

AFPEO/BES Vendor Exchange Workshop

Instructions To Offerors (ITO)
and
Evaluation Criteria (EC)



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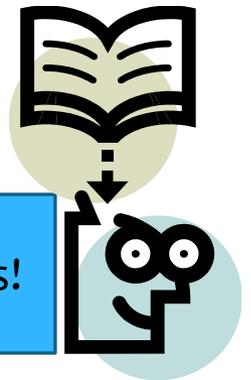
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Purpose

- * The ultimate goal is to foster competition through:
 - * Improved solicitation instructions & evaluation criteria
 - * Need to be clear, concise and consistent
 - * Need to get rid of areas that aren't discriminators
 - * Need to identify areas that don't add value

We need your feedback and suggestions to make improvements!



Approach

- * I am using “typical” Instructions to Offerors and Evaluation Criteria
- * I need you to give me feedback and tell me how we can improve documentation to maximize competition
- * Offer suggestions and ideas
- * Email me follow-on comments/after-thoughts

Instructions to Offerors

- Proposals shall include all of the information requested in the specific instructions. A proposal that merely reiterates or promises to accomplish the requirements of the Performance Work Statement (PWS) or “parrots back” the requirements of the solicitation will be considered unacceptable.
- Responses will be evaluated against the Factors and Sub-factors as stated in the Evaluation Criteria. All the requirements specified in this solicitation are mandatory. By your proposal submission, you are representing that your firm will perform all the requirements specified in the solicitation.

Instructions to Offerors

- * Your proposal shall be organized by the factors and subfactors as stated herein:

Factor 1: TECHNICAL

Page Limit:

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The Technical Volume should be specific and complete. Responses will be evaluated against the Technical sub-factors defined in the Evaluation Criteria. Your technical proposal shall provide as specifically as possible the actual methodology you would use for accomplishing/ satisfying these sub-factors. All the requirements specified in the solicitation are mandatory. By your proposal submission, you are representing that your firm will perform all the requirements specified in the solicitation.

Instructions to Offerors

* **Sub-factor 1: Contract/Personnel Management**

- * Describe your proposed key personnel. Provide why you selected these positions and how they will help your firm successfully execute the requirements of the program. Key positions shall include, at a minimum, management personnel including on-site Management Personnel,
- * Contract Task Leads, Engineering and Technical personnel for which qualifications/certifications are required based on industry standards. Your summary shall include, at a minimum, the following information:
 - * Position/Title
 - * Work Experience (management, supervision, engineering, technical)
 - * Clearance (Top Secret, Secret, national agency check)
 - * Certifications and Training
- * Outline plan/method to ensure stable contractor force. Address how personnel will meet requirements identified in PWS. Detail your approach for monitoring and if necessary correcting unacceptable behavior or action.

Instructions to Offerors

- * **Sub-factor 1: Contract/Personnel Management (continued)**
- * Provide proposed organizational structure and staffing process/procedure necessary to ensure all needed personnel resources are provided to successfully accomplish program requirements.
- * Provide an organizational chart that identifies responsibilities and functional relationships. The Contractor (Prime) shall provide a list of all subcontractors (team members) with its proposal. Show lines of authority and chain of command to include teaming partners and subcontractors and their respective roles and functions regarding contract performance.
- * Provide processes/tools to ensure Government will have clear visibility into cost control methods.
- * Provide a flowchart or other illustrative tool to show how your management approaches and organization will respond to internally and externally driven existing and/or new requirements to meet mission parameters (e.g. cost, schedule, performance, innovation).

Instructions to Offerors

- * **Sub-factor 2: Business Principles/Practices**
- * Provide approaches to maximize innovation, apply efficiencies, and utilize existing business relationships, and previous government investments to meet PWS mission. Include plan to implement the delivery of the Contract Data Requirements List (CDRL) and execution of task necessary to successfully complete all phases of the PWS in the timeframes required. Describe the steps that will minimize risks associated with executing the requirements identified in the PWS. Describe any teaming arrangements that may impact performance.

Instructions to Offerors

- * **Sub-factor 3: Technical Expertise/Capability**
- * Outline intended approach to meet the objectives of the PWS. Specifically describe the correct mix of skilled personnel to meet the technical requirements for the sustainment and implementation sections of the PWS. Describe in detail what tools and processes will be utilized to minimize the risks associated with executing the sustainment and implementation section of the PWS. Describe skills and experience the company has to execute requirements identified in PWS.

Instructions to Offerors

Factor 2: PAST PERFORMANCE

Page Limit:

6

- * The offeror shall submit a Past Performance volume containing the following:
- * A. Table of Contents (does not count toward number of pages)
- * B. Two-Page Summaries: A two-page summary is required to provide past performance information IAW paragraphs below.
 - * Submit information on contracts you consider most relevant in demonstrating your ability to perform the proposed effort. Each relevant contract shall have been performed during the last three (3) years from the date of issuance of this solicitation. The offeror shall submit up to three (3) two-page summaries. The two-page summary shall include: Program Title, Contracting Agency/Customer, Contract Number, Contract Type, Period of Performance, Original and Current Contract Values (if different, provide brief description of the reason), Original and Actual Completion Dates (if different, provide brief description of reason), and Description of the Effort (indicate whether it was development and/or production, or other acquisition phase and highlight portions considered most relevant to current acquisition).

Instructions to Offerors

- * **Factor 2: PAST PERFORMANCE (continued)**

Page Limit: 6

- * In the Description of the Effort, illustrate how the experience applies to each of the applicable sub-factors of this requirement. Describe the nature or portion of the work on the proposed effort to be performed by the business entity being reported here.

Instructions to Offerors

* **Factor 3: COST/PRICE**

Page Limit:

NONE

- * The offeror shall submit a Firm Fixed Price proposal.
- * The contractor shall include a basis for the FFP by including labor categories, number of hours proposed in each labor category, and the labor rate(s).

Evaluation Criteria

- * The criteria identified below will be used to evaluate each offeror's proposal to determine which proposal represents the "Best Value" to the government. The established criteria will be used to evaluate the offeror's ability to meet all requirements identified in the PWS. The evaluation of technical features includes an assessment to determine if the proposed solution satisfies the government's objectives and provides for high quality performance. The assessment will address the following factors, in decreasing order of importance; with Technical being the most important. Past Performance is slightly less important than Technical. Cost/Price is the least important factor.
- * Factor 1 – Technical
- * Factor 2 – Past Performance
- * Factor 3 – Cost/Price

Evaluation Criteria

- * **Factor 1 – Technical**

- * The Technical proposal will be evaluated at the sub-factor level as follows:
- * Sub-factor 1: Contract/Personnel Management
- * Sub-factor 2: Business Principles/Practices
- * Sub-factor 3: Technical Expertise/Capability

- * All sub-factors are of equal importance. Technical sub-factor ratings shall focus on the strengths and deficiencies of the offeror's proposal and risk will be assigned at the Technical sub-factor level. Each sub-factor will be assigned a color rating (Blue-Outstanding, Purple-Good, Green-Acceptable, Yellow-Marginal, and Red-Unacceptable). Sub-factor ratings will not be rolled up to an overall color rating for the Technical factor.

Evaluation Criteria

- * **FACTOR 2: PAST PERFORMANCE**

- * The past performance evaluation is an assessment of the government's confidence in the offeror's ability to fulfill the solicitation requirements. Past performance information will be evaluated for recency and relevancy. Recent information addresses work performed in the last three years. Relevant information involves work that is the same or similar to the type and magnitude of work described in the PWS. The evaluation of the offeror's past performance data will result in an overall performance confidence assessment, which is the rating for this past performance factor. The performance confidence assessment will use the following ratings: Substantial Confidence, Satisfactory Confidence, Limited Confidence, No Confidence, Unknown Confidence.

Evaluation Criteria

- * **FACTOR 3: COST/PRICE**

- * The cost/price factor will be evaluated for reasonableness and realism. This will include an evaluation of the extent to which proposed labor categories, rates and hours are sufficient for the work to be performed, reflective of a clear understanding of the requirements, and consistent with the unique methods of performance and materials described in the Offeror's technical proposal.

Questions/Comments

