



GSA Federal Acquisition Service

January 24, 2012

FAS INSTRUCTIONAL LETTER 2012-05

MEMORANDUM FOR ALL FAS ACQUISITION ACTIVITIES

FROM:

HOUSTON W. TAYLOR
ASSISTANT COMMISSIONER
OFFICE OF ACQUISITION MANAGEMENT (QV)


SUBJECT:

Federal Supply Schedule (FSS) Readiness Assessment

1. **Purpose:** The purpose of this Instructional Letter is to establish a mandatory Readiness Assessment to be submitted with all FSS offers.
2. **Background:** Approximately 60 percent of FSS contracts awarded between 2004 and 2010 did not meet the sales criteria in accordance with clause FSS-639, CONTRACT SALES CRITERIA (MAR 2002). The Readiness Assessment will walk a supplier through researching, analyzing, and deciding whether it is the best business decision to pursue a Multiple Award Schedule (MAS) contract. If the supplier decides to submit an offer, it provides an understanding of the steps that need to be taken to be successful in the Federal marketplace. The Readiness Assessment was developed by an FAS team using Lean Six Sigma methodology. The team utilized a balanced approach to refine processes and tools during the pre-award phase.
3. **Effective Date:** Date of signature.
4. **Expiration Date:** This IL expires one year from the effective date unless cancelled, extended, or incorporated into a handbook.
5. **Applicability.** This IL applies to all Federal Acquisition Service (FAS) acquisition activities awarding and administering FSS contracts. The IL does not apply to Department of Veterans Affairs (VA) acquisition activities awarding and administering Federal Supply Schedule contracts.
6. **Reference Regulations.** [IL 2010-08, Implementation of Contracts Online – Phase II \(a.k.a. Goldstar Initiative\); Compliance with Utilizing the Solicitation Writing System \(SWS\); and How to Review and Award Proposed Exceptions](#), [IL 2011-22, Implementation of the Formatted](#)

[Pricelist for the Federal Supply Schedule Program](#), IL 2011-04, Federal Supply Schedule (FSS) Solicitation Refresh Management , [PIN 2007-09](#). [This is a supplemental and updates PIN 2007-05. The PIN updates the current Prospective Offeror Letter used as a Cover Letter to the solicitations.](#) and [PIN 2010-02. The Prospective Offeror Letter.](#)

7. Instructions/Procedures.

- A. Revise provisions SCP-FSS-001, General Proposal Submission Instructions, SCP-FSS-002 Specific Proposal Submission Instructions, and SCP-FSS-003 General Proposal Submission Instructions, including all alternates and deviations, to require the submission of the completed, mandatory “Readiness Assessment” (see [Appendix B](#) for the full text of each provision). The Office of Acquisition Management (QV) will revise each provision in the Solicitation Writing System (SWS). Incorporate the updated provisions during the next regularly scheduled FSS solicitation refresh window, in accordance with [IL 2011-04 Federal Supply Schedule \(FSS\) Solicitation Refresh Management](#) , as applicable.
- B. All FAS acquisition activities awarding and administering FSS contracts that do not use the instructions provision in paragraph 7(A) above shall update the instructions in their solicitation(s) to require the submission of a completed, mandatory “Readiness Assessment.”
- C. This IL replaces Procurement Information Notice (PIN) 2010-02. Revise “Read Me First” with the text below (See Appendix A for full text of “Read Me First” attachment):

“Next, access the Vendor Support Center (VSC) at www.gsa.gov/vsc. From the VSC website, locate the “Toolbox” tab. The “Readiness Assessment” is designed to assist prospective MAS contractors in making an offer/no offer decision. Offerors are required to take this assessment before making an offer and a signature from an officer of the company who is authorized to commit is required. This is a downloadable form.”

D. In-House Offers

New offers received prior to the Refresh incorporating the changes described in this IL will not require a mandatory Readiness Assessment.

Questions and Answers

Q1. Is the solicitation required to be refreshed prior to the next regularly scheduled refresh?

A1. No, a solicitation refresh is not required prior to the next scheduled refresh in accordance with IL 2011-04, Federal Supply Schedule (FSS) Solicitation Refresh Management.

Q2. Is the contractor required to submit the “Readiness Assessment” with their offer?

A2. Yes, every offeror is required to complete and submit the "Readiness Assessment" with their offer. However, offers received prior to the effective date of this IL are not required to submit the mandatory "Readiness Assessment."

Q3. How do I evaluate the "Readiness Assessment"?

A3. The "Readiness Assessment" is mandatory but is not an evaluation criteria. It should be verified that it is completed and signed by an officer of the company submitting the offer, only. The Readiness Assessment cannot be signed by a consultant or an authorized negotiator.

Q4. How is the "Readiness Assessment" submitted with an offer?

A4. The "Readiness Assessment" is submitted as an attachment with eOffer.

Q5. Where is the "Readiness Assessment" located?

A5. The "Readiness Assessment" is located under the "Toolbox" tab in the Vendor Support Center.

Author: Elaine Sauer

Appendix A

READ ME FIRST (also referred to as to all prospective offerors document).

We appreciate your interest in the Federal Supply Schedule (FSS) Program. Under the FSS Program, the General Services Administration and the Department of Veterans Affairs (GSA/VA) establish long-term Governmentwide contracts with commercial firms to provide ordering activities with access to a wide variety of commercial supplies and/or services. This letter provides pertinent background information on the FSS Program. You should consider this information prior to deciding whether to submit an offer for an FSS contract. Please read this letter in its entirety to learn about the benefits and responsibilities associated with being an FSS contractor. You will then be better informed to determine if obtaining an FSS contract is the right business decision for your firm.

To help with the educational process on Multiple Award Schedules (MAS) GSA has designed a "Vendor Toolbox" in the vendor support center which will walk a supplier through researching, analyzing, and deciding whether it is the best business decision to pursue an MAS contract. If the supplier decides to become an offeror, it provides an understanding of the steps that need to be taken to be successful in the Federal marketplace <https://vsc.gsa.gov>. Once on the VSC website, select the "Toolbox" tab which will take you to the "Vendor Toolbox". The FSS Program is designed to enable ordering activities to purchase commercial supplies and/or services quickly, efficiently, at fair and reasonable prices and still meet all the requirements of the Federal

Acquisition Regulation (FAR). The commercial supplies and/or services awarded under FSS contracts are divided into approximately 32 distinct schedules. In total, there are approximately 19,000 FSS contracts in place with more added daily, covering over 11 million supplies and/or services.

AbilityOne Program

The AbilityOne Program is a federal procurement program that generates jobs for individuals who are blind or have another significant disability through the manufacturing of products or the provision of services required by federal personnel. Products and services on the AbilityOne Procurement List are mandatory for use by federal customers. The mandatory source requirement of the AbilityOne Program as outlined by the Javits-Wagner-O'Day (JWOD) Act (41 U.S.C. 46 – 48c) must be adhered to by all schedule holders. Certain commercial products are considered “essentially the same” (ETS) as AbilityOne products. Because the AbilityOne products are mandatory purchases for federal customers, contractors are required to remove the commercial ETS items from its offer. If you offer products that are ETS as AbilityOne products, you are encouraged to become an authorized distributor of AbilityOne products. For more information on the AbilityOne Program and how to become an authorized distributor, please visit www.abilityone.gov. Point of contact at the AbilityOne Program is Mr. Eric Beale at ebeale@abilityone.gov or (703) 603-2119.

Becoming a successful FSS contractor requires that your company take a few key steps. The first step to success under the FSS Program is to perform due diligence and understand your commitments and obligations as an FSS contractor. Companies that have prepared well, understand their commitments and obligations, and have plans to meet those commitments and obligations have thrived under the FSS Program.

The next step is to select the schedule that best aligns to the commercial supplies and/or services your company wants to offer. This action can be accomplished by accessing GSA eLibrary at www.gsaelibrary.gsa.gov. Under the "Schedules Contracts" box on the right, select "View Schedules Contracts" to view the complete list of schedules. By clicking on any schedule number, you can then view the generic categories of supplies and/or services under a particular schedule. For more information about GSA eLibrary, go to www.gsa.gov/elibrary. Detailed information on selecting the schedule(s) that best aligns to your offering can be found in the “Vendor Toolbox” located at <https://vsc.gsa.gov> under the “Toolbox” tab.

Once you have determined the proper schedule under which to submit your offer, the next step is to download, read, and understand the solicitation. You may access this solicitation by clicking on "Vendors: Click here to view the current solicitation on FedBizOpps," which is located on each individual schedule's page. It is essential to read the entire schedule solicitation. Understanding the terms and conditions of an FSS contract and your contractual obligations is critical to your

success as an FSS contract holder.

You can also download the solicitation directly from FedBizOpps by accessing www.fedbizopps.gov. From the FedBizOpps website, you may search by GSA Office, VA National Acquisition Center, Solicitation Number, or Keyword. We encourage you to visit both GSA eLibrary and FedBizOpps, since each site provides important news and information.

Please note that the award of an FSS contract does NOT guarantee future sales and it is up to you to market your company. Although the FSS Program provides significant benefits to ordering activities, they are not required to use the FSS Program to fulfill their requirements. With thousands of contracts already in place, competition for orders under the FSS Program is fierce.

HOW TO DECIDE IF A FSS CONTRACT IS RIGHT FOR YOU

First, take the mandatory "Pathway to Success" free education seminar and test. "Pathway to Success" is designed to assist prospective FSS contractors in making informed business decisions as to whether obtaining an FSS contract is in their best interest. The presentation also provides background information on the FSS Program. You may attend either a live presentation or complete the web based presentation. To complete the seminar online, go to the [Vendor Support Center \(VSC\)](http://VendorSupportCenter(VSC)) at <https://vsc.gsa.gov>. Once on the VSC website, select "Pathway to Success" under the "Training" or the "Toolbox" tab. Email pathwaytosuccess@gsa.gov to gain more information on how to attend a live presentation. The seminar includes topics such as expectations of vendors, how to compete and succeed as a schedule contractor, how to develop a schedule-specific business plan, and how to submit a quality offer.

Next, take the mandatory "Readiness Assessment" free self evaluation. The "Readiness Assessment" is designed to assist prospective offerors in researching, analyzing, and deciding whether they are able to compete as an FSS contractor. The mandatory "Readiness Assessment" is a downloadable form that is in the VSC at <https://vsc.gsa.gov> and resides in the "Vendor Toolbox". Once on the VSC website, select the "Toolbox" tab located between "Home" and "Getting on Advantage". This tool will help your firm understand the amount of time and money that is needed to be a successful FSS contractor. It is required that this assessment be signed by an officer of your firm who is authorized to commit and is mandatory before submitting an offer. It is important that your firm understand the solicitation clauses and requirements such as past performance, and certifications, etc. Therefore it is suggested that an officer carefully read and review the solicitation to which your firm will be responding PRIOR to completing this assessment. The assessment contains a combination of "Yes/No" and short answer questions. Each question will reference a step in the vendor toolbox that will assist your firm in researching, analyzing and deciding if you are ready to become a MAS schedule contractor.

Next, locate the "New Contactor Orientation" webcast under the "Vendor Training" tab on the [Vendor Support Center \(VSC\)](#) website. The webcast was developed to define key contract requirements with which a vendor must comply and outlines how GSA/VA evaluates FSS contract performance. While visiting the VSC, also review *The Steps to Success: Make the Most of your GSA Contract* under the "Publications" tab. This document provides an overview of FSS contract requirements, including key reporting documents. Both learning tools are highly recommended reading, as they provide information for you to confidently comply with contractual obligations and ensure that you are ready to be an excellent FSS contractor. For more information about the VSC, visit <https://vsc.gsa.gov>.

Also, you can identify and assess your competition. This important task can be accomplished by visiting GSA eLibrary at <http://www.gsaelibrary.gsa.gov/ElibMain/home.do> and [GSA Advantage!](#)[®] at https://www.gsaadvantage.gov/advantage/main/start_page.do. In addition to providing access to schedule solicitations, GSA eLibrary is our online source for FSS contract award information; GSA Advantage![®] is our online shopping and ordering system. Both websites contain information regarding the supplies and/or services that current FSS contractors offer. The information collected from these websites should assist you in identifying potential competitors under the FSS Program. The knowledge gained from this effort will help you assess your firm's ability to compete, if awarded an FSS contract. Your review of the competition should include: competitors' pricing, delivery times, warranty terms, services, and any other elements that make their offerings distinctive. For more information about GSA Advantage![®], visit https://www.gsaadvantage.gov/advantage/main/start_page.do.

Another online tool for assessing your FSS Program competition is [Schedule Sales Query \(SSQ\)](#) at <http://ssq.gsa.gov>. SSQ provides detailed sales information on current FSS contractors. On this site, you can search to see if your competitors have successfully sold similar supplies and/or services under the FSS Program. For more information on SSQ, visit www.gsa.gov/schedulesalesquery.

Your review and analysis of the preceding websites should allow you to assess the competitive environment for the supplies and/or services you want to provide. Once you understand the requirements which you will have to follow and the market in which you will have to operate, you can then decide whether a FSS contract is the right business investment for your firm.

We recommend that you become familiar with the Federal procurement proposal evaluation factors. At a minimum, Government buyers will evaluate price and past performance, and possibly your firm's expertise in providing the supplies and/or services you are seeking to offer. Purchasers under the FSS Program make a selection of an FSS contractor based upon "best value." FAR 2.101 defines "best value" as the expected outcome of an acquisition that, in the Government's estimation, provides the greatest overall benefit in response to the requirement.

An important criteria to consider is whether the items you propose are compliant with the [Trade Agreements Act](#), which can be found at http://acquisition.gov/far/current/html/Subpart%2025_4.html#wp1086589. The Trade Agreements Act (19 U.S.C. 2501, et seq.) is the enabling statute that implements numerous multilateral and bilateral international trade agreements and other trade initiatives. Since the estimated dollar value of each schedule exceeds the established Trade Agreements Act (TAA) threshold, the TAA is applicable to all schedules. In accordance with the TAA, only U.S.-made or [designated country](#) end products shall be offered and sold under schedule contracts. For the definition of "designated country," go to http://acquisition.gov/far/current/html/Subpart%2025_1.html#wp1118780.

GSA offers ordering activity buyers training and provides them with informational material about the benefits of the FSS Program. Such benefits include the following:

- Acquisition lead time is reduced.
- Wide selection of state-of-the-art commercial supplies and/or services.
- Schedule orders are not required to be synopsisized.
- GSA has already determined schedule prices to be fair and reasonable

Although GSA/VA provide informational material on the benefits of the FSS Program, GSA/VA do not market or promote specific contracts, distribute products of individual firms, or steer business to any individual contractor. If awarded a FSS contract, you will be required to market your supplies and/or services to ordering activities. You will be required to upload an approved schedule price list on GSA Advantage!®. Since purchasing authority is spread out across all ordering activities, marketing your supplies and/or services may not be an easy task. You are strongly encouraged to target markets and build relationships in much the same way you market to commercial customers. Finally, how well you perform under your FSS contract is up to you.

If you decide to submit an offer and are awarded an FSS contract, be advised that GSA will require your sales to exceed \$25,000 within the first 24 months after your contract is awarded. Your company will then be expected to exceed \$25,000 in sales each succeeding 12 month period in order to retain your FSS contract. If your company is newly established or has had low sales in the supplies and/or services you want to offer under the FSS Program, you should consider the difficulty you may have in meeting this performance requirement. If you ultimately decide to submit an offer under the FSS Program, having a business plan to meet this performance requirement will be critical to ensuring your success as an FSS contractor.

YES, I WANT TO SUBMIT AN OFFER

Excellent! GSA/VA are always looking for highly qualified firms to increase competition and serve the needs of the ordering activities. While not all firms are awarded FSS contracts, the FSS Program, in accordance with statutory authority, is open to all responsible offerors. To be

considered for award of an FSS contract, you must demonstrate that your firm meets all FSS Program requirements, including a reasonable and competitive price. To understand the term responsible, please refer to [FAR 9.104-1](#), which identifies the standards a prospective contractor must possess to be determined responsible. To read FAR 9.104-1, go to http://acquisition.gov/far/current/html/Subpart%209_1.html#wp1084076.

Currently, the time required to evaluate and award an FSS contract can range from three to six months. Well prepared and documented offers with competitive pricing are easier to evaluate and may expedite the award process.

GSA has developed [eOffer](#), a web based application that allows an offeror to prepare and submit an FSS offer electronically. eOffer is designed to create an interactive, secure environment that simplifies the contracting process, from submission of offer to contract award. eOffer uses the latest digital authentication technology to ensure the integrity of data and to electronically sign the offer. Digital certificates are required in order to use eOffer. The eOffer website at <http://eoffer.gsa.gov> contains a variety of information regarding the eOffer application, including available training, and information regarding digital certificates. It is required that eOffer be used to submit an offer. For more information on eOffer, visit www.gsa.gov/eoffer.

Once you submit an offer, GSA will look for a number of items. We will verify that you have submitted all the required information necessary to evaluate your offer. The following are key elements of your offer that will be reviewed:

- Pricing
- Past performance
- Scope – the supplies/services are within the scope of the Schedule solicitation
- Financial capability
- Technical
- Subcontracting Plan (if you are not a small business concern)
- Other regulatory compliance

Good Luck. We want you to be successful, and look forward to the start of a long and successful partnership.

NO, I DO NOT WANT TO SUBMIT AN OFFER RIGHT NOW. WHAT OTHER OPTIONS DO I HAVE FOR FEDERAL BUSINESS?

If you decide an FSS contract is not a good fit for your firm at this time, you can still participate in other Federal Government acquisitions. In some cases, pursuing other avenues may be even more advantageous.

Other Government contracting opportunities are posted on [FedBizOpps](#) at www.fedbizopps.gov.

Commercial vendors seeking Federal markets can search, monitor, and retrieve solicitations for supplies and services issued by all Federal agencies. The FAR addresses the circumstances under which an acquisition of supplies and/or services with an estimated dollar value exceeding \$3,000 but not over the simplified acquisition threshold gives preference to small business concerns.

Business concerns may also participate in subcontracting opportunities with companies already under contract to the Federal Government. The [U.S. Small Business Administration](http://www.sba.gov) (www.sba.gov) provides information on subcontracting, as well as other topics of interest to firms seeking business opportunities. Existing schedule contractors are always looking for opportunities to subcontract to small business, small disadvantaged business, women-owned small business, HUBZone small business, veteran-owned small business, and service-disabled veteran-owned small business concerns.

Remember, the FSS Program is continually open. If you have determined the FSS Program is not the correct contracting vehicle for your firm at this time, we encourage you to periodically revisit your business plan and the opportunity to market your supplies and/or services under the FSS Program at a later date.

Thank you for taking the time to learn about the FSS Program. We wish you great success in whatever method you chose to market to Government agencies.

Appendix B

SCP-FSS-001 GENERAL PROPOSAL SUBMISSION INSTRUCTIONS (FEB 2012)

- (a) Read the entire solicitation document prior to preparation of your offer.
- (b) All information provided by the offeror shall be current concise, specific, and complete, and shall demonstrate a thorough understanding of the requirements described in the Statement of Work in Part I. By signing the offer, the offeror attests to the fact that there have been no changes to the text of this solicitation, unless otherwise stated.
- (c) All offers must include the following. Omission of any section or substantial deficiencies within any section will result in rejection of the offer.
 - (1) Section I Administrative/Contract Data
 - (2) Section II Technical Proposal (3) Section III Price Proposal
- (d) Offers will be rejected if they do not meet all of the following criteria:
 - (1) Submit "Pathway to Success" training certificate.
 - (2) Complete, sign, and submit mandatory "Readiness Assessment".
 - (3) If a consultant or an agent, other than an employee of the company, is being used during or after award, submit an agent authorization letter.
 - (4) Submit a completed Vendor Response Document (Vendor Information document if submitting an eOffer).

- (5) The offeror currently has an up to date registration in Central Contractor Registry (CCR).
 - (6) The offeror has completed the Online Representations and Certifications Application (ORCA) in its entirety. The information is current, accurate, and complete, and reflects the North American Industrial Classification System (NAICS) code(s) for this solicitation.
 - (7) Submit a completed Open Ratings, Inc. (ORI) Past Performance Evaluation and Order Form (references).
 - (8) Submit a completed Commercial Sales Practices (CSP) Format.
 - (9) Submit a complete Small Business Subcontracting Plan, as applicable.
- (e) **Withdrawal of Offer:** An offeror may withdraw its offer at any time prior to award by submitting a written withdrawal request to the GSA Contract Specialist evaluating the offer. If the offer is withdrawn, it can be resubmitted as a new offer at a later date.

**SCP-FSS-001 GENERAL PROPOSAL SUBMISSION INSTRUCTIONS (FEB 2012)
(ALTERNATE I—DEC 2010)**

- (a) Read the entire solicitation document prior to preparation of your offer.
- (b) All information provided by the offeror shall be current concise, specific, and complete, and shall demonstrate a thorough understanding of the requirements described in the Statement of Work in Part I. By signing the offer, the offeror attests to the fact that there have been no changes to the text of this solicitation, unless otherwise stated.
- (c) All offers must include the following. Omission of any section or substantial deficiencies within any section will result in rejection of the offer.
- (1) Section I Administrative/Contract Data
 - (2) Section II Technical Proposal
 - (3) Section III Price Proposal
- (d) Offers will be rejected if they do not meet all of the following criteria:
- (1) Submit "Pathway to Success" training certificate.
 - (2) Complete, sign, and submit mandatory "Readiness Assessment".
 - (3) If a consultant or an agent, other than an employee of the company, is being used during or after award, submit an agent authorization letter.
 - (4) Submit a completed Vendor Response Document (Vendor Information document if submitting an eOffer).
 - (5) The offeror currently has an up to date registration in Central Contractor Registry (CCR).
 - (6) The offeror has completed the Online Representations and Certifications Application (ORCA) in its entirety. The information is current, accurate, and complete, and reflects the North American Industrial Classification System (NAICS) code(s) for this solicitation.
 - (7) Submit a completed Open Ratings, Inc. (ORI) Past Performance Evaluation and Order Form (references).
 - (8) Submit a completed Commercial Sales Practices (CSP) Format.
 - (9) Submit a complete Small Business Subcontracting Plan, as applicable.
- (e) **Withdrawal of Offer:** An offeror may withdraw its offer at any time prior to award by submitting a written withdrawal request to the GSA Contract Specialist evaluating the offer. If the offer is withdrawn, it can be resubmitted as a new offer at a later date.
- (f) Electronic submission of offers via eOffer is mandatory via <http://eOffer.gsa.gov>, unless otherwise stated in the electronic submission standards and requirements at the Vendor Support Center website (<http://vsc.gsa.gov>).

**SCP-FSS-001 GENERAL PROPOSAL SUBMISSION INSTRUCTIONS (FEB 2012)
(ALTERNATE I – DEC 2010) (DEVIATION I – AUG 2011)**

- (a) Read the entire solicitation document prior to preparation of your offer.
- (b) All information provided by the offeror shall be current concise, specific, and complete, and shall demonstrate a thorough understanding of the requirements described in the Statement of Work in Part I. By signing the offer, the offeror attests to the fact that there have been no changes to the text of this solicitation, unless otherwise stated.
- (c) All offers must include the following. Omission of any section or substantial deficiencies within any section will result in rejection of the offer.
- (1) Section I Administrative/Contract Data
 - (2) Section II Technical Proposal
 - (3) Section III Price Proposal
- (d) Offers will be rejected if they do not meet all of the following criteria:
- (1) Submit "Pathway to Success" training certificate.
 - (2) Complete, sign, and submit mandatory "Readiness Assessment".
 - (3) Submit a "Formatted Pricelist" instruction certificate.
 - (4) If a consultant or an agent, other than an employee of the company, is being used during or after award, submit an agent authorization letter.
 - (5) The offeror currently has an up to date registration in Central Contractor Registry (CCR).
 - (6) The offeror has completed the Online Representations and Certifications Application (ORCA) in its entirety. The information is current, accurate, and complete, and reflects the North American Industrial Classification System (NAICS) code(s) for this solicitation.
 - (7) Submit a completed Open Ratings, Inc. (ORI) Past Performance Evaluation and Order Form (references).
 - (8) Submit a completed Commercial Sales Practices (CSP) Format.
 - (9) Submit a complete Small Business Subcontracting Plan, as applicable.
- (e) **Withdrawal of Offer:** An offeror may withdraw its offer at any time prior to award by removing it in eOffer. If the offer is withdrawn, it can be resubmitted as a new offer at a later date.
- (f) Electronic submission of offers via eOffer is mandatory via <http://eOffer.gsa.gov>, unless otherwise stated in the electronic submission standards and requirements at the Vendor Support Center website (<http://vsc.gsa.gov>).

SCP-FSS-002 SPECIFIC PROPOSAL SUBMISSION INSTRUCTIONS (FEB 2012)(a) Section I *Administrative/Contract Data*:

- (1) Offeror must submit a copy of the certificate signifying that one of its current employees, who is an authorized negotiator for this offer, has completed the "Pathway to Success" training within the past year. "Pathway to Success" training is available through the Vendor Support Center website at <http://vsc.gsa.gov>. Click on the tab "Vendor Training" to access this free, web based training. The training session is less than two hours total and covers the major factors your organization should consider prior to submitting an offer to GSA.
- (2) Complete, sign, and submit mandatory "Readiness Assessment". Offeror must submit a copy of the "Readiness Assessment" signifying that one of its current officers who are authorized to commit the organization, has completed the "Readiness Assessment" within the past year. The "Readiness Assessment" is available through the Vendor Support Center website at <http://vsc.gsa.gov>. Click on the tab "Toolbox" to access this free assessment. The mandatory "Readiness Assessment" covers the major factors your organization should consider prior to submitting an offer to GSA.
- (3) Your offer may be submitted either electronically by eOffer (<http://eoffer.gsa.gov>) or paper proposal. The most recent refresh of this solicitation can be viewed on FedBizOpps. Submissions of previous versions received more than thirty (30) calendar days after the issuing date of this version will be rejected.
 - (i) If using the eOffer system, it is NOT necessary to submit a signed copy of the SF1449 or other signatures that may be required in the solicitation document, because a digital certificate is required to submit an eOffer. Completing an eOffer through the eOffer system will constitute a signature wherever signature is required in this solicitation regardless of whether or not an electronic signature is present on the document requiring a signature. If submitting an eOffer, the offer must include the SF1449, the Vendor Information document (fill-in responses to the Vendor Response Document, GSA required attachments, and offeror's "optional" attachments (defined as any other information submitted by the offeror, not already a part of the requirements and instructions defined by the Government)).
 - (ii) If submitting a paper proposal, the offer must include an original and an electronic copy of the signed SF1449, the Vendor Response Document, GSA-required attachments, and offeror's "optional" attachments (defined as any other information submitted by the offeror, not already a part of the requirements and instructions defined by the Government). By signing and submitting the SF1449, the offeror agrees to the contract terms and conditions presented in Part II Contract Terms and Conditions of the solicitation, unless otherwise noted.
- (4) If a consultant is being used during or after award, submit an agent authorization letter. See separate FedBizOpps document for a sample letter.
- (5) Offeror shall provide a complete copy of its current CCR and ORCA which includes applicable NAICS codes for services/products offered.
- (6) Offeror shall provide a copy of any cancellation and/or rejection notice(s) your firm has received in the preceding two years from any previous GSA Schedule contracts or proposals.
- (7) Offeror shall provide the contract number(s) and price lists of any other GSA Schedule contract(s).
- (8) Offeror shall identify any pending offers under other GSA Schedules including the name and phone number of the contract specialist evaluating the offer.
- (9) Offeror should not submit clauses Incorporated by Reference (IBR) document, which is the full text of all the clauses incorporated by reference.
- (10) Unless otherwise requested, offerors should not submit brochures, newsletters, or other marketing materials.
- (11) Elaborate artwork, expensive paper and bindings, and visual or other presentation aids are discouraged.
- (12) Provide a copy of offeror's most current, complete, audited (if available) two years of financial statements (at a minimum, balance sheets and income statements). GSA uses balance sheet and income statement information to determine financial responsibility. NOTE: Do NOT submit tax returns. Provide an explanation for any negative financial information disclosed, including negative equity or income. You may be required to provide letters of credit or other documentation to demonstrate that adequate financial resources are available.
- (13) Small Business Subcontracting Plan, if applicable The offeror shall prepare and submit a Small Business Subcontracting Plan if,

pursuant to the applicable NAICS codes and size standards, it is determined to be other than a small business concern for purposes of this solicitation. Failure to submit a Small Business Subcontracting Plan when required will result in the rejection of your proposal. Large businesses, nonprofit organizations and educational institutions are advised of the requirement to submit a Small Business Subcontracting Plan (see Clause 552.219-72, incorporated by reference). The Government will review each plan to assure it is consistent with the provisions of this clause. Subcontracting plans are subject to negotiations along with the terms and conditions of any contract resulting from this solicitation. The offeror's subcontracting plan must be approved by the Contracting Officer prior to award. A sample outline that may be used in preparing a subcontracting plan is included as a separate FedBizOpps document (ref. FAR 19.702).

GSA's subcontracting goals for Fiscal Year 2012-13 are:	
Category of Small Business	Goal % of Total Subcontracting Dollars
Small Business (total of all types)	25%
HUBZone	3%
Small Disadvantaged	5%
Women Owned	5%
Veteran Owned	3%
Service Disabled Veteran Owned	3%

(b) Section II *Technical Proposal*: The technical proposal is comprised of four factors Factor One (Corporate Experience), Factor Two (Relevant Project Experience), Factor Three (Past Performance) and Factor Four (Quality Control). All offers shall address these factors as instructed below. If the offeror is proposing multiple Special Item Numbers (SINs), they shall clearly identify each SIN with the corresponding technical information. Please provide a narrative for each of the following sections to demonstrate your company's capabilities in satisfying ALL underlying requirements listed below.

(1) Factor One Corporate Experience: Submit a two page (maximum) narrative describing the company's corporate experience in all services provided under this Schedule, regardless of the number of SINs being offered. Your company must have provided the type of professional services under this schedule to either a Government or Commercial entity for a minimum of two years. At a minimum, your narrative must include the following:

- (i) Organization's number of years of corporate experience in the services described in Part I of this solicitation.
- (ii) Organization's size, experience in the field, and resources available to enable the offeror to fulfill requirements.
- (iii) Brief history of the organization's activities contributing to the development of expertise and capabilities related to this requirement.
- (iv) Information that demonstrates the offeror's organizational and accounting controls and manpower presently in house or the ability to acquire the type and kinds of personnel proposed.
- (v) Describe/identify how you intend to market services to federal clients.
- (vi) Discuss the use of subcontractors. If applicable, a letter of commitment is required to cover the term of the contract.

(2) Factor Two *Relevant Project Experience*:

- (i) For each service SIN offered, the offeror must provide descriptions of two (2) projects. Each description must state the SIN to which it applies, and identify the specific services being proposed for that SIN.
- (ii) The projects must either have been completed within the last two years or be ongoing. For ongoing contracts with a base year and option years, at a minimum, the base year must have been completed; for multiyear task orders, at a minimum, the first year must have been completed.
- (iii) The offeror must demonstrate that the tasks performed are of a similar complexity to the work solicited under each SIN. The offeror may provide the same project for more than one SIN as long as the description identifies which specific work relates to each SIN. All examples of completed services must have been found to be acceptable by the client. Project descriptions shall not exceed four (4) pages per project.

(iv) Each project description shall include the following customer reference information:

- (A) Customer/Client Name
- (B) Project Name/Contract Number
- (C) Customer Point of Contact for Project
- (D) POC's phone number and email
- (E) Project performance period (include months/years)
- (F) Dollar value of the entire project
- (G) Dollar value received for the work performed relevant to the SIN offered
- (H) Brief summary of the project as a whole (background, purpose, etc.)
- (I) A copy of the Statement of Work for the project; this does not count against the limitation of four pages per

project.

(v) As applicable, each project description shall include a narrative account of the work performed that addresses the following elements:

- (A) Detailed description of SIN relevant work performed and results achieved
- (B) Methodology, tools, and/or processes utilized in performing the work
- (C) Demonstration of compliance with any applicable laws, regulations, Executive Orders, OMB Circulars, professional standards, etc.
- (D) Project schedule (i.e., major milestones, tasks, deliverables), including an explanation of any delays
- (E) How the work performed is similar in scope and complexity to that described in the Statement of Work (Part I of this solicitation)
- (F) Demonstration of specific experience and/or special qualifications detailed in the Statement of Work (Part I of this solicitation)

(vi) Substitution For Relevant Project Experience: If project experience does not exist, the offeror may substitute relevant projects of predecessor companies or key personnel that will be performing major aspects of the work. If the offeror chooses to make such a substitution, the narratives must clearly identify the entity or personnel that performed the services, and include all elements of (b)(2)(v) of this provision.

(3) Factor Three *Past Performance*: The offeror shall order and obtain a Past Performance Evaluation from Open Ratings, Inc. (ORI). See separate FedBizOpps document. Offerors are responsible for payment to ORI for the Past Performance Evaluation.

- (i) Past Performance Evaluations are valid for a period of one year from date of issuance by ORI. The submission of an evaluation issued more than one year prior to the date of proposal submission will result in rejection of the proposal.
- (ii) The offeror shall submit one (1) copy of the completed Past Performance Evaluation and one (1) copy of the order form (including information on up to 20 customer references) with its proposal. Failure to submit the order form and the completed evaluation with the offer will result in rejection of the proposal. A "customer reference" is defined as a person or company that has purchased services from your firm.
- (iii) Offeror is advised to use references from projects involving services related to this solicitation and/or those performed under the appropriate NAICS code(s) related to services offered. If these references were not provided to ORI, please explain why.
- (iv) The offeror shall address any negative feedback contained in the ORI report. Explain what actions your firm has taken to minimize the problems that resulted in negative feedback.

(4) Factor Four *Quality Control*: Submit one narrative regardless of the number of SINs offered, not to exceed two (2) pages, addressing each of the following items to demonstrate your firm's capabilities in satisfying ALL underlying requirements listed below.

- (i) Describe the internal review procedures which facilitate high quality standards in the organization.
- (ii) Identify the individuals who will directly supervise or review projects specifically regarding quality control.
- (iii) State whether or not subcontractors are used and, if subcontractors are used, describe the quality control measures the offeror uses to ensure acceptable subcontractor performance.
- (iv) Describe how your firm handles potential problem areas and solutions.
- (v) Describe the procedures for insuring quality performance while meeting urgent requirements.
- (vi) Identify the strategies your firm will implement to manage and complete multiple projects for multiple agencies simultaneously.

(c) Section III *Price Proposal*:

(1) GSA's pricing goal: Obtain equal to or better than the Most Favored Customer (MFC) pricing with the same or similar terms and conditions. The U.S. Government Accountability Office has specifically recommended that "the price analysis GSA does to establish the Government's MAS negotiation objective should start with the best discount given to any of the vendor's customers." GSA seeks to obtain the offeror's best price based on its evaluation of discounts, terms, conditions, and concessions offered to commercial customers. If the MFC is a Federal agency, but sales exist to commercial clients, identify which, if any, of the commercial clients obtain the best price. This will allow the Government to establish a "basis for award" customer in accordance with the Price Reductions Clause 552.238-75, paragraph (a). The prices submitted represent fully burdened rates inclusive of all cost factors (e.g., direct labor, in direct labor, G&A, profit, and IFF).

(2) The offeror shall propose a pricing structure consistent with its commercial practices and provide supporting documentation (See paragraph (12) below). Pricing shall be submitted and clearly identified as being based either on a "Commercial Price List" or on "Commercial Market Price," as defined in FAR 2.101 ("Catalog Price" and "Market Prices" under the definition of "Commercial Item"). Submit an electronic copy of the proposed pricing.

- (i) As part of the Price Proposal: Offeror shall outline all services being proposed. At a minimum, the offeror should provide the following information:
 - (A) SIN(s) proposed
 - (B) Service/Product proposed
 - (C) MFC/Best commercial customer
 - (D) MFC/Best commercial customer price
 - (E) Discount % offered to MFC/Best commercial customer
 - (F) Discount % offered to GSA
 - (G) Prices offered to GSA (excluding IFF)
 - (H) Prices offered to GSA (including IFF)

(3) When training courses are offered, pricing will include the following information:

- (i) (A) Title and brief description of the course, including major course objectives
- (B) Length of course (number of hours/days)
- (C) Minimum/Maximum number of participants
- (D) Price for additional students above minimum (if applicable)

- (E) Support materials provided as part of the course (e.g., training manuals, CDs, DVDs)
- (F) Commercial price of course ("N/A" if offering market based prices)
- (G) Discount % offered to GSA ("N/A" if offering market based prices)
- (H) Price of course offered to GSA (excluding IFF)
- (I) Price of course offered to GSA (including IFF)

(ii) Note: These descriptions will become part of the GSA Authorized Price List if a contract is awarded, and must be posted on *GSA Advantage!*[®]. Submit an electronic copy of the description of each course offered.

- (4) The offeror may propose separate rates for "domestic" and "overseas" services based on the application of variations in their indirect costs, depending upon where the services are performed. Two sets of rates are not required. In the event two sets of rates are offered, the offeror must identify which are considered "domestic" rates and which are considered "overseas" rates.
- (5) The offeror may propose separate rates for "customer facility" and "contractor facility" (also known as "offsite/onsite"), based on the application of variations in its indirect costs depending upon where the services are performed. Two sets of rates are not required. In the event two sets of rates are offered, the offeror must identify which is for work at the "customer facility" (i.e., the ordering activity/agency) and which is for work at the "contractor facility."
- (6) Offeror is required to include a 0.75% Industrial Funding Fee (IFF) in the prices submitted with their offer (See contract clause 552.23874, Industrial Funding Fee and Sales Reporting). The fee will be included in the awarded prices and reflected in the total amount charged to ordering activities.
- (7) (i) When pricing is based on a Commercial Price List (CPL), submit two copies of the company's current dated CPL/Standard Rate Sheet (this is a standalone document that was not prepared for this solicitation). Submit proposals for the base year only. Pricing based on the CPL are subject to the Economic Price Adjustment Clause at 552.21670.

OR

- (ii) Pricing based on Commercial Market Prices are subject to the Economic Price Adjustment Clause, I-FSS-969. If offering market pricing in accordance with Clause I-FSS-969, the offeror must propose a fixed rate of escalation or identify an economic indicator such as the Bureau of Labor Statistics Employment Cost Index.
- (8) For each proposed labor category, the offeror shall provide a detailed position description. Position descriptions must include functional responsibilities, minimum years of experience, minimum educational/degree requirements, and any applicable training or certification requirements. If it is the firm's standard commercial practice to substitute experience for education, explain the methodology in use (e.g., five years experience equates to a BA/BS degree). These descriptions will become part of the GSA Authorized Price List if a contract is awarded, and must be posted on *GSA Advantage!*[®]. Submit an electronic copy of the labor category descriptions and minimum education and minimum experience requirements for each labor category.
- (9) Travel will be handled in accordance with clause C-FSS-370. Costs for transportation, lodging, meals and incidental expenses incurred by the contractor are allowable subject to the limitations contained in the Federal Travel Regulations and/or Joint Travel Regulations. They should not be included in the offered prices and will be considered at the task order level.
- (10) The Commercial Sales Practices Format (CSP) must be completed in accordance with the Commercial Sales Practices Instructions, demonstrating comparative pricing with your best customer(s). A general explanation of the circumstances and frequency of deviations from your standard commercial practices is required [see Clause 552.212-70, Preparation of Offer (Multiple Awards Schedule)]. A separate CSP must be completed for each pricing structure proposed. Provide a rationale for the estimated GSA contract annual sales (CSP).
- (11) The offeror shall include a detailed narrative containing sufficient information for each of the services/products offered to enable the Contracting Officer to determine that offered prices are fair and reasonable. For example, if a price offered to GSA is not equal to or better than the price offered to the firm's designated Most Favored Customer, the narrative must fully explain the offeror's rationale for proposing such a rate that will enable the Contracting Officer to determine the rate fair and reasonable. Any deviation from an offeror's commercial sales practices must be explained, including the circumstances surrounding and frequency of the deviations.

- (12) The offeror must provide supporting pricing documentation for EACH proposed service/product (e.g. each labor category, percentage based fee, etc.). Supporting pricing documentation may consist of copies of invoices, contracts, quote sheets, etc. and MUST be included in the Offer. There must be a clear and relevant relationship between the supporting document and the proposed price it is meant to substantiate. Each supporting document must be labeled with the name of the corresponding proposed labor category, service, etc.
- (13) If offering professional services (as defined by 29 CFR 541), offeror MUST submit a Professional Compensation Plan setting forth salaries and fringe benefits proposed for the professional employees who will work under the contract in accordance with Clause 52.222-46 Evaluation of Compensation for Professional Employees. Individual compensation disclosure is not required. Submission of general compensation practices often printed in an employee handbook is sufficient.
- (14) If offering professional or technical services, submit a copy of the offeror's policy that addresses uncompensated overtime in accordance with Clause 52.237-10 Identification of Uncompensated Overtime.
- (15) Repair and Alterations (R&A): Applicable to the solicitation * _____ *: Information for offering R&A is located in PART I. Clauses specific to R&A are located in a separate FedBizOpps document.
- (16) Service Contract Act: Applicable to this-solicitation (Service Contract Act 52.222-41, and related clauses 52.222-42, 52.222-43, and 52.222-49)

- (i) The Service Contract Act (SCA) applies to all nonprofessional services to be provided under this schedule except for any pricing offered for service outside of the United States. The SINs to which the SCA applies are identified elsewhere in the solicitation. The SCA index of applicable wage determinations for this solicitation and resultant contract are shown in FedBizOpps document "SCA Index of Wage Determinations." The full text version of each wage determination can be viewed at www.wdol.gov. Some of the proposed labor categories may be subject to the SCA (usually nonprofessional categories). As such, it is important that the offeror verifies that its proposed base rates and fringe benefit rates for these labor categories meet or exceed the SCA wage determination rates and fringe benefits for the areas where the offeror expects to perform the majority of work under the contract.
- (ii) A contract must meet only the base rate and fringe benefit rate requirements in the SCA Wage Determination (WD) Revision Number currently incorporated into the GSA Contract. The WD Revision Number in the GSA contract takes precedence over any WD Revision Number an agency incorporates into an RFQ at the Task Order Level. Contractor cannot increase its GSA contract prices at the Task Order Level as a result of accepting a WD Revision Number at the Task Order Level that differs from the WD Revision Number currently incorporated to the Contractor's GSA contract.
- (iii) Identify the SCA wage determination(s), including determination number, revision date, state and counties that were used to determine that the rates offered are in compliance. The revision numbers of the wage determinations listed in the solicitation index of wage determinations should be used in the comparisons.

See the sample below for how labor categories subject to the SCA are to be submitted as part of the GSA proposal. Labor category titles and rates are shown for example purposes only.

Labor categories	Hourly Rate
Principal	\$100.00
Engineer	\$80.00
Secretary**	\$20.00
Scientist	\$80.00
Driver**	\$25.00
Engineering Technician**	\$26.00
Administrative Assistant**	\$18.00
**Indicates SCA eligible categories. See the SCA Matrix following the price list for additional information regarding these labor categories.	

- (iv) The following paragraph is meant to be instructive and NOT to be copied as part of the proposed GSA price list.

For all the identified SCA eligible labor categories, map the SCA equivalent labor category title (titles/descriptions available at <http://www.wdol.gov>. Click on the "library" link, then download the SCA Directory of Occupations,

5th Edition). Also identify the WD# that the labor categories in your offer are predicated on. Note that the applicable revision number for any Wage Determination number is the revision number identified in the solicitation index of wage determinations.

- (v) Utilize the following spreadsheet format (labor categories shown are for example purposes):

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
Secretary	01115 General Clerk I	052059
Driver	31361 Truck driver, Light Truck	052059
Engineering Technician	29081 Engineering Technician I	052059
Administrative Assistant	01011 Accounting Clerk 1	052059

- (vi) Insert the following language below the above SCA matrix and insert both (matrix and language) at the end of the proposed GSA price list.

"The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly."

- (vii) (A) There are three methods for determining price adjustments of Service Contract Act (SCA) eligible labor categories ONLY. The offeror will be required to select one method for the life of the contract.

(1) Method 1: Price Adjustment for the base contract period and all options exercised shall be in accordance with clause 52.222-43, Fair Labor Standards Act and Service Contract Act Price Adjustment (Multiple Year and Option Contracts). When a modification is issued to all contract holders incorporating a revised index of wage determinations, contractors shall notify the Contracting Officer of any increase/decrease claimed under clause 52.222-43 within 30 calendar days after receipt of the modification.

(2) Method 2: An escalation method is negotiated prior to award in accordance with the clause I-FSS-969, Economic Price Adjustment FSS Multiple Award Schedule, utilizing any of the methods available in the solicitation under that clause.

(3) Method 3: When the offered prices are based upon a commercial price list, then only revisions in the commercial price list will enable the contractor to revise prices. They will only be allowed increases in accordance with clause 52.216-70, Economic Price Adjustment FSS Multiple Award Schedule Contracts.

(B) Regardless of the method used, contractor must ensure that within 30 calendar days after the effective date of any modification to revise pricing based on changes in the applicable wage determination(s), the electronic catalog is updated on *GSA Advantage!™*.

- (viii) Note 1: The contractor will not automatically be allowed an increase in prices based solely on new wage determinations.
- (ix) Note 2: Reference Code of Federal Regulations, Title 29, Labor, Subtitle A Office of the Secretary of Labor, Part 4 Labor Standards for Federal Service Contracts, Subpart D Compensation Standards, paragraph 4.161 Minimum monetary wages under contracts exceeding \$2,500, which states: "No change in the obligation of the contractor or subcontractor with respect to minimum monetary wages will result from the mere fact that higher or lower wage rates may be determined to be prevailing for such employees in the locality after the award and before completion of the contract."

SCP-FSS-002 SPECIFIC PROPOSAL SUBMISSION INSTRUCTIONS (FEB 2012) (ALTERNATE I-DEC 2010)

(a) Section I *Administrative/Contract Data*:

- (1) Offeror must submit a copy of the certificate signifying that one of its current employees, who is an authorized negotiator for this offer, has completed the "Pathway to Success" training within the past year. "Pathway to Success" training is available through the Vendor Support Center website at <http://vsc.gsa.gov>. Click on the tab "Vendor Training" to access this free, web based training. The training session is less than two hours total and covers the major factors your organization should consider prior to submitting an offer to GSA.
- (2) Complete, sign, and submit mandatory "Readiness Assessment.". Offeror must submit a copy of the "Readiness Assessment" signifying that one of its current officers who are authorized to commit the organization, has completed the "Readiness Assessment" within the past year. The "Readiness Assessment" is available through the Vendor Support Center website at <http://vsc.gsa.gov>. Click on the tab "Toolbox" to access this free assessment. The mandatory "Readiness Assessment" covers the major factors your organization should consider prior to submitting an offer to GSA.
- (3) Electronic submission of offers via eOffer is mandatory via <http://eOffer.gsa.gov>, unless otherwise stated in the electronic submission standards and requirements at the Vendor Support Center website (<http://vsc.gsa.gov>).
 - (i) It is NOT necessary to submit a signed copy of the SF1449 or other signatures that may be required in the solicitation document because a digital certificate is required to submit an eOffer. Completing an eOffer through the eOffer system will constitute a signature wherever signature is required in this solicitation regardless of whether or not an electronic signature is present on the document requiring a signature. The offer must include the SF1449, the Vendor Information document (fill-in responses to the Vendor Response Document, GSA required attachments, and offeror's "optional" attachments (defined as any other information submitted by the offeror, not already a part of the requirements and instructions defined by the Government)).
- (4) If a consultant is being used during or after award, submit an agent authorization letter. See separate FedBizOpps document for a sample letter.
- (5) Offeror shall provide a complete copy of its current CCR and ORCA which includes applicable NAICS codes for services/products offered.
- (6) Offeror shall provide a copy of any cancellation and/or rejection notice(s) your firm has received in the preceding two years from any previous GSA Schedule contracts or proposals.
- (7) Offeror shall provide the contract number(s) and price lists of any other GSA Schedule contract(s).
- (8) Offeror shall identify any pending offers under other GSA Schedules including the name and phone number of the contract specialist evaluating the offer.
- (9) Offeror should not submit clauses Incorporated by Reference (IBR) document, which is the full text of all the clauses incorporated by reference.
- (10) Unless otherwise requested, offerors should not submit brochures, newsletters, or other marketing materials.
- (11) Elaborate artwork, expensive paper and bindings, and visual or other presentation aids are discouraged.
- (12) Provide a copy of offeror's most current, complete, audited (if available) two years of financial statements (at a minimum, balance sheets and income statements). GSA uses balance sheet and income statement information to determine financial responsibility. NOTE: Do NOT submit tax returns. Provide an explanation for any negative financial information disclosed, including negative equity or income. You may be required to provide letters of credit or other documentation to demonstrate that adequate financial resources are available.
- (13) Small Business Subcontracting Plan, if applicable The offeror shall prepare and submit a Small Business Subcontracting Plan if, pursuant to the applicable NAICS codes and size standards, it is determined to be other than a small business concern for purposes of this solicitation. Failure to submit a Small Business Subcontracting Plan when required will result in the rejection of your proposal. Large businesses, nonprofit organizations and educational institutions are advised of the requirement to submit a Small Business Subcontracting Plan (see Clause 552.219-72, incorporated by reference).The Government will review each plan to assure it is consistent with the provisions of this clause. Subcontracting plans are subject to negotiations along with the terms and conditions of any contract resulting from this

solicitation. The offeror's subcontracting plan must be approved by the Contracting Officer prior to award. A sample outline that may be used in preparing a subcontracting plan is included as a separate FedBizOpps document (ref. FAR 19.702).

GSA's subcontracting goals for Fiscal Year 2012-13 are:	
Category of Small Business	Goal % of Total Subcontracting Dollars
Small Business (total of all types)	25%
HUBZone	3%
Small Disadvantaged	5%
Women Owned	5%
Veteran Owned	3%
Service Disabled Veteran Owned	3%

(b) *Section II Technical Proposal:* The technical proposal is comprised of four factors Factor One (Corporate Experience), Factor Two (Relevant Project Experience), Factor Three (Past Performance) and Factor Four (Quality Control). All offers shall address these factors as instructed below. If the offeror is proposing multiple Special Item Numbers (SINs), they shall clearly identify each SIN with the corresponding technical information. Please provide a narrative for each of the following sections to demonstrate your company's capabilities in satisfying ALL underlying requirements listed below.

(1) **Factor One Corporate Experience:** Submit a two page (maximum) narrative describing the company's corporate experience in all services provided under this Schedule, regardless of the number of SINs being offered. Your company must have provided the type of professional services under this schedule to either a Government or Commercial entity for a minimum of two years. At a minimum, your narrative must include the following:

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- (ii) Organization's size, experience in the field, and resources available to enable the offeror to fulfill requirements.
- (iii) Brief history of the organization's activities contributing to the development of expertise and capabilities related to this requirement.
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- (ii) The projects must either have been completed within the last two years or be ongoing. For ongoing contracts with a base year and option years, at a minimum, the base year must have been completed; for multiyear task orders, at a minimum, the first year must have been completed.
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- (D) Price for additional students above minimum (if applicable)
- (E) Support materials provided as part of the course (e.g., training manuals, CDs, DVDs)
- (F) Commercial price of course ("N/A" if offering market based prices)
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(I) Price of course offered to GSA (including IFF)

(ii) Note: These descriptions will become part of the GSA Authorized Price List if a contract is awarded, and must be posted on GSA *Advantage!*[®]. Submit an electronic copy of the description of each course offered.

(4) The offeror may propose separate rates for "domestic" and "overseas" services based on the application of variations in their indirect costs, depending upon where the services are performed. Two sets of rates are not required. In the event two sets of rates are offered, the offeror must identify which are considered "domestic" rates and which are considered "overseas" rates.

(5) The offeror may propose separate rates for "customer facility" and "contractor facility" (also known as "offsite/onsite"), based on the application of variations in its indirect costs depending upon where the services are performed. Two sets of rates are not required. In the event two sets of rates are offered, the offeror must identify which is for work at the "customer facility" (i.e., the ordering activity/agency) and which is for work at the "contractor facility."

(6) Offeror is required to include a 0.75% Industrial Funding Fee (IFF) in the prices submitted with their offer (See contract clause 552.23874, Industrial Funding Fee and Sales Reporting). The fee will be included in the awarded prices and reflected in the total amount charged to ordering activities.

(7) (i) When pricing is based on a Commercial Price List (CPL), submit two copies of the company's current dated CPL/Standard Rate Sheet (this is a standalone document that was not prepared for this solicitation). Submit proposals for the base year only. Pricing based on the CPL are subject to the Economic Price Adjustment Clause at 552.21670.

OR

(ii) Pricing based on Commercial Market Prices are subject to the Economic Price Adjustment Clause, I-FSS-969. If offering market pricing in accordance with Clause I-FSS-969, the offeror must propose a fixed rate of escalation or identify an economic indicator such as the Bureau of Labor Statistics Employment Cost Index.

(8) For each proposed labor category, the offeror shall provide a detailed position description. Position descriptions must include functional responsibilities, minimum years of experience, minimum educational/degree requirements, and any applicable training or certification requirements. If it is the firm's standard commercial practice to substitute experience for education, explain the methodology in use (e.g., five years experience equates to a BA/BS degree). These descriptions will become part of the GSA Authorized Price List if a contract is awarded, and must be posted on GSA *Advantage!*[®]. Submit an electronic copy of the labor category descriptions and minimum education and minimum experience requirements for each labor category.

(9) Travel will be handled in accordance with clause C-FSS-370. Costs for transportation, lodging, meals and incidental expenses incurred by the contractor are allowable subject to the limitations contained in the Federal Travel Regulations and/or Joint Travel Regulations. They should not be included in the offered prices and will be considered at the task order level.

(10) The Commercial Sales Practices Format (CSP) must be completed in accordance with the Commercial Sales Practices Instructions, demonstrating comparative pricing with your best customer(s). A general explanation of the circumstances and frequency of deviations from your standard commercial practices is required [see Clause 552.212-70, Preparation of Offer (Multiple Awards Schedule)]. A separate CSP must be completed for each pricing structure proposed. Provide a rationale for the estimated GSA contract annual sales (CSP).

(11) The offeror shall include a detailed narrative containing sufficient information for each of the services/products offered to enable the Contracting Officer to determine that offered prices are fair and reasonable. For example, if a price offered to GSA is not equal to or better than the price offered to the firm's designated Most Favored Customer, the narrative must fully explain the offeror's rationale for proposing such a rate that will enable the Contracting Officer to determine the rate fair and reasonable. Any deviation from an offeror's commercial sales practices must be explained, including the circumstances surrounding and frequency of the deviations.

(12) The offeror must provide supporting pricing documentation for EACH proposed service/product (e.g. each labor category, percentage based fee, etc.). Supporting pricing documentation may consist of copies of invoices, contracts, quote sheets, etc. and MUST be included in the Offer. There must be a clear and relevant relationship between the supporting document and the proposed price it is meant to substantiate. Each supporting document must be labeled with the name of the corresponding proposed labor category, service, etc.

(13) If offering professional services (as defined by 29 CFR 541), offeror MUST submit a Professional Compensation Plan setting forth

salaries and fringe benefits proposed for the professional employees who will work under the contract in accordance with Clause 52.222-46 Evaluation of Compensation for Professional Employees. Individual compensation disclosure is not required. Submission of general compensation practices often printed in an employee handbook is sufficient.

(14) If offering professional or technical services, submit a copy of the offeror's policy that addresses uncompensated overtime in accordance with Clause 52.237-10 Identification of Uncompensated Overtime.

(15) Repair and Alterations (R&A): Applicable to the solicitation * _____ *: Information for offering R&A is located in PART I. Clauses specific to R&A are located in a separate FedBizOpps document.

(16) Service Contract Act: Applicable to this-solicitation (Service Contract Act 52.222-41, and related clauses 52.222-42, 52.222-43, and 52.222-49)

- (i) The Service Contract Act (SCA) applies to all nonprofessional services to be provided under this schedule except for any pricing offered for service outside of the United States. The SINs to which the SCA applies are identified elsewhere in the solicitation. The SCA index of applicable wage determinations for this solicitation and resultant contract are shown in FedBizOpps document "SCA Index of Wage Determinations." The full text version of each wage determination can be viewed at www.wdol.gov. Some of the proposed labor categories may be subject to the SCA (usually nonprofessional categories). As such, it is important that the offeror verifies that its proposed base rates and fringe benefit rates for these labor categories meet or exceed the SCA wage determination rates and fringe benefits for the areas where the offeror expects to perform the majority of work under the contract.
- (ii) A contract must meet only the base rate and fringe benefit rate requirements in the SCA Wage Determination (WD) Revision Number currently incorporated into the GSA Contract. The WD Revision Number in the GSA contract takes precedence over any WD Revision Number an agency incorporates into an RFQ at the Task Order Level. Contractor cannot increase its GSA contract prices at the Task Order Level as a result of accepting a WD Revision Number at the Task Order Level that differs from the WD Revision Number currently incorporated to the Contractor's GSA contract.
- (iii) Identify the SCA wage determination(s), including determination number, revision date, state and counties that were used to determine that the rates offered are in compliance. The revision numbers of the wage determinations listed in the solicitation index of wage determinations should be used in the comparisons.

See the sample below for how labor categories subject to the SCA are to be submitted as part of the GSA proposal. Labor category titles and rates are shown for example purposes only.

Labor categories	Hourly Rate
Principal	\$100.00
Engineer	\$80.00
Secretary**	\$20.00
Scientist	\$80.00
Driver**	\$25.00
Engineering Technician**	\$26.00
Administrative Assistant**	\$18.00
**Indicates SCA eligible categories. See the SCA Matrix following the price list for additional information regarding these labor categories.	

- (iv) The following paragraph is meant to be instructive and NOT to be copied as part of the proposed GSA price list.

For all the identified SCA eligible labor categories, map the SCA equivalent labor category title (titles/descriptions available at <http://www.wdol.gov>. Click on the "library" link, then download the SCA Directory of Occupations, 5th Edition). Also identify the WD# that the labor categories in your offer are predicated on. Note that the applicable revision number for any Wage Determination number is the revision number identified in the solicitation index of wage determinations.

- (v) Utilize the following spreadsheet format (labor categories shown are for example purposes):

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
Secretary	01115 General Clerk I	052059
Driver	31361 Truck driver, Light Truck	052059
Engineering Technician	29081 Engineering Technician I	052059
Administrative Assistant	01011 Accounting Clerk 1	052059

- (vi) Insert the following language below the above SCA matrix and insert both (matrix and language) at the end of the proposed GSA price list.

"The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (***) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly."

- (vii) (A) There are three methods for determining price adjustments of Service

Contract Act (SCA) eligible labor categories ONLY. The offeror will be required to select one method for the life of the contract.

(1) Method 1: Price Adjustment for the base contract period and all options exercised shall be in accordance with clause 52.222-43, Fair Labor Standards Act and Service Contract Act Price Adjustment (Multiple Year and Option Contracts). When a modification is issued to all contract holders incorporating a revised index of wage determinations, contractors shall notify the Contracting Officer of any increase/decrease claimed under clause 52.222-43 within 30 calendar days after receipt of the modification.

(2) Method 2: An escalation method is negotiated prior to award in accordance with the clause I-FSS-969, Economic Price Adjustment FSS Multiple Award Schedule, utilizing any of the methods available in the solicitation under that clause.

(3) Method 3: When the offered prices are based upon a commercial price list, then only revisions in the commercial price list will enable the contractor to revise prices. They will only be allowed increases in accordance with clause 52.216-70, Economic Price Adjustment FSS Multiple Award Schedule Contracts.

(B) Regardless of the method used, contractor must ensure that within 30 calendar days after the effective date of any modification to revise pricing based on changes in the applicable wage determination(s), the electronic catalog is updated on GSA *Advantage!*[®].

- (viii) Note 1: The contractor will not automatically be allowed an increase in prices based solely on new wage determinations.
- (ix) Note 2: Reference Code of Federal Regulations, Title 29, Labor, Subtitle A Office of the Secretary of Labor, Part 4 Labor Standards for Federal Service Contracts, Subpart D Compensation Standards, paragraph 4.161 Minimum monetary wages under contracts exceeding \$2,500, which states: "No change in the obligation of the contractor or subcontractor with respect to minimum monetary wages will result from the mere fact that higher or lower wage rates may be determined to be prevailing for such employees in the locality after the award and before completion of the contract."

**SCP-FSS-002 SPECIFIC PROPOSAL SUBMISSION INSTRUCTIONS (FEB 2012)
(ALTERNATE I – DEC 2010) (DEVIATION I – AUG 2011)**

- (a) Electronic submission of offers via eOffer is mandatory via <http://eOffer.gsa.gov>, unless otherwise stated in the electronic submission standards and requirements at the Vendor Support Center website (<http://vsc.gsa.gov>).
- (b) Section I *Administrative/Contract Data*:
- (1) Offeror must submit a copy of the certificate signifying that one of its current employees, who is an authorized negotiator for this offer, has completed the "Pathway to Success" training within the past year. "Pathway to Success" training is available through the Vendor Support Center website at <http://vsc.gsa.gov>. Click on the tab "Vendor Training" to access this free, web based training. The training session is less than two hours total and covers the major factors your organization should consider prior to submitting an offer to GSA.
- (2) Complete, sign, and submit mandatory "Readiness Assessment.". Offeror must submit a copy of the "Readiness Assessment" signifying that one of its current officers who are authorized to commit the organization, has completed the "Readiness Assessment" within the past year. The "Readiness Assessment" is available through the Vendor Support Center website at <http://vsc.gsa.gov>. Click on the tab "Toolbox" to access this free assessment. The mandatory "Readiness Assessment" covers the major factors your organization should consider prior to submitting an offer to GSA.
- (3) If a consultant is being used during or after award, submit an agent authorization letter. See separate FedBizOpps document for a sample letter.
- (4) Offeror shall provide a copy of any cancellation and/or rejection notice(s) your firm has received in the preceding two years from any previous GSA Schedule contracts or proposals.
- (5) Offeror shall provide the contract number(s) and price lists of any other GSA Schedule contract(s).
- (6) Offeror shall identify any pending offers under other GSA Schedules including the name and phone number of the contract specialist evaluating the offer.
- (7) Offeror should not submit clauses Incorporated by Reference (IBR) document, which is the full text of all the clauses incorporated by reference.
- (8) Unless otherwise requested, offerors should not submit brochures, newsletters, or other marketing materials.
- (9) Elaborate artwork, expensive paper and bindings, and visual or other presentation aids are discouraged.
- (10) Provide a copy of offeror's most current, complete, audited (if available) two years of financial statements (at a minimum, balance sheets and income statements). GSA uses balance sheet and income statement information to determine financial responsibility. NOTE: Do NOT submit tax returns. Provide an explanation for any negative financial information disclosed, including negative equity or income. You may be required to provide letters of credit or other documentation to demonstrate that adequate financial resources are available.
- (11) Small Business Subcontracting Plan, if applicable The offeror shall prepare and submit a Small Business Subcontracting Plan if, pursuant to the applicable NAICS codes and size standards, it is determined to be other than a small business concern for purposes of this solicitation. Failure to submit a Small Business Subcontracting Plan when required will result in the rejection of your proposal. Large businesses, nonprofit organizations and educational institutions are advised of the requirement to submit a Small Business Subcontracting Plan (see Clause 552.219-72, incorporated by reference).The Government will review each plan to assure it is consistent with the provisions of this clause. Subcontracting plans are subject to negotiations along with the terms and conditions of any contract resulting from this solicitation. The offeror's subcontracting plan must be approved by the Contracting Officer prior to award. A sample outline that may be used in preparing a subcontracting plan is included as a separate FedBizOpps document (ref. FAR 19.702).

GSA's subcontracting goals for Fiscal Year 2012-13 are:	
Category of Small Business	Goal % of Total Subcontracting Dollars
Small Business (total of all types)	25%
HUBZone	3%

Small Disadvantaged	5%
Women Owned	5%
Veteran Owned	3%
Service Disabled Veteran Owned	3%

(b) Section II *Technical Proposal*: The technical proposal is comprised of four factors Factor One (Corporate Experience), Factor Two (Relevant Project Experience), Factor Three (Past Performance) and Factor Four (Quality Control). All offers shall address these factors as instructed below. If the offeror is proposing multiple Special Item Numbers (SINs), they shall clearly identify each SIN with the corresponding technical information. Please provide a narrative for each of the following sections to demonstrate your company's capabilities in satisfying ALL underlying requirements listed below.

(1) Factor One Corporate Experience: Submit a two page (maximum) narrative describing the company's corporate experience in all services provided under this Schedule, regardless of the number of SINs being offered. Your company must have provided the type of professional services under this schedule to either a Government or Commercial entity for a minimum of two years. At a minimum, your narrative must include the following:

- (i) Organization's number of years of corporate experience in the services described in Part I of this solicitation.
- (ii) Organization's size, experience in the field, and resources available to enable the offeror to fulfill requirements.
- (iii) Brief history of the organization's activities contributing to the development of expertise and capabilities related to this requirement.
- (iv) Information that demonstrates the offeror's organizational and accounting controls and manpower presently in house or the ability to acquire the type and kinds of personnel proposed.
- (v) Describe/identify how you intend to market services to federal clients.
- (vi) Discuss the use of subcontractors. If applicable, a letter of commitment is required to cover the term of the contract.

(2) Factor Two Relevant Project Experience:

- (i) For each service SIN offered, the offeror must provide descriptions of two (2) projects. Each description must state the SIN to which it applies, and identify the specific services being proposed for that SIN.
- (ii) The projects must either have been completed within the last two years or be ongoing. For ongoing contracts with a base year and option years, at a minimum, the base year must have been completed; for multiyear task orders, at a minimum, the first year must have been completed.
- (iii) The offeror must demonstrate that the tasks performed are of a similar complexity to the work solicited under each SIN. The offeror may provide the same project for more than one SIN as long as the description identifies which specific work relates to each SIN. All examples of completed services must have been found to be acceptable by the client. Project descriptions shall not exceed four (4) pages per project.
- (iv) Each project description shall include the following customer reference information:
 - (A) Customer/Client Name
 - (B) Project Name/Contract Number
 - (C) Customer Point of Contact for Project
 - (D) POC's phone number and email
 - (E) Project performance period (include months/years)
 - (F) Dollar value of the entire project

- (G) Dollar value received for the work preformed relevant to the SIN offered
 - (H) Brief summary of the project as a whole (background, purpose, etc.)
 - (I) A copy of the Statement of Work for the project; this does not count against the limitation of four pages per project.
- (v) As applicable, each project description shall include a narrative account of the work performed that addresses the following elements:
- (A) Detailed description of SIN relevant work performed and results achieved
 - (B) Methodology, tools, and/or processes utilized in performing the work
 - (C) Demonstration of compliance with any applicable laws, regulations, Executive Orders, OMB Circulars, professional standards, etc.
 - (D) Project schedule (i.e., major milestones, tasks, deliverables), including an explanation of any delays
 - (E) How the work performed is similar in scope and complexity to that described in the Statement of Work (Part I of this solicitation)
 - (F) Demonstration of specific experience and/or special qualifications detailed in the Statement of Work (Part I of this solicitation)
- (vi) Substitution For Relevant Project Experience: If project experience does not exist, the offeror may substitute relevant projects of predecessor companies or key personnel that will be performing major aspects of the work. If the offeror chooses to make such a substitution, the narratives must clearly identify the entity or personnel that performed the services, and include all elements of (b)(2)(v) of this provision.
- (3) Factor Three *Past Performance*: The offeror shall order and obtain a Past Performance Evaluation from Open Ratings, Inc. (ORI). See separate FedBizOpps document. Offerors are responsible for payment to ORI for the Past Performance Evaluation.
- (i) Past Performance Evaluations are valid for a period of one year from date of issuance by ORI. The submission of an evaluation issued more than one year prior to the date of proposal submission will result in rejection of the proposal.
 - (ii) The offeror shall submit one (1) copy of the completed Past Performance Evaluation and one (1) copy of the order form (including information on up to 20 customer references) with its proposal. Failure to submit the order form and the completed evaluation with the offer will result in rejection of the proposal. A "customer reference" is defined as a person or company that has purchased services from your firm.
 - (iii) Offeror is advised to use references from projects involving services related to this solicitation and/or those performed under the appropriate NAICS code(s) related to services offered. If these references were not provided to ORI, please explain why.
 - (iv) The offeror shall address any negative feedback contained in the ORI report. Explain what actions your firm has taken to minimize the problems that resulted in negative feedback.
- (4) Factor Four *Quality Control*: Submit one narrative regardless of the number of SINs offered, not to exceed two (2) pages, addressing each of the following items to demonstrate your firm's capabilities in satisfying ALL underlying requirements listed below.
- (i) Describe the internal review procedures which facilitate high quality standards in the organization.
 - (ii) Identify the individuals who will directly supervise or review projects specifically regarding quality control.
 - (iii) State whether or not subcontractors are used and, if subcontractors are used, describe the quality control measures the offeror uses to ensure acceptable subcontractor performance.
 - (iv) Describe how your firm handles potential problem areas and solutions.

- (v) Describe the procedures for insuring quality performance while meeting urgent requirements.
- (vi) Identify the strategies your firm will implement to manage and complete multiple projects for multiple agencies simultaneously.

(c) Section III *Price Proposal*:

- (1) GSA's pricing goal: Obtain equal to or better than the Most Favored Customer (MFC) pricing with the same or similar terms and conditions. The U.S. Government Accountability Office has specifically recommended that "the price analysis GSA does to establish the Government's MAS negotiation objective should start with the best discount given to any of the vendor's customers." GSA seeks to obtain the offeror's best price based on its evaluation of discounts, terms, conditions, and concessions offered to commercial customers. If the MFC is a Federal agency, but sales exist to commercial clients, identify which, if any, of the commercial clients obtain the best price. This will allow the Government to establish a "basis for award" customer in accordance with the Price Reductions Clause 552.238-75, paragraph (a). The prices submitted represent fully burdened rates inclusive of all cost factors (e.g., direct labor, in direct labor, G&A, profit, and IFF).
- (2) The offeror shall propose a pricing structure consistent with its commercial practices and provide supporting documentation (See paragraph (12) below). All proposed pricing shall be submitted using the Formatted Pricelist (FPL) template in eOffer. The offer will not be allowed to be submitted until the FPL is complete with all required information. Pricing shall be based on either a catalog price or market price as defined in FAR 2.101. Basis for proposed pricing shall be discussed in the offeror's narrative in the price proposal.
- (3) When training courses are offered, the FPL or pricing narrative will include the following information:
 - (i) (A) Title and brief description of the course, including major course objectives
 - (B) Length of course (number of hours/days)
 - (C) Minimum/Maximum number of participants
 - (D) Support materials provided as part of the course (e.g., training manuals, CDs, DVDs)
- (4) The offeror may propose separate rates for "domestic" and "overseas" services based on the application of variations in their indirect costs, depending upon where the services are performed. Two sets of rates are not required. In the event two sets of rates are offered, the offeror must identify which are considered "domestic" rates and which are considered "overseas" rates in the applicable field in the FPL.
- (5) The offeror may propose separate rates for "customer facility" and "contractor facility" (also known as "offsite/onsite"), based on the application of variations in its indirect costs depending upon where the services are performed. Two sets of rates are not required. In the event two sets of rates are offered, the offeror must identify which is for work at the "customer facility" (i.e., the ordering activity/agency) and which is for work at the "contractor facility" in the applicable field in the FPL.
- (6) Pricing based on the CPL are subject to the Economic Price Adjustment Clause at 552.21670. Pricing based on Commercial Market Prices are subject to the Economic Price Adjustment Clause, I-FSS-969. If offering market pricing in accordance with Clause I-FSS-969, the offeror must propose a fixed rate of escalation or identify an economic indicator such as the Bureau of Labor Statistics Employment Cost Index.
- (7) For each proposed labor category, the offeror shall provide a detailed position description. Position descriptions must include functional responsibilities, minimum years of experience, minimum educational/degree requirements, and any applicable training or certification requirements. If it is the firm's standard commercial practice to substitute experience for education, explain the methodology in the pricing proposal narrative (e.g., five years experience equates to a BA/BS degree). These descriptions will be part of the FPL and will be posted on GSA *Advantage!*[®]. Submit an electronic copy of the labor category descriptions and minimum education and minimum experience requirements for each labor category.
- (8) Travel will be handled in accordance with clause C-FSS-370. Costs for transportation, lodging, meals and incidental expenses incurred by the contractor are allowable subject to the limitations contained in the Federal Travel Regulations and/or Joint Travel Regulations. They should not be included in the offered prices and will be considered at the task order level.
- (9) The Commercial Sales Practices Format (CSP) must be completed in accordance with the Commercial Sales Practices Instructions, demonstrating comparative pricing with your best customer(s). A general explanation of the circumstances and frequency of deviations from your standard commercial practices is required [see Clause 552.212-70, Preparation of Offer (Multiple Awards Schedule)]. Provide a rationale for the estimated GSA contract annual sales (CSP).

- (10) The offeror shall include a detailed narrative containing sufficient information for each of the services/products offered to enable the Contracting Officer to determine that offered prices are fair and reasonable. For example, if a price offered to GSA is not equal to or better than the price offered to the firm's designated Most Favored Customer, the narrative must fully explain the offeror's rationale for proposing such a rate that will enable the Contracting Officer to determine the rate fair and reasonable. Any deviation from an offeror's commercial sales practices must be explained, including the circumstances surrounding and frequency of the deviations.
- (11) The offeror must provide supporting pricing documentation for EACH proposed service/product (e.g. each labor category, percentage based fee, etc.). Supporting pricing documentation may consist of copies of invoices, contracts, quote sheets, etc. and MUST be included in the Offer. There must be a clear and relevant relationship between the supporting document and the proposed price it is meant to substantiate. Each supporting document must be labeled with the name of the corresponding proposed labor category, service, etc.
- (12) If offering professional services (as defined by 29 CFR 541), the offeror MUST submit a Professional Compensation Plan setting forth salaries and fringe benefits proposed for the professional employees who will work under the contract in accordance with Clause 52.222-46 Evaluation of Compensation for Professional Employees. Individual compensation disclosure is not required. Submission of general compensation practices often printed in an employee handbook is sufficient.
- (13) If offering professional or technical services, submit a copy of the offeror's policy that addresses uncompensated overtime in accordance with Clause 52.237-10 Identification of Uncompensated Overtime.
- (14) Repair and Alterations (R&A): Applicable to the solicitation * _____ *: Information for offering R&A is located in PART I. Clauses specific to R&A are located in a separate FedBizOpps document.
- (15) Service Contract Act: Applicable to this-solicitation (Service Contract Act 52.222-41, and related clauses 52.222-42, 52.222-43, and 52.222-49)

- (i) The Service Contract Act (SCA) applies to all nonprofessional services to be provided under this schedule except for any pricing offered for service outside of the United States. The SINs to which the SCA applies are identified elsewhere in the solicitation. The SCA index of applicable wage determinations for this solicitation and resultant contract are shown in FedBizOpps document "SCA Index of Wage Determinations." The full text version of each wage determination can be viewed at www.wdol.gov. Some of the proposed labor categories may be subject to the SCA (usually nonprofessional categories). As such, it is important that the offeror verifies that its proposed base rates and fringe benefit rates for these labor categories meet or exceed the SCA wage determination rates and fringe benefits for the areas where the offeror expects to perform the majority of work under the contract.
- (ii) A contract must meet only the base rate and fringe benefit rate requirements in the SCA Wage Determination (WD) Revision Number currently incorporated into the GSA Contract. The WD Revision Number in the GSA contract takes precedence over any WD Revision Number an agency incorporates into an RFQ at the Task Order Level. Contractor cannot increase its GSA contract prices at the Task Order Level as a result of accepting a WD Revision Number at the Task Order Level that differs from the WD Revision Number currently incorporated to the Contractor's GSA contract.
- (iii) Identify the SCA wage determination(s), including determination number, revision date, state and counties that were used to determine that the rates offered are in compliance. The revision numbers of the wage determinations listed in the solicitation index of wage determinations should be used in the comparisons.

See the sample below for how labor categories subject to the SCA are to be submitted as part of the GSA proposal. Labor category titles and rates are shown for example purposes only.

Labor categories	Hourly Rate
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**Indicates SCA eligible categories. See the SCA Matrix following the price list for additional information regarding these labor categories.	

- (iv) The following paragraph is meant to be instructive and NOT to be copied as part of the proposed GSA price list.

For all the identified SCA eligible labor categories, map the SCA equivalent labor category title (titles/descriptions available at <http://www.wdol.gov>. Click on the "library" link, then download the SCA Directory of Occupations, 5th Edition). Also identify the WD# that the labor categories in your offer are predicated on. Note that the applicable revision number for any Wage Determination number is the revision number identified in the solicitation index of wage determinations.

- (v) Utilize the following spreadsheet format (labor categories shown are for example purposes):

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
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Administrative Assistant	01011 Accounting Clerk 1	052059

- (vi) Insert the following language below the above SCA matrix and insert both (matrix and language) at the end of the proposed GSA price list.

"The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly."

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Contract Act (SCA) eligible labor categories ONLY. The offeror will be required to select one method for the life of the contract.

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(2) Method 2: An escalation method is negotiated prior to award in accordance with the clause I-FSS-969, Economic Price Adjustment FSS Multiple Award Schedule, utilizing any of the methods available in the solicitation under that clause.

(3) Method 3: When the offered prices are based upon a commercial price list, then only revisions in the commercial price list will enable the contractor to revise prices. They will only be allowed increases in accordance with clause 552.216-70, Economic Price Adjustment FSS Multiple Award Schedule Contracts.

- (viii) Note 1: The contractor will not automatically be allowed an increase in prices based solely on new wage determinations.

- (ix) Note 2: Reference Code of Federal Regulations, Title 29, Labor, Subtitle A Office of the Secretary of Labor, Part 4 Labor Standards for Federal Service Contracts, Subpart D Compensation Standards, paragraph 4.161 Minimum monetary wages under contracts exceeding \$2,500, which states: "No change in the obligation of the contractor or subcontractor with respect to minimum monetary wages will result from the mere fact that higher or lower wage rates may be determined to be prevailing for such employees in the locality after the award and before completion of the contract."

SCP-FSS-003 GENERAL PROPOSAL SUBMISSION INSTRUCTIONS (FEB 2012)

- (a) Read the entire solicitation document prior to preparation of the offer.
- (b) All information provided by the offeror shall be current, concise, and complete. It shall demonstrate a thorough understanding of the requirements of this solicitation. By signing and dating the offer, the offeror attests that there have been no changes to the text of this solicitation, unless otherwise stated.
- (c) (1) All offers shall include the following Evaluation Factors. Omission of any section or substantial deficiencies within any Factor may result in rejection of the offer.
- (i) FACTOR 1. *Financial Responsibility Determination*
 - (ii) FACTOR 2. *Corporate Experience*
 - (iii) FACTOR 3. *Past Performance*
 - (iv) FACTOR 4. *Project Experience for SIN 132-51 and SIN 132-60f only (IT and IAM Professional Services only)*
 - (v) FACTOR 5: *Project Experience for SIN 132-54, Commercial Satellite Communications (COMSATCOM) Transponded Capacity and SIN 132-55, COMSATCOM Subscription Services*
 - (vi) FACTOR 6: *Information Assurance Minimum Security Controls Compliance for SIN 132-54, Commercial Satellite Communications (COMSATCOM) Transponded Capacity and SIN 132-55, COMSATCOM Subscription Services only.*
 - (vii) FACTOR 7. *Price Proposal*
- (2) The evaluation factors will be used to evaluate the merit or excellence of the proposed factors, the work to be performed, service to be provided and for fair and reasonable pricing. Award will be made on a SIN by SIN basis. A rating of unacceptable under any Evaluation Factor may result in an “unacceptable” rating for that SIN and that SIN will be rejected. Offerors determined unacceptable for all proposed SINs will be rejected.
- (d) Electronic submission of offers via eOffer is mandatory via <http://eOffer.gsa.gov>, unless otherwise stated in the electronic submission standards and requirements at the Vendor Support Center website (<http://vsc.gsa.gov>).
- (e) The attached Commercial Sales Practices Format (CSP-1) shall be completed in accordance with the Commercial Sales Practices Instructions, demonstrating comparative pricing with your best customer(s). A general explanation of the circumstances and frequency of deviations from your standard commercial practices is required [see Clause 552.212-70, Preparation of Offer (Multiple Awards Schedule)]. A separate CSP-1 shall be completed for each pricing structure proposed. Provide a rationale for the estimated GSA contract annual sales.
- (f) Offers may be rejected if they do not meet all of the following criteria:
- (1) Submit “Pathway to Success” training certificate.
 - (2) Complete, sign, and submit mandatory “Readiness Assessment”.
 - (3) Submit a completed Vendor Response Document.
 - (4) The offeror currently has an up-dated registration in Central Contractor Registry (CCR).
 - (5) The offeror has completed the Online Representations and Certifications Application (ORCA) in its entirety. The information is current, accurate, and complete, and reflects the North American Industrial Classification System (NAICS) code(s) for this solicitation.
 - (6) Submit a completed Open Ratings, Inc. (ORI) Past Performance Evaluation and Order Form (references).
 - (7) Submit a completed Commercial Sales Practices (CSP-1) Format.
 - (8) Submit a complete Small Business Subcontracting Plan (For Large Businesses).
 - (9) Submit Labor Category Matrix (For Professional Services only) (See Sample Attachment).

- (10) Submit a proposed Authorized Information Technology Schedule Pricelist General Purpose Commercial Information Technology, Equipment, Software and Services. Guidance for developing the pricelist is attached to the solicitation.
- (11) If other than the manufacturer, submit a Letter of Supply
- (12) Submit a Dealer / Reseller Spreadsheet (For supplies only) (See Sample Attachment)
- (13) Submit course names, brief description, length of course, type of training, location (on or off customer site) and any other pertinent details to the training offered (For SIN 132-50 only)
- (14) If other than the manufacturer, submit proof of authorization to provide training course(s) for manufacturer's software and/or hardware products (For SIN 132-50 only)
- (g) (1) Pursuant to FAR 15.404 -- Price Evaluation -- The offeror shall propose a pricing structure

consistent with its commercial practices and provide supporting documentation. Pricing shall be submitted and clearly identified as being based either on a "Commercial Price List" or on "Commercial Market Price," as defined in FAR 2.101 ("Catalog Price" and "Market Prices" under the definition of "Commercial Item").

(2) The offeror shall provide supporting pricing documentation for EACH proposed service and supply/product (e.g. each labor category, percentage based fee, etc.). Supporting pricing documentation may consist of copies of invoices, contracts, quote sheets, etc. and shall be included in the offer. There must be a clear and relevant relationship between the supporting document and the proposed price it is meant to substantiate. Each supporting document must be labeled with the name of the corresponding proposed labor category, service, etc.

(h) If offering professional services (as defined by 29 CFR 541) (SINs 132-51 and/or 132-60f) –

(1) Offeror shall submit a Professional Compensation Plan setting forth salaries and fringe benefits proposed for the professional employees who will work under the contract in accordance with Clause 52.222-46 Evaluation of Compensation for Professional Employees. Individual compensation disclosure is not required. Submission of general compensation practices often printed in an employee handbook is sufficient.

(2) The offeror shall include a detailed narrative containing sufficient information for each of the services/products offered to enable the Contracting Officer to determine that offered prices are fair and reasonable. For example, if a price offered to GSA is not equal to or better than the price offered to the firm's designated Most Favored Customer, the narrative must fully explain the offeror's rationale for proposing such a rate that will enable the Contracting Officer to determine the rate fair and reasonable. Any deviation from an offeror's commercial sales practices must be explained, including the circumstances surrounding and frequency of the deviations.

SCP-FSS-003 GENERAL PROPOSAL SUBMISSION INSTRUCTIONS (FEB 2012) (ALTERNATE I — DEC 2010)

- (a) Read the entire solicitation document prior to preparation of the offer.
- (b) All information provided by the offeror shall be current, concise, and complete. It shall demonstrate a thorough understanding of the requirements of this solicitation. By signing and dating the offer, the offeror attests that there have been no changes to the text of this solicitation, unless otherwise stated.
- (c) (1) All offers shall include the following Evaluation Factors. Omission of any section or substantial deficiencies within any Factor may result in rejection of the offer.
- (i) FACTOR 1. *Financial Responsibility Determination*
 - (ii) FACTOR 2. *Corporate Experience*
 - (iii) FACTOR 3. *Past Performance*
 - (iv) FACTOR 4. *Project Experience for SIN 132-51 and SIN 132-60f only (IT and IAM Professional Services only)*
 - (v) FACTOR 5: *Project Experience for SIN 132-54, Commercial Satellite Communications (COMSATCOM) Transponded Capacity and SIN 132-55, COMSATCOM Subscription Services*
 - (vi) FACTOR 6: *Information Assurance Minimum Security Controls Compliance for SIN 132-54, Commercial Satellite Communications (COMSATCOM) Transponded Capacity and SIN 132-55, COMSATCOM Subscription Services only.*
 - (vii) FACTOR 7. *Price Proposal*
- (2) The evaluation factors will be used to evaluate the merit or excellence of the proposed factors, the work to be performed, service to be provided and for fair and reasonable pricing. Award will be made on a SIN by SIN basis. A rating of unacceptable under any Evaluation Factor may result in an “unacceptable” rating for that SIN and that SIN will be rejected. Offerors determined unacceptable for all proposed SINS will be rejected.
- (d) Electronic submission of offers via eOffer is mandatory via <http://eOffer.gsa.gov>, unless otherwise stated in the electronic submission standards and requirements at the Vendor Support Center website (<http://vsc.gsa.gov>).
- (e) The attached Commercial Sales Practices Format (CSP-1) shall be completed in accordance with the Commercial Sales Practices Instructions, demonstrating comparative pricing with your best customer(s). A general explanation of the circumstances and frequency of deviations from your standard commercial practices is required [see Clause 552.212-70, Preparation of Offer (Multiple Awards Schedule)]. A separate CSP-1 shall be completed for each pricing structure proposed. Provide a rationale for the estimated GSA contract annual sales.
- (f) Offers may be rejected if they do not meet all of the following criteria:
- (1) Submit “Pathway to Success” training certificate.
 - (2) Complete, sign, and submit mandatory “Readiness Assessment”.
 - (3) Submit a completed Vendor Response Document.
 - (4) The offeror currently has an up-dated registration in Central Contractor Registry (CCR).
 - (5) The offeror has completed the Online Representations and Certifications Application (ORCA) in its entirety. The information is current, accurate, and complete, and reflects the North American Industrial Classification System (NAICS) code(s) for this solicitation.
 - (6) Submit a completed Open Ratings, Inc. (ORI) Past Performance Evaluation and Order Form (references).
 - (7) Submit a completed Commercial Sales Practices (CSP-1) Format.
 - (8) Submit a complete Small Business Subcontracting Plan (For Large Businesses).

- (9) Submit Labor Category Matrix (For Professional Services only) (See Sample Attachment).
- (10) Submit a proposed Authorized Information Technology Schedule Pricelist General Purpose Commercial Information Technology, Equipment, Software and Services. Guidance for developing the pricelist is attached to the solicitation.
- (11) If other than the manufacturer, submit a Letter of Supply
- (12) Submit a Dealer / Reseller Spreadsheet (For supplies only) (See Sample Attachment)
- (13) Submit course names, brief description, length of course, type of training, location (on or off customer site) and any other pertinent details to the training offered (For SIN 132-50 only)
- (14) If other than the manufacturer, submit proof of authorization to provide training course(s) for manufacturer's software and/or hardware products (For SIN 132-50 only)

(g) (1) Pursuant to FAR 15.404 -- Price Evaluation -- The offeror shall propose a pricing structure

consistent with its commercial practices and provide supporting documentation. Pricing shall be submitted and clearly identified as being based either on a "Commercial Price List" or on "Commercial Market Price," as defined in FAR 2.101 ("Catalog Price" and "Market Prices" under the definition of "Commercial Item").

(2) The offeror shall provide supporting pricing documentation for EACH proposed service and supply/product (e.g. each labor category, percentage based fee, etc.). Supporting pricing documentation may consist of copies of invoices, contracts, quote sheets, etc. and shall be included in the offer. There must be a clear and relevant relationship between the supporting document and the proposed price it is meant to substantiate. Each supporting document must be labeled with the name of the corresponding proposed labor category, service, etc.

(h) If offering professional services (as defined by 29 CFR 541) (SINs 132-51 and/or 132-60f)–

(1) Offeror shall submit a Professional Compensation Plan setting forth salaries and fringe benefits proposed for the professional employees who will work under the contract in accordance with Clause 52.222-46 Evaluation of Compensation for Professional Employees. Individual compensation disclosure is not required. Submission of general compensation practices often printed in an employee handbook is sufficient.

(2) The offeror shall include a detailed narrative containing sufficient information for each of the services/products offered to enable the Contracting Officer to determine that offered prices are fair and reasonable. For example, if a price offered to GSA is not equal to or better than the price offered to the firm's designated Most Favored Customer, the narrative must fully explain the offeror's rationale for proposing such a rate that will enable the Contracting Officer to determine the rate fair and reasonable. Any deviation from an offeror's commercial sales practices must be explained, including the circumstances surrounding and frequency of the deviations.

**SCP-FSS-003 GENERAL PROPOSAL SUBMISSION INSTRUCTIONS (FEB 2012)
(ALTERNATE I – DEC 2010) (DEVIATION I – AUG 2011)**

- (a) Read the entire solicitation document prior to preparation of the offer.
- (b) All information provided by the offeror shall be current, concise, and complete. It shall demonstrate a thorough understanding of the requirements of this solicitation. By signing and dating the offer, the offeror attests that there have been no changes to the text of this solicitation, unless otherwise stated.
- (c) (1) All offers shall include the following Evaluation Factors. Omission of any section or substantial deficiencies within any Factor may result in rejection of the offer.
- (i) FACTOR 1. *Financial Responsibility Determination*
 - (ii) FACTOR 2. *Corporate Experience*
 - (iii) FACTOR 3. *Past Performance*
 - (iv) FACTOR 4. *Project Experience for SIN 132-51 and SIN 132-60f only (IT and IAM Professional Services only)*
 - (v) FACTOR 5: *Project Experience for SIN 132-54, Commercial Satellite Communications (COMSATCOM) Transponded Capacity and SIN 132-55, COMSATCOM Subscription Services*
 - (vi) FACTOR 6: *Information Assurance Minimum Security Controls Compliance for SIN 132-54, Commercial Satellite Communications (COMSATCOM) Transponded Capacity and SIN 132-55, COMSATCOM Subscription Services only.*
 - (vii) FACTOR 7. *Price Proposal*
- (2) The evaluation factors will be used to evaluate the merit or excellence of the proposed factors, the work to be performed, service to be provided and for fair and reasonable pricing. Award will be made on a SIN by SIN basis. A rating of unacceptable under any Evaluation Factor may result in an “unacceptable” rating for that SIN and that SIN will be rejected. Offerors determined unacceptable for all proposed SINs will be rejected.
- (d) Electronic submission of offers via eOffer is mandatory via <http://eOffer.gsa.gov>, unless otherwise stated in the electronic submission standards and requirements at the Vendor Support Center website (<http://vsc.gsa.gov>).
- (e) The attached Commercial Sales Practices Format (CSP-1) shall be completed in accordance with the Commercial Sales Practices Instructions, demonstrating comparative pricing with your best customer(s). A general explanation of the circumstances and frequency of deviations from your standard commercial practices is required [*see Clause 552.212-70, Preparation of Offer (Multiple Awards Schedule)*]. A separate CSP-1 shall be completed for each pricing structure proposed. Provide a rationale for the estimated GSA contract annual sales.
- (f) Offers will be rejected if they do not meet all of the following criteria:
- (1) Submit “Pathway to Success” training certificate.
 - (2) Complete, sign, and submit mandatory “Readiness Assessment.”
 - (3) Submit a “Formatted Pricelist” instruction certificate.
 - (4) The offeror currently has an up-dated registration in Central Contractor Registry (CCR).
 - (5) The offeror has completed the Online Representations and Certifications Application (ORCA) in its entirety. The information is current, accurate, and complete, and reflects the North American Industrial Classification System (NAICS) code(s) for this solicitation.
 - (6) Submit a completed Open Ratings, Inc. (ORI) Past Performance Evaluation and Order Form (references).
 - (7) Submit a completed Commercial Sales Practices (CSP-1) Format.
 - (8) Submit a complete Small Business Subcontracting Plan (For Large Businesses).

- (9) Submit Labor Category Matrix (For Professional Services only) (See Sample Attachment).
- (10) If other than the manufacturer, submit a Letter of Supply
- (11) Submit a Dealer / Reseller Spreadsheet (For supplies only) (See Sample Attachment)
- (12) Submit course names, brief description, length of course, type of training, location (on or off customer site) and any other pertinent details to the training offered (For SIN 132-50 only)
- (13) If other than the manufacturer, submit proof of authorization to provide training course(s) for manufacturer's software and/or hardware products (For SIN 132-50 only)

- (g) (1) Pursuant to FAR 15.404 -- Price Evaluation -- The offeror shall propose a pricing structure

consistent with its commercial practices and provide supporting documentation. All proposed pricing shall be submitted using the Formatted Pricelist (FPL) template in eOffer. The offer will not be allowed to be submitted until the FPL is complete with all required information. Pricing shall be based on either a catalog price or market price as defined in FAR 2.101. Basis for proposed pricing shall be discussed in the offeror's narrative in the price proposal.

- (2) The offeror shall provide supporting pricing documentation for EACH proposed service and supply/product (e.g. each labor category, percentage based fee, etc.). Supporting pricing documentation may consist of copies of invoices, contracts, quote sheets, etc. and shall be included in the offer. There must be a clear and relevant relationship between the supporting document and the proposed price it is meant to substantiate. Each supporting document must be labeled with the name of the corresponding proposed labor category, service, etc.

- (h) If offering professional services (as defined by 29 CFR 541) (SINs 132-51 and/or 132-60f) --

- (1) Offeror shall submit a Professional Compensation Plan setting forth salaries and fringe benefits proposed for the professional employees who will work under the contract in accordance with Clause 52.222-46 Evaluation of Compensation for Professional Employees. Individual compensation disclosure is not required. Submission of general compensation practices often printed in an employee handbook is sufficient.

- (2) The offeror shall include a detailed narrative containing sufficient information for each of the services/products offered to enable the Contracting Officer to determine that offered prices are fair and reasonable. For example, if a price offered to GSA is not equal to or better than the price offered to the firm's designated Most Favored Customer, the narrative must fully explain the offeror's rationale for proposing such a rate that will enable the Contracting Officer to determine the rate fair and reasonable. Any deviation from an offeror's commercial sales practices must be explained, including the circumstances surrounding and frequency of the deviations.