)  The purpose of this amendment is to:  1.) Provide Responses to contractor questions  2.) Provide updated documents per the responses to the contractor questions  3.) Amend the solicitation due date				
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  _____ (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED  <b>08-Dec-2009</b>

## SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**SUMMARY OF CHANGES**

## SECTION SF 1449 - CONTINUATION SHEET

## SUPPLIES OR SERVICES AND PRICES

## CLIN 3001

The CLIN description has changed from Option Period 4--Services to Option Period 3--Services.

The CLIN extended description has changed from Option Period 4 services and support to the Ft. Detrick Business Development Office (FDBO). to Option Period 3 services and support to the Ft. Detrick Business Development Office (FDBO)..

The following have been added by full text:

QUESTIONS AND RESPONSES**Solicitation W81XWH-10-T-0029 Questions and Responses:**Question 1:

Are the proposal volumes all supposed to be submitted via email only or do you also require hard binder copies?

Government Response:

The Government is requesting that three (3) hard copies of the offeror's proposal(s) be furnished, including an electronic copy via CD, that shall include one copy of each proposal volume in searchable PDF and one copy of each proposal volume in Microsoft Word 2003. Please see revised solicitation "Proposal Content" section, paragraph 2.2.

Question 2:

Is the contractor required to be established in a office space at the time of contract award?

Government Response:

The contractor is required to be established in office space at the completion of the 15 day transition in period, 31 January 2010.

Question 3:

Is this position a new position? Or is someone already working in this position?

Government Response:

The incumbent contractor is Data Solutions Technology, Incorporated (DST).

Question 4:

Due date 11/30/09 pg 68 or 12/11/09 as listed on FBO?

Government Response:

Technical Questions were due 30 November 2009 and the proposal due date has been revised to 14 December 2009 at 10:00 Fort Detrick, MD local time. Please see revised solicitation "Proposal Content" section, paragraph 1.1.

Question 5:

Would the Government please identify the anticipated award date for this solicitation?

Government Response:

Anticipated award date is Not Later Than 14 January 2010

Question 6:

Will the Government allow a combination of past performance projects from the prime and its major subcontractor?

Government Response:

Yes

Question 7:

Please identify the incumbent and whether it is eligible to submit a proposal as prime in response to this solicitation.

Government Response:

The incumbent Contractor is DST. If DST is a Certified 8(a) Contractor, they can propose for the new requirement.

Question 8:

Do resumes and past performance count against the technical volume 40 page limit.

Government Response:

Yes

Question 9:

Could you please clarify when the Draft Outgoing Transition Plan is required to be submitted with the proposal?

Government Response:

A Draft Outgoing Transition Plan is not required at the time of contract award. Please see revised solicitation "Volume I, Non-Cost/Price Proposal" section, paragraph 3.1.1.

Question 10:

Will the new FDBDO Office require the same telephone/fax numbers and domain name/account?

Government Response:

Yes, these are required elements.

Question 11:

Will the incumbent retain the office furniture that is currently in the Government office space or will the new contractor be required to supply new furniture?

Government Response:

Yes, the incumbent will retain the current office furniture. The new contractor will be required to provide new office furniture or new leased office furniture.

Question 12:

Will the Government accept electronic copies of proposals? In Amendment 2, Section 1.1 states, "Proposals must be emailed to [justin.pickett@amedd.army.mil](mailto:justin.pickett@amedd.army.mil) <<mailto:justin.pickett@amedd.army.mil>> , Subject W81XWH-10-T-0029," yet 2.2 requests "One (1) original and two (2) copies of each Proposal Volume shall be submitted." Please provide clarification.

Government Response:

The Government is requesting that three (3) hard copies of the offeror's proposal(s) be furnished, including an electronic copy via CD, that shall include one copy of each proposal volume in searchable PDF and one copy of each proposal volume in Microsoft Word 2003. Please see revised solicitation "Proposal Content" section, paragraphs 1.1 and 2.2.

Question 13:

Can the Government please confirm that the development of a business plan, as mentioned in Task Objective 3.5, includes describing the structure of the business plan, not the full content of the plan, which will be created after award in coordination with the Government and other stakeholders?

Government Response:

The Government requires the full plan submitted with the offeror's proposal.

Question 14:

On the SF1449, the Option Periods jump from Option Period 2 – CMR to Option Period 4- Services. Please confirm this should be "Option Period 3-Services."

Government Response:

CLIN 3001 should read “Option Period – 3 Services.” Please see revised SF1449.

Question 15:

Section 4.1.1 of the SOW requests that the draft Incoming Transition Plan address, as one of the topics, the Offeror’s response regarding the Government-approved training and certification process. Would the Government please clarify the requirements for the Government-approved training and certification process related to the FDBDO work?

Government Response:

Please see updated section 4.4.1. of the Performance Work Statement.

Question 16:

Would the Government please remove the reference to “Government-Approved Training And Certification Process” from the outgoing transition requirements?

Government Response:

Please see updated section 4.4.1. of the Performance Work Statement.

Question 17:

Please explain the “Applicable USAMRMC briefing and personnel in-processing procedures”.

Government Response:

Please see updated section 4.1.2. of the Performance Work Statement.

Question 18:

Please explain the “Applicable USAMRMC debriefing and personnel out-processing procedures”.

Government Response:

Please see updated section 4.1.2. of the Performance Work Statement.

Question 19:

Would the Government please remove this reference to “Orientation Phase And Program To Introduce Government Personnel, Programs, And Users To The Contractor's Team, Tools, Methodologies, And Business Processes” from the outgoing transition requirements?

Government Response:

Please see updated section 4.1.2. of the Performance Work Statement.

Question 20:

Can support and hosting of website be provided remotely?

Government Response:

Yes. The proposed solution shall be outlined in the offeror's technical proposal

Question 21:

Should cost of new computers be factored in our total cost or should this cost be provided separately?

Government Response:

The cost of all "Other Direct Costs" (ODC) such as but not limited to lease costs, computers, equipment, furniture and supplies should be included in the offeror's cost proposal as an ODC.

Question 22:

Section 1.1 states proposal must be emailed to [Justin.pickett@amedd.army.mil](mailto:Justin.pickett@amedd.army.mil) , but section 2.2 request 1 original and 2 paper copies and CD copy. Please clarify.

Government Response:

Please see the response to Question #12.

Question 23:

Can hardware infrastructure be leased? Or does USA Med Research ACQ want to purchase and own the equipment after contract expires?

Government Response:

The new hardware can be leased. The Government does not desire to assume ownership of the property at contract completion.

Question 24:

Can a list of hardware and software inventory being replaced be provided?

Government Response:

A list of DST's current inventory will not be provided. The amount of hardware and software needed for this requirement is contingent upon the offerors proposed solution and level of effort.

Question 25:

Will any portion of the required workshops be allowed to fall under an ODC cost reimbursement CLIN (printing/binding of training materials, etc.)?

Government Response:

Yes, this is an allowable cost.

Question 26:

The last sentence of section 2.0 of the Performance Work Statement states that estimate level of effort for this contract is 6000 hours. Please confirm that this is for a period of one year.

Government Response:

Yes, this is for a one (1) year period. Please see updated section 2.0 of the Performance Work Statement.

Question 27:

SOW Section 7.0 Place of Performance indicates the office must be open and staffed Monday through Friday during the hours of 0800-1700. The RFP requires the contractor to provide a staff person at the FDBDO information desk for phone calls and walk-ins. That leaves only two people to perform the other activities described in the SOW. We believe an additional FTE is required to satisfactorily achieve the contract's objectives and request that the level of effort of 6000 proposed hours (page 52 of 74) be increased to 8000 hours per year.

Gouvernement Response:

The 6,000 hours referenced in the Performance Work Statement is the Government's estimated level of effort. The offeror should propose the level of effort that will efficiently and effectively complete the tasks provided in the Performance Work Statement.

Question 28:

We request that the proposal submission be in PDF format in addition to Microsoft Word 2003. Printer definitions vary so styles, formatting and page counts may be altered or distorted.

Government Response:

Please see the response to Question #1.

Question 29:

We request that the incoming and outgoing transition plans, and resumes not be included in the page count.

Government Response:

The draft incoming transition plan and resumes will remain inclusive of the stated page limits. A draft outgoing transition plan is not required with proposal submission.

Question 30:

Does the incumbent contractor retain rights to the existing software licenses or do they convert to the government at the end of the current contract for use on the follow-on contract?

Government Response:

The incumbent retains the rights to existing software licenses. It is the contractor's responsibility to obtain any software licenses required for their proposed solution.

Question 31:

How many telephone lines are being used on the current contract? Does the government anticipate the same number for the follow-on contract?

Government Response:

There are currently 6 lines. The number of lines necessary for the follow-on contract is contingent upon the contractors proposed solution and level of effort.

Question 32:

Will the selected contractor be responsible for hosting the FDBDO web site or will be government host the site with access by the contractor for updates?

Government Response:

The selected offeror is responsible for hosting the FDBDO web site.

Question 33:

Does FDBDO have an existing exhibit booth that can be used on the follow-on contract? If not, will the new contractor be required to provide one.

Government Response:

The FDBDO does have an existing exhibit booth that is available for use by the successful awardee in performance of the contract.

Question 34:

Is the cover page, table of contents, executive summary, and resumes counted toward the 40 page limit?

Government Response:

Yes

Question 35:

Does the list of "Acronyms/Abbreviations used page count toward the 40 page limit.

Government Response:

Yes

Question 36:

Can the font size be smaller than 12 points for charts/graphs.

Government Response:

Yes, as long as the offeror's proposal(s) are clearly legible.

Question 37:

Section 4 Performance Standards, of the Draft QASP refers to "Transition Period C.3.6". We could not find a section C.3.6 in the PWS. Does this refer to section 4.1 of the PWS?

Government Response:

Please see revised QASP paragraph 4.

Question 38:

Section 1.1 of Amendment 1 states that proposals must be emailed to [justin.pickett@amedd.army.mil](mailto:justin.pickett@amedd.army.mil), and Section 2.2 of Amendment 1 states that 1 original and 2 copies of each proposal volume shall be submitted along with a separate CD for each volume.

1. Are you asking for 6 CD's in total?
2. Can you please clarify the delivery address?

Government Response:

Once CD should be submitted for each Proposal Volume (for which there are 2). Proposal Volume I is the Non-Cost/Price Proposal, and Volume II is the Business Proposal.

Delivery Address:

USAMRAA  
820 Chandler Street  
Ft. Detrick, MD 21702  
ATTN: Justin Pickett (USAMRAA Purple)

Please see revised solicitation "Proposal Content" section, paragraph 1.1.

Question 39:

Section 8.0 of the PWS states that the contractor shall wherever possible utilize "web based wireless technology". Please explain this in further detail because "web based" usually refers to software solutions, and "wireless" usually refers to hardware connectivity solutions.

Government Response:

Please see updated section 8.0 of the Performance Work Statement.

Question 40:

Section 8.0 of the PWS described a "bulletin" which could be considered an electronic newsletter, and then goes on to say "This bulletin board...". Please explain further what is meant by "bulletin board".

Government Response:

Please see updated section 8.0 of the Performance Work Statement.

Question 41:

Section 9.0 "FDBDO Web Site" and section 10.0 "Domain Name" state that the contractor will update and maintain the web site and domain name respectfully. Does the U.S. Army have the ownership of the current web site address known as [www.fdbdo.com](http://www.fdbdo.com) ? If not, then does the U.S. Army guarantee that the web site address will be transferred from the incumbent contractor to the incoming contractor without charge? Also does the U.S. Army have any arrangement with the incumbent contractor for the transfer of the web site address? If so, please state the terms of that arrangement.

Government Response:

The Government does not own the web domain. It is the offeror's responsibility to assume any and all rights to the web domain.

Question 42:

Section 2.0 "Scope" of the PWS states that the office space will include space for certain individuals including a "representative from the Frederick County Maryland Office of Economic Development" and a "representative from Maryland TEDCO". It is our understanding that these two individuals currently share the same desk by alternating days that they are in the FDBDO office. Please confirm that under the new contract that these two individuals will continue to share the same desk through such a alternating manner.

Government Response:

Both individuals will share the same office space, however, both individuals will retain separate work stations within the office.

Question 43:

On the form 1449 continuation sheet, under Item No. 0001 it states "\*\*Inclusive of a 15-day Transition-In Period". Section 4.1.1 "Incoming Transition Plan" of the PWS states that "The Contractor will provide for 15 days of incoming transition from contract to contract." If the contractor is proposing to utilize an office space other than the one the FDBDO currently occupies, do the above statements mean that the FDBDO must move into a completed space within 15 days of the date of award? (In other words, do these statements rule out the possibility of leasing unfinished space and having it built out which takes on average 120 days?) If not, what do these statements means exactly.

Government Response:

Yes, it is the offeror's responsibility to assume finished office space by the completion of the 15 day incoming transition period.

Question 44:

Section 5.1 "Performance Standards" of the PWS state that the "Transition Period C.3.6" "begins 15 days prior to date of contract award." How can there be a contractual obligation on the contractor before that contract is awarded?

Government Response:

Please see updated section 5.1 of the Performance Work Statement.

Question 45:

Section 2.2 of Amendment No. 1 states that an electronic copy of each volume of the proposal shall be provided on a CD "compatible with Microsoft Office 2003 applications". Is it acceptable to submit the proposal in pdf format that uses the free Acrobat Reader, which is not a Microsoft Office product?

Government Response:

Please see the response to Question #1.

Question 46:

In section 5.1 "Performance Standards", the fifth block reads "Post FD Forecast data C.3.3". What does "FD" stand for? If "FD" stands for Ft. Detrick, then please explain in detail exactly what forecast data the FDBDO and it's contractor is expected to gather and publish. Specifically discuss whether this procurement forecast data will be for work occurring on Ft. Detrick itself, or if the data will for all activities that reside at Ft. Detrick regardless of where the work is to be preformed.

Government Response:

FD is the acronym for Fort Detrick (FD). Please see revised section 5.1. The contractor is required to gather information concerning projected requirements by Medical Research and Material Command (MRMC) Mission partners and other Fort Detrick tenant organizations, and post to the FDBDO web site.

Question 47:

What date does the current FDBDO office lease expire? Is that lease extendable? Is that lease assumable on a month to month basis? What is the contact information for the current FDBDO landlord?

Government Response:

DST current lease expires on 31 January 2010. Any questions concerning the incumbent's lease must be addressed to the incumbent contractor.

Incumbent POC:

Shelia Washington  
[shelia.washington@FDBDO.com](mailto:shelia.washington@FDBDO.com)

Question 48:

If you are awarded this contract will it eliminate your company from bidding on other opportunities at Fort Detrick?

Government Response:

No, any offeror may propose on any other opportunity at Ft. Detrick. This requirement will not limit the offerors ability to propose on any other requirements at Ft. Detrick.

Question 49:

Can you provide a price range for this opportunity?

Government Response:

The Government Cost Estimate is not being released.

Question 50:

Is the office space billable to the government?

Government Response:

Yes

Question 51:

Can the contractor who is awarded this contract lease the current office space and equipment?

Government Response:

Please see the response to Question #47.

Question 52:

Are payments only made by government credit card?

Government Response:

As stated in the solicitation, payments will be made by Government credit card for this requirement.

Question 53:

How many single occupancy offices does the Government want Contractors to quote for?

Government Response:

The minimum square footage requirement for the entire facility is reflected in the Performance Work Statement. It is the offeror's responsibility to efficiently and effectively blue-print the office space, in accordance with the offeror's proposed level of effort and the requirements listed in the Performance Work Statement.

Question 54:

What is the minimum square footage the Government requires for a single occupancy office?

Government Response:

The minimum square footage requirement for the entire facility is reflected in the Performance Work Statement. It is the offeror's responsibility to efficiently and effectively blue-print the office space, in accordance with the offeror's proposed level of effort and the requirements listed in the Performance Work Statement.

Question 55:

What is the minimum configuration of office furnishings that the Government will accept for a single occupancy office?

Government Response:

The minimum square footage requirement for the entire facility is reflected in the Performance Work Statement. It is the offeror's responsibility to efficiently and effectively blue-print the office space, in accordance with the offeror's proposed level of effort and the requirements listed in the Performance Work Statement.

Question 56:

How many dual occupancy offices does the Government want Contractors to quote for?

Government Response:

One (1)

Question 57:

What is the minimum square footage the Government requires for a dual occupancy office?

Government Response:

The minimum square footage requirement for the entire facility is reflected in the Performance Work Statement. It is the offeror's responsibility to efficiently and effectively blue-print the office space, in accordance with the offeror's proposed level of effort and the requirements listed in the Performance Work Statement.

Question 58:

What is the minimum configuration of office furnishings that the Government will accept for a dual occupancy office?

Government Response:

The minimum square footage requirement for the entire facility is reflected in the Performance Work Statement. It is the offeror's responsibility to efficiently and effectively blue-print the office space, in accordance with the offeror's proposed level of effort and the requirements listed in the Performance Work Statement.

Question 59:

Would the Government accept a cubical arrangement for any of the positions? If so, which ones?

Government Response:

Yes, all solutions will be considered, as long as the offeror meets the minimum facility requirements of the Performance Work Statement.

Question 60:

Does the Government require a break room?

- a. If so, what is the minimum acceptable square footage?
- b. If so, does the Government require the break room to be plumbed?
- c. If so, is the contractor responsible for stocking a breakroom?
- d. If so, would the Government consider adding an ODC line with a predetermined budget that the Contractor can draw from at the Governments request?

Government Response:

A break room is not part of the Government's requirements.

Question 61:

Would the Government prefer a build out of their current location or new office space?

- a. If the Government would prefer to stay, please provide a scale diagram of the current space and a diagram of the desired configuration.

Government Response:

The Government does not have a "preference".

Question 62:

What is the last day of the current rental agreement and what is the anticipated award date?

Government Response:

Please refer to the responses to Questions #5 and #47.

Question 63:

Can the current rental agreement be continued month to month to allow for adequate time to complete a build out at a new location prior to a move?

Government Response:

The Government will consider all proposed solutions.

Question 64:

What would need to be moved from the current office to a new office?

- a. Who is responsible for the coordination and cost of such a move?

Government Response:

The offeror is responsible for any leasing and/or purchase arrangements and the associated cost.

Question 65:

What does the Government require in terms of Conference Room capacity?

- a. How many Conference Rooms and minimum acceptable square footage and seating capacity?

Government Response:

One (1) conference room with the capacity to seat 15 – 20 individuals shall be included in the offerors technical proposal. Please see revised Performance Work Statement paragraphs 2.0 and 7.0. The minimum square footage for the entire facility is listed in the Performance Work Statement. It is the offeror's responsibility to efficiently and effectively blue-print the office lay-out.

Question 66:

What is the estimated number of B&W printed pages/copies for the office per year?

Government Response:

75,000

Question 67:

What is the estimated number of color printed pages/copies for the office per year?

Government Response:

5,000

Question 68:

Please provide a budget for office supplies based on historical usage so that all contractors can base their pricing on the same assumption.

Government Response:

Historically, the monthly office supply costs averaged \$2,300 per year.

Question 69:

Section 3.3-- What database is currently in use?

Government Response:

Please see updated section 3.3 of the Performance Work Statement.

Question 70:

Section 3.4-- What contact database system is currently in use?

Government Response:

Please see updated section 3.4 of the Performance Work Statement.

Question 71:

Section 3.4-- Will the contractor be required to migrate existing data into the new contact database?

Government Response:

Please see updated section 3.4 of the Performance Work Statement.

Question 72:

Is the contractor required to provide trade show/conference booth?

Government Response:

Yes

Question 73:

What type of web-based media is required?

Government Response:

Please see updated section 3.5 of the Performance Work Statement.

Question 74:

Section 4.1.1-- Please provide a current list of Hardware/Software inventory?

Government Response:

Hardware and Software is contingent upon the offerors proposed level of effort

Question 75:

Please clarify the Governments expectations in section 4.5 Marketing material by “The Contractor will develop and distribute marketing materials promoting USAMRMC and Fort Detrick’s capabilities and the FDBDO. “

- a. Does the Government expect a 1 page, multi page (single or double sided), or Trifold document?
- b. If multipage, single or double sided, bound or unbound, how many pages?
- c. Does the Government want this material to be produced in-house or via a professional printer?

Government Response:

Please see updated section 4.5 of the Performance Work Statement.

Question 76:

What is the minimum number of contractor personnel allowed to travel to a conference?

Government Response:

Please see updated section 4.6 of the Performance Work Statement.

Question 77:

So that the Government can make a fare assessment of bids, please clarify the Governments expectations are with ref. to section 4.6 Conferences and Symposia?

- a. Does the Government want the contractor to have a booth and be a presenter or an attendee?
- b. How many contractors are required to attend each event?
- c. Which 6 events does the Government wish to be quoted on?

Government Response:

The Government does not have an advanced conference schedule. Historically, the FDBDO contractor attended a minimum of six (6) conferences per contract year. Each conference will be assessed on a case-by-case basis (i.e. requirements of contractor attendance will be furnished by the COR prior to the conference). All allowable conference expensed will be on a cost reimbursable basis. See revised Performance Work Statement paragraph 4.6.

Question 78:

As this is a FFP procurement how will the government make adjustment for changes in travel and attendance costs/fee's if prices go up after the initial quote?

Government Response:

In the base period and each Option Period, there are Other Direct Cost (ODC) CLIN's that are COST type in nature, and may be adjusted as required by the Contracting Officer.

Question 79:

Section 8.0-- Does the government wish to be quoted for desktops and or laptops?

- a. How many each and what is the minimum configuration?

Government Response:

See revised solicitation section 8.0.

- a.) Configuration is contingent upon the offeror's proposed solution and level of effort.

Question 80:

Who currently hosts the FDBDO website?

Government Response:

The incumbent, DST.

Question 81:

Is hosting the FDBDO website required?

Government Response:

Yes

Question 82:

Are the key personnel resumes counted against the 40 page limit?

Government Response:

Yes

Question 83:

Would the government consider utilizing a variation of a Firm Fixed Price or a Time and Materials type of contract?

Government Response:

This requirement will result in a Firm Fixed Price contract, and will also utilize COST type ODC CLINs.

Question 84:

Please clarify what the Government means by “fixed fee payments, award fee payments” as referenced in section 8. Documenting Performance, a. Acceptable Performance? Specifically, how will Award Fees be calculated?

Government Response:

See revised QASP paragraph 8.0.

Question 85:

Please clarify what the Government means by “contract payment deductions, fixed fee deductions, award fee nonpayment” as referenced in section 8. Documenting Performance, b. Unacceptable Performance? Specifically, how will these deductions be calculated?

Government Response:

See revised QASP paragraph 8.0

Question 86:

Will the Government extend the due date to COB 12/18/09?

Government Response:

The proposal due date has been extended until 14 December 2009 at 10:00 local Fort Detrick time. Please see revised solicitation “Proposal Content” section, paragraph 1.1.

Question 87:

Are you interested in leasing or owning the new furniture or equipment for the life of the contract?

Government Response:

It is the offerors responsibility to supply new office furniture or new leased office furniture. The Government will no assume ownership over such supplies.

Question 88:

The RFP states in section 2.0 the office space will accommodate a rep from MD TEDCO, and Frederick Co. Economic Development. Can these two reps share office space on a part time basis, or would you like them each to be facilitated with their own office? Section 7.0 states ...be adequately furnished to provide space for one Federal Government personnel and two private sector economic development specialist. Can you please clarify exactly how many people the office space needs to accommodate full-time on a daily basis vs. part time in addition to the proposed personnel by the offeror?

Government Response:

1.) Yes, the representatives can share an office space.

2.) See revised section 7.0.

Question 89:

Can the experience of your subcontractor also be considered as relevant past performance for the required 3 Past performances as long as the Prime contractor has at least one past performance? (example: the Prime may have excellent Management or BD past performance and bring on a sub with excellent training capabilities and past performance).

Government Response:

Yes

Question 90:

Conduct training workshops as required for USAMRMC and Fort Detrick, small businesses, prime contractors, academia and service providers

Since the contract is FFP, how many of these sessions are envisioned?

Is it possible to venture an estimate of number of attendees in each session?

Does each session need to be exclusive to one firm or group or can multiple companies/entities participate?

Government Response:

Historically, two (2) training workshops have been held per quarter (eight (8) per contract year). The attendance has been limited to 20 individuals per workshop. The workshop sessions have not been exclusive to one firm. Individuals from multiple companies/entities have been present. Please see revised Performance Work Statement paragraph 3.2.

Question 91:

Provide information on procurement opportunities and resources

Are there any limitations to the range of participants?

In what format and condition is the current list of contractors?

Will the new system reside on Government equipment or Contractor owned equipment?

Who will have access to the database, (who are the users?)

How is access to be provided to the users?

Will there need to be an online, real-time access to the database by the Government representative?

Government Response:

- 1.) No.
- 2.) The current contacts are listed name, title, phone etc.
- 3.) Contractor owned or leased equipment.
- 4.) Government Personnel and all FDBDO personnel.
- 5.) Upon request.
- 6.) No.

Question 92:

Provide a business plan describing how the Contractor will successfully execute the Performance Requirements Summary

Is there a clear definition of "Performance Requirements Summary" and what it should include?

Government Response:

See updated section 5.1 of the Performance Work Statement.

Question 93:

This office space shall not exceed 2400 square feet, be adequately furnished with new office furniture

What if the contractor wishes to obtain a larger space to be used by non-FDBDO related activity?

Why does the furniture have to be new?

Government Response:

- 1.) The Government's requirement is for a space NTE 2400 square feet.
- 2.) That is the Government requirements, see updated section 2.0.

Question 94:

Since this is an FFP contract, how can the contractor determine the scope and quantity of marketing material? Is this part of the ODC's?

Government Response:

Yes, marketing material is part of ODC's

Question 95:

Can we lease current space?

Government Response:

Please see the response to Question #47.

Question 96:

If office space is not available at starting date until 90-120 days. Can we use temporary space?

Government Response:

No

Question 97:

The proposal says "...Contractor shall staff an FDBDO information desk for phone calls and walk-ins." Is this an additional CLIN To be proposed for personnel in addition to the Personnel requested on page 63 Section 3. Contractor Representatives?

Government Response:

No

Question 98:

The government requires that vendors submit only 1 proposal. Would the government accept the inclusion of unevaluated options within this single proposal submission with the evaluated content meeting the mandatory criteria of this solicitation?

Government Response:

The Government will not accept the inclusion of unevaluated options.

The following have been modified:

DRAFT QASP

**QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)  
(DRAFT)**

**NOTE: THIS QASP WILL BE FINALIZED AT THE TIME OF AWARD**

Fort Detrick Business Development Office (FDBDO)

Contract Number: < upon award, enter contract number >

Contract Description: < enter contract description >

Contractor's name: < upon award, enter contractor name > (hereafter referred to as the contractor).

## **1. PURPOSE.**

This Quality Assurance Surveillance Plan (QASP) provides a systematic method to evaluate performance for the stated contract. This QASP explains the following:

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

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

This QASP is a "living document" and the Government may review and revise it on a regular basis. However, the Government shall coordinate changes with the contractor. Updates shall ensure that the QASP remains a valid, useful, and enforceable document. Copies of the original QASP and revisions shall be provided to the contractor and Government officials implementing surveillance activities.

The following FAR clause applies:

52.246-4 Inspection of Services - Fixed-Price

## **2. GOVERNMENT ROLES AND RESPONSIBILITIES:**

The following personnel shall oversee and coordinate surveillance activities.

a. Contracting Officer (KO) - The KO shall ensure performance of all necessary actions for effective contracting, ensure compliance with the contract terms, and shall safeguard the interests of the United States in the contractual relationship. The KO shall also assure that the contractor receives impartial, fair, and equitable treatment under this contract. The KO is ultimately responsible for the final determination of the adequacy of the contractor's performance.

Assigned KO: Mrs. Laurie E. Hovermale  
Organization or Agency: USAMRAA

Telephone: 301-619-2180

Email: laurie.hovermale@amedd.army.mil

b. Contracting Officer's Representative (COR) - The COR is responsible for technical administration of the contract and shall assure proper Government surveillance of the contractor's performance. The COR shall keep a quality assurance file. At the conclusion of the contract or when requested by the KO, the COR shall provide documentation to the KO. The COR is not empowered to make any contractual commitments or to authorize any contractual changes on the Government's behalf. The contractor shall refer any changes they deem may affect contract price, terms, or conditions to the KO for action.

Assigned COR: Mr. Archie B. Cardwell Jr

Telephone: 301-620-7071

Email: archie.cardwell@amedd.army.mil

c. Other Key Government Personnel - Mr. Justin H.Pickett

Title: Contract Specialist

Telephone: 301-619-7433

Email: justin.pickett@amedd.army.mil

### **3. CONTRACTOR REPRESENTATIVES:**

The following employees of the contractor serve as the contractor's Manager, Business Development Specialist and Office Manager for this contract.

<Communication should occur with the contractor as soon as possible after contract/delivery order award. It will help if they review the draft QASP and accept the final version.>

a. Manager - <upon award, enter name>

Telephone: <enter number>

Email: <enter address>

b. Business Development Specialist - <upon award, enter name>

Telephone: <enter number>

Email: <enter address>

c. Office Manager - <upon award, enter name or delete these lines if not applicable>

Title: <enter title>

Telephone: <enter number>

Email: <enter address>

### **4. PERFORMANCE STANDARDS:**

Performance standards define desired services. The Government performs surveillance to determine if the contractor exceeds, meets or does not meet these standards.

The Performance Requirements Summary Matrix, paragraph 5.1 in the Performance Work Statement includes performance standards. The Government shall use these standards to determine contractor performance and shall compare contractor performance to the Acceptable Quality Level (AQL).

#### **Performance Standards**

Required Service	Standard (Performance Standards)	Acceptable Quality Level (AQL)	Method of Surveillance	Maximum
Transition Period C.4.1	First 15 days of the Base Period	95%	100% inspection	100%
FBBDO open for business C.3.1	FBBDO opens for daily services M-F, 0800-1700 hrs	95%	100% inspection	100%
Develop 4 Training Modules C.3.2	1 module developed every 3 months for the first year	95%	100% inspection	100%
Train 4 classes per year C.3.2	1 class every 3 months	95%	100% inspection	100%
Post Ft. Detrick (FD) Forecast data C.3.3	Update Forecast every monthly	90%	Random Sampling	100%
Capture Contractor Visit and Demographic Data C.3.4	Develop Contact Database and capture Contractor information	95%	Random Sampling	100%
Develop Organization Matrix C.3.4	Publish an Organizational Matrix within 3 months of award and update semi-annually	85%	Random Sampling	100%
Develop Business Plan C.3.5	Business Plan describing how the Contractor will execute the Performance Requirements Summary	80%	Random Sampling	100%
Develop Marketing Plan, C.3.5	Develop Marketing Plan within 3 months of award, update semi-annually	95%	100% inspection	100%
Execute Marketing Plan, C.3.5	Execute Approved Marketing Plan	95%	Random Sampling	100%
Develop Communication Plan, C.3.5	Develop Communication Plan within 6 months of award, update semi-annually	95%	100% inspection	100%
Execute Communication Plan, C.3.5	Execute Approved Communication Plan	95%	Random Sampling	100%

#### 5. METHODS OF QA SURVEILLANCE:

< After contract award, the contracting Officer's Representative (COR) will need to review the Performance Standards Summary Matrix in the contract to determine if the selected monitoring methods are appropriate to monitor each performance standard. Within a QASP, multiple surveillance methods may be used. The method for any given task will depend on the performance standard and Acceptable Quality Level (AQL). >

Various methods exist to monitor performance. The COR shall use the surveillance methods listed below in the administration of this QASP.

Regardless of the surveillance method, the COR shall always contact the contractor's task manager or on-site representative when a defect is identified and inform the manager of the specifics of the problem. The COR

shall be responsible for monitoring the contractor's performance in meeting a specific performance standard/AQL.

< Place the performance standard(s) after the description of the method. Delete any methods that are not required.>

**a. 100% INSPECTION.** (Evaluates all outputs. Most applicable to small quantity, but highly important services. May be used where there are written deliverables and stringent requirements such as tasks required by law, safety, or security.)

Transition Period, paragraph C.4.1

FDBDO open for business, paragraph C.3.1

Develop Four(4) training modules, paragraph C.3.2

Host Four (4) training classes per year, paragraph C.3.2

Develop Marketing Plan, paragraph C.3.5

Develop Communication Plan, paragraph C.3.5

**b. RANDOM SAMPLING.** (Designed to evaluate the outputs of the award requirement by randomly selecting and inspecting a statistically significant sample. Highly recommended for large quantity repetitive activities with objective and measurable quality attributes.)

Post FDBDO foerecast data, paragraph C.3.3

Capture Contractor Visit and Demographic Data, paragraph C.3.4

Develop Organization Matrix, paragraph C.3.4

Develop Business Plan, paragraph C.3.5

Execute Marketing Plan, paragraph C.3.5

Execute Communication Plan, paragraph C.3.5

Surveillance results may be used as the basis for actions (to include payment deductions) against the contractor. In such cases, the Inspection of Services clause in the Contract becomes the basis for the KO's actions.

## **7. RATINGS:**

Metrics and methods are designed to determine if performance exceeds, meets, or does not meet a given standard and acceptable quality level. A rating scale shall be used to determine a positive, neutral, or negative outcome. The following ratings shall be used:

Example 1:

<b>EXCEPTIONAL:</b>	Performance significantly exceeds contract requirements to the Government's benefit.
<b>SATISFACTORY:</b>	Performance meets contractual requirements.
<b>UNSATISFACTORY:</b>	Performance does not meet contractual requirements.

## **8. DOCUMENTING PERFORMANCE:**

### a. ACCEPTABLE PERFORMANCE.

The Government shall document positive performance. A report template is attached.

### b. UNACCEPTABLE PERFORMANCE.

When unacceptable performance occurs, the COR shall inform the contractor. This will normally be in writing unless circumstances necessitate verbal communication. In any case the COR shall document the discussion and place it in the COR file.

When the COR determines formal written communication is required, the COR shall prepare a Contract Discrepancy Report (CDR), and present it to the contractor's task manager or on-site representative. A CDR template is attached to this QASP.

The contractor shall acknowledge receipt of the CDR in writing. The CDR will specify if the contractor is required to prepare a corrective action plan to document how the contractor shall correct the unacceptable performance and avoid a recurrence. The CDR will also state how long after receipt the contractor has to present this corrective action plan to the COR. The Government shall review the contractor's corrective action plan to determine acceptability.

## **9. FREQUENCY OF MEASUREMENT:**

### a. Frequency of Measurement.

During contract/order performance, the COR shall take periodic measurements, 95% Acceptable Quality Level as specified in the AQL column of the Performance Standards Summary Matrix, and shall analyze whether the negotiated frequency of measurement is appropriate for the work being performed.

### b. Frequency of Performance Assessment Meetings.

The COR shall meet with the contractor on a weekly basis to assess performance and shall provide a written assessment.

Prepared by: Archie B. Cardwell Jr.

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Signature - Contracting Officer's Representative

PERFORMANCE WORK STATEMENT

**Performance Work Statement (PWS)**

**Fort Detrick Business Development Office (FDBDO)**

**General Information**

This is a Performance Based Statement Of Work (PBSOW) in which the Contractor will provide the Services stated herein in a manner that achieves the objectives set forth in this Section C and the rest of the Contract. The Contractor is completely responsible for its performance hereunder unless and only to the extent that its performance has been directly and adversely affected by an event listed under the clause "Excusable Delay," or by a written order issued solely by the Government Contracting Officer changing the Contractor's performance hereunder.

The Contractor will comply with all Federal, State, and Local Laws, Ordinances, Statutes and Regulations pertaining to the provision of the Services under this contract.

**Conflict of Interest.** The contractor will not employ any person who is an employee of the United States Government or Department of Defense, military or civilian, if the employment of that person would create, or appear as, a conflict of interest, as defined in AR 600-50.

**Security Requirements.** The Contractor will be responsible for obtaining installation (Fort Detrick) access as required (e.g., ID tags, car tags) for all Contractor personnel authorized to access Fort Detrick. Any government furnished identification will be returned to the Government when the employee no longer works for the contractor.

**Non-Personal Services**

The contract identifies services that are strictly non-personal and severable in nature.

**Inherently Governmental Functions**

This requirement has been reviewed and contains no services that are inherently governmental functions.

## **1.0 Background**

The U.S. Army Medical Research and Material Command (USAMRMC) and Fort Detrick comprises the leading edge of medical research, logistics, chemical and biological defense, technology development, facility planning, cancer research, medical information systems and many other related efforts. A Contractor operated FDBDO, collaborating with other government procurement representatives acts as a portal and organization, to assist in the establishment of partnerships and business agreements supporting access to needed emerging technologies, opportunities for business collaborations and small business subcontracting prospects. This exchange of technology and business activities will encourage the stimulation of economic growth on a local, state and national basis.

## **2.0 Scope**

The FDBDO will in concert with government procurement representatives assist in forging strategic business relationships between USAMRMC and Fort Detrick, and Statewide Economic Development Offices, Institutes of Higher Education and the Fort Detrick Contracting Community (FDCC) in an effort to facilitate the complex government procurement process. The Contractor will facilitate and provide the following services through the FDBDO:

- Serve as the Point of Contact between USAMRMC and Fort Detrick and the small business community;
- Conduct training workshops as required for USAMRMC and Fort Detrick, small businesses, prime contractors, academia and service providers;
- Provide information on procurement opportunities and resources;
- Build on existing efforts between USAMRMC and Fort Detrick and the small business community leadership to make USAMRMC and Fort Detrick's unique resources readily available to the commercial sector and academia;
- Provide a business plan describing how the Contractor will successfully execute the Performance Requirements Summary.
- Promote USAMRMC and Fort Detrick as Maryland's premier biomedical research technology growth center.

The Contractor will secure suitable, finished office space within 1 to 2 miles from Fort Detrick's 7<sup>th</sup> street main entrance gate. This office space shall not exceed 2400 square feet (including, at a minimum, one (1) conference room that can accommodate 15-20 seats), be adequately furnished with new office furniture (or new leased office furniture), new office machines and equipment (or new leased office machines and equipment), which includes but is not limited to (copiers, fax machines, scanner machines, a new telephone system, storage area). This office space will include space to accommodate an USAMRMC Office of Small Business Programs Small Business Specialist a representative from the Frederick County Maryland Office of Economic Development, and a representative from Maryland TEDCO. In addition, the Contractor will provide a professional staff to support and service the small business community, USAMRMC and Fort Detrick. At a minimum that professional staff should include a Manager, a Business Development Specialist and an Office Manager. The level of effort estimated for the performance of this contract is approximately 6000 hours per year.

### **3.0 Task Objectives**

#### **3.1 Be a Point of Contact between USAMRMC and Fort Detrick and the small business community**

The Contractor will establish the FDBDO as a point of contact, in addition to government procurement representatives, in an effort to simplify the interface between industry, government, academia and USAMRMC and Fort Detrick. The FDBDO will match potential small businesses and partners before and during the engagement of Federal government resources.

**Changes to Operating Hours.** To reflect any change in its business needs the Government will, on giving a reasonable period of notice, have the right to request Contractor to change the operating hours during which the Services are provided. Any changes to operating hours will be discussed and agreed and any pricing implications will be dealt with in accordance with the provisions governing such changes.

#### **3.2 Conduct training workshops for USAMRMC and Fort Detrick, small businesses, academia, prime and sub contractors and a vast array of service providers.**

The FDBDO will conduct, at a minimum, eight (8) workshops/training sessions per year, or two (2) per quarter, to educate our government, academia and industry partners. This will include a variety of "how to" topics such as, but not limited to: "How to write a grant proposal", "How to get a security clearance", or "How to find business opportunities within the Government procurement systems at Fort Detrick." These workshops may also include topics to educate USAMRMC and Fort Detrick personnel on how to conduct market research, performance based service acquisitions, and other procurement processes. The topics for the workshops/training sessions will be mutually discussed and agreed upon by the COR and the FDBDO Staff. The Contractor will provide training support materials, including certificates, to be maintained in electronic and hardcopy form, on site, and made available for Government inspection upon request. Attendance will be limited to 20 individuals per workshop.

### **3.3 Provide information on procurement opportunities and resources**

The Contractor will assist government procurement officials in providing clear, sound forecast information to representatives from government, industry and academia. The Contractor will work collaboratively with government procurement officials to develop and maintain a listing of current procurement forecast information. The contractor will interface with the various Fort Detrick Procurement / Buying Activities in the collection and posting of current procurement forecast data on the FDBDO and FDCC websites.

### **3.4 Build on current efforts between USAMRMC and Fort Detrick and Frederick County Community and Business leadership to make USAMRMC and Fort Detrick's unique resources readily available to the commercial sector**

The Contractor will develop an organizational matrix of Federal Government points of contact to refer new business and technology advances to the appropriate USAMRMC and Fort Detrick laboratory, technology office or Business element to develop potential customer and partner relationships. The Contractor will update, as required, the current customer contact list. The Contractor will ensure the Government representative has access to this listing upon request.

### **3.5 Manage and Promote USAMRMC and Fort Detrick as Maryland's next business and technology growth center**

The Contractor in concert with Fort Detrick procurement officials will develop a comprehensive business plan describing how they will successfully execute the Performance Requirements Summary and marketing and communication plans to promote Fort Detrick's medical research and development initiatives and enhance its image of customer focus and quality of life. In addition to developing a coordinated media to be used by multiple tenants, the Contractor will develop a communications plan to include areas of advertising, trade show preparation and web-based media (i.e. FDBDO web site). The Contractor will develop and distribute marketing support materials announcing the establishment of the new and improved FDBDO and promote Fort Detrick's capabilities via trade publications, symposia and conference attendance.

## **4.0 Deliverables**

### **4.1 Transition Support**

#### **4.1.1. Incoming Transition Plan**

The Contractor will provide a plan for 15 days of incoming transition from contract to contract. **A draft incoming transition plan will be submitted as part of the contractor's proposal.** The Contractor will coordinate with the Government in planning and implementing a complete transition to the Contractor's support model. The Contractor will collaborate with the Government to develop and deliver an Incoming Transition Plan. The Government will also designate a transition period for the incoming Contractor to coordinate and work with the incumbent Contractor. This transition plan shall include, but is not limited to:

- Coordination with Government representatives,
- Review, evaluation and transition of current support services,
- Transition of historic data to new contractor system,

- Transfer of hardware warranties and software licenses (if applicable),
- Transfer of all necessary business and/or technical documentation,
- Orientation phase and program to introduce Government personnel, programs, and users to the Contractor's team, tools, methodologies, and business processes,
- Coordinate with the Government to account for government keys, ID/access cards, and security codes.

#### **4.1.2 Option Item: Outgoing Transition Plan**

The Contractor will provide a plan for 15 days outgoing transition for transitioning work from an active task order to a follow-on contract/order or Government entity. This transition may be to a Government entity, another Contractor or to the incumbent contractor under a new contract/order. In accordance with the Government-approved plan, the Contractor will assist the Government in planning and implementing a complete transition from this Contract and/or orders issued under this Contract to a successful provider. This shall include formal coordination with Government staff and successor staff and management. It shall also include delivery of copies of existing policies and procedures, and delivery of required metrics and statistics. This transition plan shall include, but is not limited to:

- Coordination with Government representatives,
- Review, evaluation and transition of current support services,
- Transition of historic data to new contractor system,
- Transfer of hardware warranties and software licenses (if applicable),
- Transfer of all necessary business and/or technical documentation,
- Turn-in of all government keys, ID/access cards, and security codes.

#### **4.2 Monthly Status Report**

The Contractor will provide a monthly status report describing progress made toward completing each of the objectives identified in section 3.0. This report is due to the COR not later than the second week of the month after it is due. The Monthly Status Report shall also include at a minimum a brief narrative written by the FDBDO Manager describing what kind of business month it was overall and any items of special significance; any events that the FDBDO and its staff participated in; an opportunities (total contacts, intakes, meetings, telephone contacts, opportunities and contacts receiving opportunities) metric; a listing of new opportunities; a listing (by date, name of company, contact info, and type of small business) of all new intakes; welcome sessions attendees; and the FDBDO monthly featured vendor. contacts and outreach initiatives between government, industry and academia. To include but not be limited to, all phone contacts, walk-ins, interface meetings and will report on business types such as Women owned, small disadvantaged, 8(a), Service Disabled Veteran Owned, etc.

#### **4.3 Executive Level Presentation**

The Contractor will develop, maintain, and update an electronic and hardcopy executive marketing presentation of USAMRMC and Fort Detrick's capabilities and business opportunities.

#### **4.4 Advanced Acquisition Forecasts (AAF)**

The Contractor will provide advanced acquisition forecasts as described at 3.3 and 3.4 of USAMRMC and Fort Detrick activities in both hard copy and electronic media. This AAF shall be updated on a monthly.

#### **4.5 Marketing Materials**

The Contractor will collect and distribute marketing materials promoting USAMRMC and Fort Detrick's capabilities. All FDBDO marketing materials shall have advance approval by the Contracting Officer's Representative prior to release.

#### **4.6 Conferences and Symposia**

The Contractor will attend a minimum of six relevant trade shows, conferences, events and symposia annually. Conference, trade show and symposia attendance shall have advance approval by the Contracting Officer's Representative. No more than two (2) FDBDO representatives will attend the conferences. The contractor is responsible for attending, at a minimum, of six (6) conferences per year.

#### **4.7 Delivery Schedule Abbreviations**

The following abbreviations are used in the delivery/deliverable schedule:

Abbreviation	Definition
COR	Contracting Officer's Representative for the Task order
DA	Days after
DACA	Days after contract award (award of this order)
Days	Calendar Days unless otherwise specified
E	Electronic Copy
H	Hard Copy
NLT	No Later Than
PWS Ref	Performance Work Statement Reference (paragraph number)

#### **4.8 Deliverable/Delivery Schedule**

A summary of deliverables follows. Copies are to be provided to the Government officials indicated in electronic file (E), and/or hard copy (H).

Item	PWS Ref	Title	Dist	E	H	Initial	Subsequent
Deliverable 1	Paragraph 4.1.1	Incoming Transition Plan	COR	1	1	Initial Plan submitted with proposal; Updated Plan NLT 30 DACA	Updated as required
Deliverable 2	Paragraph 4.1.2	Outgoing Transition Plan	COR	1	1	Due between 120 and 90 days prior to Order expiration, or when requested by the COR.	Updated as required
Deliverable 3	Paragraph 4.2	Monthly Status Report	COR	1	1	NLT 45 DACA	NLT the 15th of Each Month
Deliverable 4	Paragraph 4.3	Executive Level Presentation	COR	1	1	As requested by the COR	As requested by the COR
Deliverable 5	Paragraph 4.4	Advanced Acquisition Forecasts	COR	1	1	NLT 30 DACA	NLT the 15th of Each Month
Deliverable 6	Paragraph 4.5	Marketing Materials	COR	1	1	As requested by the COR	As requested by the COR
Deliverable 7	Paragraph 4.6	Conferences and Symposia	COR	1	1	As requested by the COR	As requested by the COR

### 5.0 Quality Assurance Surveillance Plan (QASP)

The Government intends to utilize a Quality Assurance Surveillance Plan (QASP) to monitor the quality of the Contractor's performance. The oversight provided for in the order and in the QASP will help to ensure that service levels reach and maintain the required levels throughout the contract term. Further, the QASP provides the COR with a proactive way to avoid unacceptable or deficient performance, and provides verifiable input for the required Past Performance Information Assessments. The QASP will be finalized immediately following

award and a copy provided to the Contractor after award. The QASP is a living document and may be updated by the Government as necessary.

### 5.1 Performance Requirements Summary (PRS)

Required Service	Standard (Performance Standards)	Acceptable Quality Level (AQL)	Method of Surveillance	Maximum
Transition Period C.4.1	First 15 days of the Base Period	95%	100% inspection	100%
FBBDO open for business C.3.1	FBBDO opens for daily services M-F, 0800-1700 hrs	95%	100% inspection	100%
Develop 4 Training Modules C.3.2	1 module developed every 3 months for the first year	95%	100% inspection	100%
Train 4 classes per year C.3.2	1 class every 3 months	95%	100% inspection	100%
Post Ft. Detrick ( FD) Forecast data C.3.3	Update Forecast every monthly	90%	Random Sampling	100%
Capture Contractor Visit and Demographic Data C.3.4	Develop Contact Database and capture Contractor information	95%	Random Sampling	100%
Develop Organization Matrix C.3.4	Publish an Organizational Matrix within 3 months of award and update semi-annually	85%	Random Sampling	100%
Develop Business Plan C.3.5	Business Plan describing how the Contractor will execute the Performance Requirements Summary	80%	Random Sampling	100%
Develop Marketing Plan, C.3.5	Develop Marketing Plan within 3 months of award, update semi-annually	95%	100% inspection	100%
Execute Marketing Plan, C.3.5	Execute Approved Marketing Plan	95%	Random Sampling	100%
Develop Communication Plan, C.3.5	Develop Communication Plan within 6 months of award, update semi-annually	95%	100% inspection	100%
Execute Communication Plan, C.3.5	Execute Approved Communication Plan	95%	Random Sampling	100%

## **6.0 Period of Performance**

The Base Year period of performance is for 12-months from the date of contract award, plus four, renewable one-year options at the discretion of the Government.

## **7.0 Place of Performance**

The Contractor will provide suitable, finished office space within 1 to 2 miles from Fort Detrick, and with easy access to the Fort Detrick 7<sup>th</sup> Street entrance gate. This office space shall not exceed 2400 square feet (including, at a minimum, one (1) conference room that can accommodate 15-20 seats), be adequately furnished to perform the contract requirements and to provide space for one (1) full-time Federal Government personnel and two (2) part-time private sector economic development specialist to interface with industry. The Contractor shall staff an FDBDO information desk for phone calls and walk-ins. The office shall be open Monday through Friday during the hours of 0800-1700.

## **8.0 Computer Hardware/Software**

The Contractor will provide new, state-of-the-art computers (i.e. windows based notebooks), computer network systems, server that will increase the efficiency and productivity of the FDBDO employees. Wherever possible wireless technology will be utilized to include remote access for FDBDO employees. The Contractor will design and implement a web based FDBDO "bulletin" that will be linked to the FDBDO website. This "bulletin" will provide the small business community with a means of getting up to date, real time business related information to increase small business engagement, receive feedback from the small business community and expand marketing to a new client base.

## **9.0 FDBDO Web Site**

The Contractor will update and maintain the current FDBDO web site. Ownership of the FDBDO web site shall vest to the Government upon the completion of this Contract.

## **10.0 Domain Name**

The Contractor will maintain the current FDBDO domain. Ownership of the FDBDO domain will vest to the Government upon completion of the current Contract.

## **11.0 Protection of Information:**

### **11.1 Dissemination of Information/Publishing**

There shall be no dissemination or publication, except within and between the Contractor and any subcontractors or specified Integrated Product/Process Team (IPT) members who have a need to know, of information developed under this order or contained in the reports to be furnished pursuant to this order without prior written approval of the COR or the Contracting Officer. COR approval for publication will require provisions which protect the intellectual property and patent rights of both the requiring activity and the Contractor.

### **11.2 Contractor Employees:**

#### **11.2.1 Contractor Identification**

The contractor will ensure that contractor personnel identify themselves as contractors when attending meetings, answering Government telephones, providing any type of written correspondence, or working in situations where their actions could be construed as official Government acts.

#### **11.2.2 Attendance at Meetings**

Contractor personnel may be required to attend meetings or otherwise communicate with Government and/or other contract representatives to meet the requirements of this order. Contractor personnel make their contractor status known during introductions.

#### **11.2.3 Use of Military Rank by Contractor Personnel**

Contractor personnel, while performing in a contractor capacity, are prohibited from using their retired or reserve component military rank or title in all written or verbal communications associated with the contract under which they provide services.

## **12.0 Section 508 Requirement**

The Contractor will comply with Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d). Specifically, the procurement, development, maintenance, or integration of electronic and information technology (EIT) under this contract must comply with the applicable accessibility standards issued by the Architectural and Transportation Barriers Compliance Board at [CFR part 1194](#).

### PROPOSAL CONTENT

#### **PROPOSAL CONTENT AND EVALUATION CRITERIA**

**1.0** Proposals must be submitted and received in two (2) separate volumes (I and II). Volume 1 shall be labeled “Non-Cost/Price Proposal” and Volume II shall be labeled “Business Proposal”.

**1.1** All offerors proposing on this requirement are subject to the following timelines as stated herein. Technical questions are due to the Government point of contact, Justin Pickett, no later than 30 November 2009 by 9:00 AM local time, Frederick, MD. Questions must be sent via email to [justin.pickett@amedd.army.mil](mailto:justin.pickett@amedd.army.mil), Subject W81XWH-10-T-0029. No telephonic questions will be accepted. Answers to questions will be addressed by amendment to the solicitation. Proposals are due to the Government point of contact no later than 14 December 2009 by 10:00 AM local time, Frederick, MD. Proposals must be delivered to:

U.S. Army Medical Research Acquisition Activity (USAMRAA)

Attn: Mr. Justin Pickett

820 Chandler Street

Fort Detrick, MD 21702

All packages must be marked “W81XWH-10-T-0029

**NOTE: Only one proposal will be accepted from each offeror.**

## **2.0 FILE FORMATTING REQUIREMENTS**

**2.1** The submission shall 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. Each paragraph should be separated by at least one blank line. A standard, 12-point minimum font size applied, Times New Roman font is preferred. Volume I, Non-Cost/Price Proposal is limited to 40 pages.

**2.2** One (1) original and two (2) copies of each Proposal Volume shall be submitted. Additionally, two copies of each Proposal Volume shall be provided on virus-free CD-ROM. The first copy of each proposal volume shall be in a searchable PDF format and the second copy of each proposal volume shall be in Microsoft Word 2003. Do not use compressed file formats. A separate CD is required for each Proposal Volume.

### **3.0 VOLUME CONTENT**

#### **3.1 VOLUME I, NON-COST/PRICE PROPOSAL**

**3.1.1** Technical Approach. The Offeror shall submit a written technical proposal which effectively demonstrates the Offeror's understanding of the tasks to be performed, demonstrates a comprehensive staffing plan to efficiently deliver timely high quality services within stated timelines, and provides a draft "Incoming Transition Plan" and a draft "Outgoing Transition Plan." 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 integration of any proposed subcontractors.

**3.1.2** Relevant Experience. The Offeror shall submit written information which effectively demonstrates the Offeror's relevant experience in performing services contained in 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 same or similar tasks required by the solicitation. The Offeror's proposal shall demonstrate the amount of relevant corporate experience possessed by the Offeror (to include any proposed subcontractors) as well as demonstrate the amount of relevant experience possessed by proposed Key Personnel. The Offeror shall provide evidence that the organization has current capabilities for assuring performance of this requirement.

Offerors shall submit resumes of proposed Key Positions, as described in the PWS, for the Government's use in evaluating the background, skills, experience, and education of proposed Contractor employees (either current employees or individuals who have signed a letter of intent), for these Key Positions. Offerors shall submit resumes of only current employees or of those individuals who have signed a letter of intent to accept employment with the Offeror.

**NOTE:** Substitution of proposed Key Personnel will not be allowed for a period of six (6) months after award, except in cases of death, illness, or other extreme circumstance. Any substitution or replacement Key Personnel shall have qualifications equal to or greater than the individuals proposed. The Government must pre-approve any replacement or substitution of Key Personnel.

**3.1.3** Quality Control Approach. The Offeror shall submit a written demonstration of their approach to control the quality of services and deliverables identified in the solicitation. The contractor shall demonstrate the processes, procedures and metrics that will be utilized to ensure high quality services and deliverables are consistently provided to the Government within contract price and on schedule.

**3.1.4 Past Performance.** The Offeror shall provide a list of at least 3, but no more than 5, references of relevant past and present contracts for Federal, State and/or City agencies and commercial customers within the past 3 years. “Relevant” is defined as like service as stated in this solicitation’s Statement of Work in terms of similar scope and complexity. References must include:

Name of the Organization that will be providing the reference,  
Name of the Point of Contact (POC),  
POC Telephone Number,  
POC Email address,  
Contract Number,  
Period of Performance, and  
Scope of Work.

Past performance information will be utilized to determine the quality of the contractor’s past performance as it relates to the probability of success of the required effort. The Offeror shall ensure that contract information is accurate and up-to-date, as references will be checked.

## **3.2 VOLUME II, BUSINESS PROPOSAL**

**3.2.1 Cost/Price .** 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. The Offeror shall submit a completed Excel Pricing Sheet utilizing the format provided. The Offeror must propose on all contract line items for the base and all contract option periods.

**3.2.2 Contractor Representations and Certifications.** The Offeror shall complete the annual representations and certifications electronically through the Online Representations and Certifications Application (ORCA) at <http://orca.bpn.gov>.

**3.2.3** With their proposal submission, the Offeror must acknowledge any amendments to the solicitation that were released.

## **4.0 “TRADEOFF” EVALUATION FACTORS FOR AWARD**

### **4.1 BASIS FOR AWARD**

A single fixed priced contract award will be made will be made on a competitive best value basis, using “tradeoff” among cost/price and non-cost/price factors. The Government may elect to award to other than the lowest priced Offeror, or other than the highest technically rated Offeror. If the award is made to the superior technical Offeror, then a cost/technical tradeoff will have to be determined and qualified. Non-Cost/Price factors will include Technical Approach, Relevant Experience, Quality Control Approach, and Past Performance and are numbered below in descending order of importance. Past Performance will be evaluated independently from the other non-cost/price evaluation factors. Cost/Price will be evaluated independently from all non-cost/price factors.

The evaluation factors are as follows:

- (1) Technical Approach
- (2) Relevant Experience
- (3) Quality Control Approach
- (4) Past Performance
- (5) Cost/Price

Government evaluators will not assume that the offeror possesses any capability or knowledge unless it is specified in the proposal.

After each of the above non-cost/price factors is rated individually, an overall rating will be assigned collectively to all factors less past performance. If any of the above non-cost/price evaluation factors receives an individual rating of “Unacceptable”, the collective overall rating will also be “Unacceptable”. Only proposals receiving an overall rating of “Acceptable” or higher will be considered for award.

Of the non-cost/price factors, the non-past performance factors are more important in their totality than past performance.

The non-cost/price factors (including Past Performance) are more important in their totality than cost/price.

As the technical proposals reach equality in the evaluation of non cost factors, the cost proposals become a more important factor in the overall cost/technical tradeoff analysis. Each Offeror must fully document and substantiate a cross mapping of their cost approach as it equates to the technical approach listed in the evaluation criteria. Please note that unsubstantiated costs that are considered unrealistic or unsupported or both may cause the overall technical evaluation to be adjusted in one or more of the factors listed in the non cost evaluation factors upon the completion of the cost/technical tradeoff analysis.

### **4.3 EVALUATION APPROACH**

The following criteria will be used to evaluate the contract proposals. Evaluation criteria are numbered, and described below, in descending order of importance: (1) Technical Approach, (2) Experience, (3) Quality Control Approach, and (4) Past Performance. The collective total of all these non price technical evaluation criteria is significantly more important than price.

#### **4.3.1 Evaluation Factor 1-Technical Approach**

The degree to which the Offeror’s technical approach (including approach to staffing) reflects a clear understanding of all the tasks listed and/or described the PWS and all the requirements for the Transition Plan for Incoming Transition, and a reasonable, well-thought-out approach that is likely to yield the required results within the required time frame. Particular emphasis will be applied to evaluation of the technical approach for accomplishing the following task areas specified in Section 3.0 of the PWS and Transition Plan(s).

#### **4.3.2 Evaluation Factor 2- Relevant Experience**

The degree to which the Offeror’s proposal reflects corporate or proposed staff experience identical to, similar to, or related to the requirement. Additionally, the Offeror’s proposal will be evaluated on the amount of relevant experience possessed by proposed Key Personnel.

#### **4.3.3 Evaluation Factor 4-Quality Control Approach**

The degree to which the Offeror’s approach to quality control identifies processes, procedures, and metrics that are likely to predict successful outcomes within cost and on schedule.

#### **4.3.4 Evaluation Factor 5-Past Performance**

The degree to which past performance evaluations either included in the proposal or identified by the evaluators in any other manner, reflect success in performing the tasks listed and/or described in Section 3.0, Specific Tasks, of this PWS and the degree to which these evaluations of past performance reflect a management approach that encourages customer satisfaction and collaboration. Particular emphasis will be applied in the evaluation to relevant past performance with respect to the following task areas specified in Section 3.0 of the PWS.

The Government may also consider information obtained through other sources.

#### 4.3.5 Evaluation Factor 6-Price/Cost

The degree to which the proposed cost/price is fair and reasonable; and that a complete business proposal has been submitted. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

#### 5.0 Type of Contract

The Contract type will be Firm Fixed Price (FFP).

#### Past Performance Rating Standards for the Non Cost/Price Proposal

Rating	Definition and Criteria
Low Risk (LR)	Verification of past performance shows that offeror consistently meets work schedules, provides specified services, meets contract terms without failure or resolves issues immediately, and has not been defaulted on any contract within the past three years.
Moderate Risk (MR)	Verification of past performance shows offeror meets work schedules and specified services most of the time, meets contract terms without failure or resolves issues immediately, and has not been defaulted on any contract within the past three years.
High Risk (HR)	Verification of past performance shows that offeror has consistently not met work schedules and other obligations, has defaulted on at least one contract within the past three years, or has chronically failed to meet contract terms, or the past performance information provided is not relevant to this requirement.
Unknown Risk (UR)	No record of past performance or contact information (telephone, facsimile, or electronic mail address) is available and/or is not valid and/or the points of contact or agencies could not be reached.  <i>IAW FAR 15.305(a)(2)(iv), in the case of an offeror without a record of relevant past performance or for whom information on past performance is not available, the offeror may not be evaluated favorably or unfavorably on past performance.</i>

**Rating Standards for the Non Cost/Price Proposal (Excluding Past Performance)**

Rating	Definition and Criteria
Exceptional (E)	<p>The proposal has exceptional merit and reflects an excellent approach which should clearly result in the superior attainment of all requirements and objectives. The proposed approach includes numerous substantial advantages, and essentially no disadvantages, and can be expected to result in outstanding performance. The solutions proposed are considered very low risk in that they are exceptionally clear and precise, fully supported, and demonstrate a complete understanding of the requirements.</p> <p>Risk Level: Very Low</p>
Good (G)	<p>The proposal demonstrates a sound approach which is expected to meet all requirements and objectives. This approach includes substantial advantages, and few relatively minor disadvantages, which collectively can be expected to result in better than satisfactory performance. The solutions proposed are considered to reflect low risk in that they are clear and precise, supported, and demonstrate a clear understanding of the requirements.</p> <p>Risk Level: Low</p>
Acceptable (A)	<p>The proposal demonstrates an approach which is capable of meeting all requirements and objectives. The approach may have both advantages and disadvantages, however any disadvantages do not outweigh the advantages and the approach can be expected to result in satisfactory performance. The solutions proposed are considered to reflect moderate risk in that they are for the most part clear, precise, and supported, and demonstrate a general understanding of all the requirements.</p> <p>Risk Level: Moderate</p>
Marginal (M)	<p>The proposal does not demonstrate a full understanding of all the requirements and may pose a risk that the offeror might fail to perform satisfactorily without significant Government oversight or participation. Any advantages that may exist in the approach are outweighed by existing disadvantages. The solutions proposed are considered to reflect high risk in that they lack clarity and precision, or are unsupported.</p> <p>Risk Level: High</p>
Unacceptable (U)	<p>The proposal demonstrates an approach which will very likely not be capable of meeting all requirements and objectives. This approach has one or more substantial disadvantages or contains a deficiency. Collectively, the advantages and disadvantages are not likely to result in satisfactory performance. The solutions proposed are considered to reflect very high risk in that they lack any clarity or precision, are unsupported, or indicate a lack of understanding of the requirement.</p> <p>Risk Level: Very High.</p>

**(e) Tradeoff Evaluation Standard Definitions**

Rating	The evaluators' conclusions (supported by narrative write-ups) identifying the strengths, weaknesses, and deficiencies of an evaluation factor or subfactor. The ratings for each Non-Cost/Price Factor and each of its Subfactors will be expressed as an adjective.
Strength	Any aspect of a proposal that, when judged against a stated evaluation criterion, enhances the merit of the proposal or increases the probability of successful performance of the contract.
Significant Strength	A significant strength appreciably enhances the merit of a proposal or appreciably increases the probability of successful contract performance.
Weakness	A flaw in the proposal that increases the risk of unsuccessful contract performance.
Significant Weakness	A flaw that appreciably increases the risk of unsuccessful contract performance.
Deficiency	A material failure of a proposal to meet a Government requirement or a combination of significant weaknesses in a proposal that increases the risk of unsuccessful contract performance to an unacceptable level.
Proposal Risk	Proposal risks are those risks associated with the likelihood that an offeror's proposed approach will meet the requirements of the solicitation.
Performance Risk	Performance risks are those risks associated with an offeror's likelihood of success in performing the solicitation's requirements as indicated by that offeror's record of current or past performance.
Advantage	Any state, circumstance, opportunity, or means specially favorable to successful contract performance or the Government's overall interest.
Disadvantage	Any state, circumstance, opportunity, or means specially unfavorable to successful contract performance or the Government's overall interest.

(End of Summary of Changes)