

INFORMATION TO OFFERORS (ITO)
Instructions, Conditions, and Notices to Offerors/Respondents
Low Price/Technically Acceptable Strategy

Offerors wishing to compete for the Netcents 2 task order resulting from this request for Quotation (RFQ) must submit a quotation that complies with the following information. Offerors are advised to contact the contracting officers by telephone, email or otherwise in writing if they do not understand or have questions relating to these instructions.

1.0 AIR FORCE FEDERAL ACQUISITION REGULATION SUPPLEMENT SOLICITATION PROVISIONS (or any other regulatory source)

(Note to Contracting Officer: Should provisions or clauses unique to this requirement be necessary and not be in the basic ID/IQ contract, this is the location for the clauses/provisions required. Note that there are potential approval requirements if unique clauses/provisions are necessary.)

PARAGRAPH	TITLE	DATE

2.0 PROGRAM/PROJECT/BUDGETARY INFORMATION

(This is the location for above cited information as well as any pertinent background information which is/was provided in the requirements documentation in the RFQ.)

3.0 GENERAL INSTRUCTIONS FOR THE QUOTATION

(a) This section of ITO provides general guidance for preparing quotations as well as specific instructions on the format and content of the quotation. These general instructions are designed to ensure the submission of information essential to understanding the quotation. Offerors are cautioned to use best efforts to follow the instructions fully and carefully, ensuring the offerors' capability to perform all requirements for the intended task order and demonstrates its abilities.

The Government reserves the right to make award based on initial offers received, without further conversations with the offeror, if this decision is in the best interest of the government. Therefore, submit your best offer from both a technical and price standpoint in your initial offer. Non-conformance with the instructions provided in this ITO *may* result in an unfavorable quotation evaluation. The government will not evaluate or otherwise entertain alternate or other proposals that do not assent and conform to the terms of this RFQ.

(b) The quotation shall be clear, concise, and shall include sufficient detail for effective evaluation and for substantiating the validity of stated claims. The quotation should not simply rephrase or restate the Government's requirements but rather shall provide convincing rationale to address how the offeror intends to meet these requirements. Offerors shall assume that the Government has no prior knowledge of their facilities and experience and will base its evaluation on the information presented in the offeror's quotation. (c) Elaborate brochures or documentation, binding, detailed art work, or other embellishments are unnecessary and are not desired. Similarly, for oral presentations, elaborate productions are unnecessary and not desired.

(d) The quotation acceptance period is specified in Section A of the model contract/solicitation. The offeror shall make a clear statement in Section A of the quotation documentation volume that the quotation is valid through this date. The offeror agrees to hold the prices in its offer firm for a minimum of ninety (90) calendar days from the date specified for receipt of offers. A written notice of award or acceptance of an offeror mailed or otherwise furnished to an offeror within the time for acceptance specified in the offer, shall result in a binding task order with no further action by either party. Before the offer's specified expiration time, the Government may accept an offer, whether or not there are negotiations after its receipt, unless a written notice of withdrawal by the vendor is received by the government before award.

(e) In accordance with [FAR Subpart 4.8](#) (Government Contract Files), the Government will retain one copy of all unsuccessful quotations. Unless the offeror requests otherwise, the Government will destroy extra copies of such unsuccessful quotations.

3.1 Background Information

3.1.1. Point of Contact

The Contracting Officer (CO) is the **sole** point of contact for this acquisition. Address any questions or concerns you may have to the CO. Written requests or questions may be sent to the CO at the address located in Section A of the model contract/solicitation.

3.1.2. Pre and Post Award Status Briefings for Unsuccessful Offerors

Either during the competition or after award, the Contracting Officer will contact offerors should he or she have a question. **There is no requirement for debriefing ID/IQ task orders. However, upon request to the CO he/she may consider such request. If the quote received is inadequate the**

offeror(s) will be notified of any decision to exclude them from the competition or the award. Offerors excluded from the competition may request a pre-award briefing or they may choose to wait until after the award decision to request a post-award briefing. The CO will notify unsuccessful offerors of award and that unsuccessful offeror may request a debriefing. Offerors desiring a debriefing must make their request in accordance with the requirements in a timely fashion after notification (no more than 3 working days).

3.1.3. Discrepancies

If an offeror believes that the requirements in these instructions contain an error, omission, or are otherwise unsound, the offeror shall immediately notify the CO in writing with supporting rationale as well as the remedies the offeror is asking the CO to consider as related to the omission or error. The offeror is reminded that the Government reserves the right to award this effort based on the initial quotation, as received, without discussion. This reservation includes matters of additional or substitute pages of the initial quotation.

3.1.4. Electronic Reference Documents

All referenced documents for this solicitation are available on the AFWAY 2 web site at <http://www.XXXXXX.gov> or AFWAY, but the portal will be announced upon award of Netcents 2 vehicles. The documents will be in a bidder's library if needed. Potential offerors are encouraged to subscribe for real-time e-mail notifications when information has been posted to the website for this solicitation.

3.1.5. Oral Presentations

The CO may decide to obtain quotations orally. If that is the case, that RFQ will present the specific details. Generally, each offeror is requested to present the required section of its quotation in an oral presentation. The time and date of the presentation will be provided. The contracting officer may request documentation of the vendor's briefing materials as a part of or separate from the written quotation submission depending on the task order strategy. However, these materials will not be considered in the Government's evaluation of your quotation. Only the presentation itself will be evaluated: In other words, any chart that is not briefed during the established time limit will not be evaluated.

3.1.6 Communications

Exchanges of source selection information between Government and offerors will be controlled by the Contracting Officer. Email may be used to transmit such information to offerors only if the email can be sent and received encrypted and includes "Acquisition Sensitive or Competition Sensitive – See [FAR 2.101](#) & [3.104](#)" in the Subject line.

3.2 Instructions for the preparation of quotations

The offeror's technical quotation shall have a statement that the offeror understands and will comply with all requirements and terms and conditions of the quotation and specification and will provide a product or service that meets or exceeds all requirements of the specification. The information provided will clearly demonstrate how the quotation meets the requirements.

3.2.1. Organization/Number of Copies/Page Limits

The offeror may prepare the quotation as set forth in the Quotation Organization Table (Table 3.2 below). The titles and contents of the volumes are defined in this table, all of which should be within the required page limits and with the number of copies as specified in Table 3.2. The offeror risks losing important documentation if the page number is exceeded. The contents of each quotation volume are described in the ITO paragraph as noted in the table below

Table 3.2 - Quotation Organization

VOLUME	ITO Paragraph Number	VOLUME TITLE	COPIES	PAGE LIMIT
I		Technical Information		
II		Price Information by Contract Line Item Number		
		Attachments if Required in RFQ		

3.2.1.1. Page Size and Format

(a) A page is defined as each face of a sheet of paper containing information. When both sides of a sheet display printed material, it shall be counted as two pages. Page size shall be 8.5 x 11 inches, not including foldouts. Pages shall be _____. Except for the reproduced sections of the solicitation document, the text size shall be no less than point. Tracking, kerning, and leading values shall not be changed from the default values of the word processing or page layout software. Use at least 1 inch margins on the top and bottom and ¾-inch side margins. Pages shall be numbered sequentially by volume. These page format restrictions shall apply to responses to questions, if any.

(b) Legible tables, charts, graphs and figures shall be used wherever practical to depict organizations, systems and layout, implementation schedules, plans, etc. These displays shall be uncomplicated, legible, and shall not exceed 11 by 17 inches in size. Foldout pages shall fold entirely within the volume, and Foldout pages may only be used for large tables, charts, graphs, diagrams and schematics not for pages of text. For tables, charts, graphs and figures, the text shall be no smaller than _____point.

3.2.2 CLIN Pricing Information

All cost or pricing information shall be addressed ONLY in the Cost/Price Quotation and Contract Documentation Volumes. It will include the following

- (a) Completed Section B with offeror's proposed firm fixed unit price and extended price for each Contract Line Item (CLIN).
- (b) Completed/signed SF 1449 for the basic quotation and completed/signed SF 30 for each amendment (if any).
- (c) Notification of any changes to On Line Representations and Certifications and appropriate DoD and USAF Representations and Certifications (if any).

3.2.3 Cross-Referencing

To the greatest extent possible, each volume shall be written on a stand-alone basis so that its contents may be evaluated with a minimum of cross referencing to other volumes of the quotation. Information required for quotation evaluation which is not found in its designated volume will be assumed to have been omitted from the quotation. Cross-referencing within a quotation volume is permitted where its use would conserve space without impairing clarity.

3.3 Submission of Offers

The offeror is responsible for insuring that quotations are received in the designated Contracting Office no later than XXXX date at XXXX time CST as indicated on page one (1) of this quotation. Failure of the offeror's proposal to be received prior to the hour and date specified may result in rejection of the offer. The quotation number XXXXX should be clearly marked on the outside of the quotation and an email confirmation of receipt is required. The content and page size of electronic copies must be identical to the hard copies. For electronic copies, indicate on each CD the volume number and title. Use separate files to permit rapid location of all portions, including exhibits, annexes, and attachments, if any. The offeror shall submit volumes 1 through 2 in electronic format, using recordable CDs. Each volume shall be in a different directory on a CD. If files are compressed, the necessary decompression program must be included. In the event that hard copies and electronic copies of a quotation are submitted and if there are any discrepancies between the hard copies and the electronic copies of the quotation, the hard copies will be used for evaluation.

3.4 Distribution

The "original" quotation shall be identified. Quotations shall be addressed to the Contracting Officer and mailed or hand carried to: _____.

4.0 Remainder of Evaluation

4.1 Narrative Summary

The narrative summary of the entire quotation should be concise, to include addressing the significant risks, and highlighting any key or unique features, excluding cost/price. The salient features should tie in with the evaluation factors. Any summary material presented here shall not be considered as meeting the requirements for any portions of other volumes of the quotation. Include a master table of contents of the entire quotation.

5.0 Volume I – Technical Information (Go / No Go)

5.1 General

The Technical Volume should be specific and complete. Legibility, clarity, and coherence are very important. Your responses will be evaluated against the Technical subfactors defined in Evaluation Factors for Award. Using the instructions provided below, provide as specifically as possible the actual methodology you would use for accomplishing/satisfying these subfactors. All the requirements specified in the solicitation are mandatory. By your quotation submission, you are representing that your firm will perform all the requirements specified in the solicitation. It is not necessary or desirable for you to tell us so in your quotation. Do not merely reiterate the objectives or reformulate the requirements specified in the solicitation.

5.2 Format and Specific Content

5.2.1 Technical

In the Technical volume, address your proposed approach to meeting or exceeding the minimum performance or capability requirements of each Technical. The Technical information should be organized according to the following general outline: Table of Contents

- (1) List of Table and Drawings
- (2) Glossary

5.3. Specific Content

Offerors are required to explain what aspects of the contracts are deemed relevant to the proposed effort and to what aspects of the proposed effort they relate. This may include a discussion of efforts accomplished by the offeror to resolve problems encountered on prior contracts as well as past efforts to identify and manage program risk. Merely having problems

does not automatically equate to a limited or no confidence rating, since the problems encountered may have been on a more complex program, or an offeror may have subsequently demonstrated the ability to overcome the problems encountered. The offeror is required to clearly demonstrate management actions employed in overcoming problems and the effects of those actions in terms of improvements achieved or problems rectified. This may allow the offeror to be considered a higher confidence candidate. For example, submittal of quality performance indicators or other management indicators that clearly support that an offeror has overcome past problems is required. Categorize the relevant information into the specific Technical subfactors and Cost/Price factor used to evaluate the quotation.

6.0 Volume IV - Cost/Price

6.1 General Instructions

6.1.1 Cost/Price Reasonableness and Realism

This section is to assist you in submitting information other than cost or pricing data that is required to evaluate the reasonableness of your proposed cost/price. Compliance with these requirements is mandatory and failure to comply may result in rejection of your quotation. Note that unrealistically low or high proposed costs or prices, initially or subsequently, may be grounds for eliminating a quotation from competition either on the basis that the offeror does not understand the requirement or has submitted an unrealistic quotation. Additionally, unbalanced pricing poses an unacceptable risk to the Government and may be a reason to reject an offeror’s quotation. Offers should be sufficiently detailed to demonstrate their reasonableness. The burden of proof for credibility of proposed costs/prices rests with the offeror.

6.1.2 CLIN/Price Information

Information beyond that required by this instruction shall not be submitted, unless you consider it essential to document or support your cost/price position. All information relating to the proposed price, including all required supporting documentation must be included in the section of the quotation designated as the Price volume.

6.1.3 Cost Summary by CLIN

Provide a cost summary by major cost elements by CLIN using the format shown below (and separately identify costs for Other Direct Costs including travel costs):

Table 6.1.3 - Cost Summary by Cost Elements

COST ELEMENT	0001	0002	etc	TOTAL

Prime Hours				
Inter-divisional hours				
Subcontractor hours				
Total Hours				
Direct Labor (\$)				
Overhead (\$)				
Material (\$)				
Subcontracts (\$)				
Interdivisional (\$)				
Other Direct Costs (\$)				
Subtotal (\$)				
G&A (\$)				
Estimated price				
Profit/Fee (\$)				
Total Price (\$)				

6.3.4 Major Material Items and Equipment

Submit a list of each major material item and applicable equipment with an extended value exceeding _____ showing nomenclature, part number, quantity required, unit price and extended price, (i.e. basis of estimate such as vendor quotes, purchase orders, engineering estimates, etc.), and commercial item determination support, if applicable.

7.0 Volume III - Contract Documentation, If Required

7.1. Model Contract, and Sections A through K. This includes: _____

7.1.1 Section A - Solicitation/Contract Form

Completion of blocks _____ (*insert specific blocks*) and signature and date for blocks _____ (*insert block number*) and _____ (*insert block number*) of the _____ (*insert form number such as the SF33*). Signature by the offeror on the _____ (*insert form number*) constitutes an offer, which the Government may accept. The "original" copy should be clearly marked under separate cover and should be provided without any punched holes.

7.1.2 Section B - Supplies or Services and Costs/Prices

Completed pricing information in Section B of the model contract.

7.1.3 Section F - Deliveries or Performance

(If the Government is allowing the offeror to propose its own delivery schedule, include the following:)

Proposed Delivery Schedule. The offeror shall propose the delivery schedule by completing the blanks in Section F of the model contract. The proposed schedule is subject to the following guidance:

7.1.4 Section G - Contract Administrative Data

7.2 Exceptions to Solicitation Requirements

Offerors are required to meet all solicitation requirements, such as terms and conditions, representations and certifications, and technical requirements, in addition to those identified as evaluation factors or subfactors. Failure to meet a requirement may result in an offer being ineligible for award. Offerors must clearly identify any exception to the solicitation terms and conditions and provide complete accompanying rationale. Each exception shall be specifically related to each paragraph and/or specific part of the solicitation to which the exception is taken. Provide rationale in support of the exception and fully explain its impact, if any, on the performance, schedule, cost, and specific requirements of the solicitation. This information shall be provided in the format and content of Table 7.2.

Table 7.2 - Solicitation Exceptions

Solicitation Document	Page/ Paragraph	Requirement/ Portion	Rationale
<i>SOO, SOW, SPEC, Model Contract, ITO, etc.</i>	<i>Applicable Page and Paragraph Numbers</i>	<i>Identify the requirement or portion to which exception is taken</i>	<i>Describe why the requirement can/will not be met</i>

7.3 Other Information Required

7.3.1 Authorized Offeror Personnel

Provide the name, title, and telephone number of the company/division point of contact regarding decisions made with respect to your quotation and who can obligate your company contractually. Also, identify those individuals authorized to negotiate with the Government. Provide company/division's street address, county and facility code; CAGE code; DUNS code; TIN; size of business (large or small); and labor surplus area designation. This same information must be provided if the work for this contract will be performed at any other location(s). List all locations where work is to be performed and indicate whether such facility is a division, affiliate, or subcontractor, and the percentage of work to be performed at each location.

7.3.2 Attachments to the Model Contract

7.3.2.1 Participation of Small Disadvantaged Businesses (SDB)

Pursuant to the requirements of [FAR 52.219-24](#), each offeror must provide, with its offer, targets, expressed as dollars and percentages of total contract value, for SDB participation in any of the North American Industry Classification System (NAICS) Industry Subsectors as determined by the Department of Commerce. NAICS codes and titles are posted at: <http://www.census.gov/epcd/naics02/naicod02.htm>. The targets may provide for participation by a prime contractor, joint venture partner, teaming arrangement member, or subcontractor; however, the targets for subcontractors must be listed separately.

7.3.2.2 Subcontracting Plan - Participation of Small Businesses (SB), Historically Black Colleges and Universities, or Minority Institutions (HBCU/MI)

If the offeror is other than a small business, the offeror shall submit a Small Business Subcontracting Plan in accordance with [FAR 52.219-9](#) that also identifies and specifies the

extent of offeror's commitment to the participation of small businesses (SB), historically black colleges or universities (HBCU) and minority institutions (MI), whether as joint venture members, teaming arrangement partners, or subcontractors. If applicable, submit a copy of your approved Master Plan. In the event the offeror has negotiated a comprehensive subcontracting plan pursuant to DFARS 219.702, the offeror must submit the information that identifies and specifies the extent of its commitment to the participation of SB, HBCU and MI.

7.2.2.3 GFP and/or Base Support Requirements

The Government plans to provide the items listed in Attachment ___ of the solicitation as GFP/ (or Attachment ___ as Base Support). If the offeror requires the use of Government furnished items other than those specified, the offeror shall provide a listing including quantity, federal stock number, nomenclature, date needed and duration of availability, rental value per FAR 45.1 and 45.2, reason for need, and cross reference to cost/price volume paragraphs which pertain to GFP and/or base support. The offeror shall also provide the written authorization from the cognizant ACO, as applicable. The offeror shall supply this information in the format shown in Table 7.3.

Table 7.2 - Required Information for Using GFP/Base Support

<i>Quantity</i>	<i>Federal Stock #</i>	<i>Nomenclature</i>	<i>Duration of Need</i>	<i>Rental Value</i>	<i>Reason for Need</i>	<i>Cross Ref. to Cost Prop</i>
2 EA	FS156-09-234	ACG-1372 Time Counter	1 Oct 03 - 30 Dec 04	\$1,000	Needed to calibrate our 5 mhz/1pps SATCOM simulator offset	Volume IV, pages 23 – 27, paragraphs A-C

7.3.1 Required Attachments

7.3.1.1 Contract Statement of Work (CSOW)

A Statement of Objectives (SOO) is provided as Attachment ___ to the solicitation. This SOO represents the Government's minimum objectives for the _____. The offeror shall use the SOO to propose a WBS-structured SOW (known as CSOW) which expands upon these minimum objectives to the extent necessary to conduct this acquisition. The proposed CSOW shall define the tasks required for the _____ ensuring all minimum requirements of the Government provided SOO and preliminary WBS have been addressed. The proposed CSOW shall consist of tasking statements. Each tasking statement shall reference the CDRL items which will be delivered by that task. The proposed CSOW shall not contain informational notes, as the Technical volume provides ample opportunity for discussion and description of the offeror's approach, and the IMP and IMS provide the mechanisms for describing specific details of the offeror's approach. The tasking statements in the CSOW, elements of the CWBS, and the IMP and IMS sections shall use a common numbering system. The proposed CSOW, when accepted by the Government, will be put on contract at award.

7.3.1.2. Applicable Documents (*Recommendation to the CO: Based on inputs from Industry, a bidder's library would be helpful*).

A list of Applicable Documents has been provided to the offerors as an annex to the SOO/SOW attachment in the solicitation, which includes a minimum list of Government Compliance Documents. The offeror shall provide a list of any offeror, industry, commercial, and tailored Government standards, specifications, processes, and/or practices selected as compliance documents. The offeror shall also provide a list of all Government compliance documents intended to be used as compliance documents during the course of this contract. The offeror shall submit a list of these documents, including any tailoring instructions, as an annex to the proposed SOW. The offeror shall submit the completed Proposed Compliance Documents as a separately bound document.

- (1) desired result at a specified event which indicates a level of design maturity,
- (2) A discrete step in a process,
- (3) A description of interrelationship between different functional disciplines.

ATTACHMENT 1: CROSS REFERENCE MATRIX

For Prospective Offerors: See paragraph 2.2.4 regarding instructions for completion of the solicitation Cross-Reference Matrix. If this matrix conflicts with any other requirement, direction, or provision of this solicitation, the other reference shall take precedence over this matrix. Additionally, to the extent this matrix discloses details as to the extent or manner by which the Government intends to evaluate offeror’s quotations for award, Section M references in the matrix are for information purposes only, and the Government shall be obligated to evaluate quotations solely in conformance with the provisions of the Section M of the solicitation. An example of the format is shown below:

SOLICITATION CROSS REFERENCE MATRIX										
REQ.	WORK	WBS	CLIN	Section	Section	Quotatio	SOW	CDRL	IMP	SOO
DOC	REQ	LEVEL		L	M	n				
3.2.2	Design B	2	0001					N/A		
3.3.3	Build A	2	0002	3.B.2				A001		
									Yes	No

Technical Performance Go/No Go Types of Questions

T1 Quality & repeatability of operations & maintenance.			
T2. Quality of technical system testing and certification efforts			
T3 Quality/integrity of technical data/report preparation efforts			
T4 Adequacy/effectiveness of quality control program and adherence to contract quality assurance requirements			
T5 Ability to implement current standard practices for computer hardware design, operation, maintenance, upgrades and configuration control			
T6 Ability to implement current standard practices for computer			

software design, operation, maintenance, upgrades and configuration control			
T7 Adequacy/effectiveness of environmental safety procedures			

Program Management

P1. Effectiveness of overall contract management (including ability to effectively lead, manage and control the program)						
P2. Contractor was reasonable and cooperative in dealing with your staff (including the ability to successfully resolve disagreements/disputes)						
P3. Timeliness/effectiveness of contract problem resolution without extensive customer guidance						
P4. Understand/complied with customer objectives and technical requirements						
P5. Successfully responded to emergency and/or surge situations						
P6. Quality/effectiveness of sub-contracted efforts						
P7. Effectiveness of material management (including Government Furnished Property or Material)						
P8. Effectiveness of acquisition management						
P9. Contractor proposed alternative methods/processes that reduced cost, improved maintainability or other factors that benefited the customer						
P10. Contractor implemented responsive/flexible processes to improve quality and timeliness of support.						

Transition/phase-in

T/PI1. Contractor ability to smoothly transition resources and personnel.						
T/PI2. Contractor effectiveness on maintaining continuity of mission support while transitioning/phasing in resources and						

personnel to support other efforts.						
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Employee Retention/Attraction

E1. Ability to hire/apply a qualified workforce to this effort.						
E2. Ability to retain a qualified workforce on this effort.						
E3. Effectiveness of employee compensation towards quality of work.						

Small and Small Disadvantaged Business Participation

S1. Ability to meet or exceed small business and small disadvantaged business goals set forth in the approved subcontracting plan						
S2. Ability to effectively manage small business participation to meet technical performance.						

Cost Performance

C1 Accuracy in forecasting contract costs						
C2 Ability to alert Government of unforeseen costs before they occur						
C3 Sufficiency and timeliness of cost reporting						