

# FAIR OPPORTUNITY NOTICE (FON)

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UNITED STATES COAST GUARD (USCG), AVIATION LOGISTICS CENTER (ALC),  
INFORMATION SYSTEMS DIVISION

Information Systems Division Professional Services

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## **1.0 INSTRUCTIONS TO OFFERORS**

*This acquisition will be conducted under the auspices of the DHS Procurement Innovation Lab (PIL). The PIL is a virtual lab that experiments with innovative techniques for increasing efficiencies in the procurement process and institutionalizing best practices. There is nothing you need to do differently for this requirement. The PIL project team may reach out to successful and unsuccessful Offerors to assess effectiveness of the procurement process and the innovative techniques applied. The anonymous feedback will be used to further refine DHS procurement practices. Additional information on the PIL may be found here-<https://www.dhs.gov/pil>.*

### **1.1 GENERAL INSTRUCTIONS**

This document (70Z03819RM0000001) is issued as a Fair Opportunity Notice (FON) under FAR 16.505. This document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular (FAC) 2020-01, effective 10 October 2019. This FON is issued under the DHS Strategic Sourcing Contract Vehicles, EAGLE Next Generation (Next Gen), Government Wide Acquisition Vehicles (GWACs), National Institute of Health's (NIH), Chief Information Officer-Solutions and Partners 3 (CIO-SP3) Small Business (SB). Only HUBZone vendors may submit an offer for this requirement. This procurement will be conducted in accordance with FAR 16.505. The applicable North American Industry Classification Standard Code (NAICS) is 541512. The average annual receipts is \$27.5M.

The Government intends to award a Firm-Fixed Price task order resulting from the FON to the responsible Offeror whose offer represents the best value after evaluation IAW the factors in the FON. Therefore initial offers shall contain the best terms for both technical, past performance, and price. The task order will be a one (1) year Base Period and, if exercised, four (4) one (1) year Option Periods for ISD Professional Services.

### **1.2 EVALUATION FACTORS OVERVIEW**

The evaluation will be based on an integrated assessment of the information submitted in the Offeror's proposal and other evaluation information available to the Government. The integrated assessment of proposals will include a risk assessment of the overall proposal.

The non-Price Factors, when combined, are significantly more important than the Price Factor. Phase I-Factor I and II are the most important factors and are in descending order of importance. Phase II-Factors III, IV, and V, are in descending order of importance.

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This evaluation will evaluate the offers received in response to the FON using the following factors:

**PHASE I:**

- Factor I- Relevant Experience
- Factor II- Past Performance

**PHASE II:**

- Factor III- Technical Capability (Oral Presentation)
- Factor IV- Management Approach (Oral Presentation)
- Factor V- Price

The Government intends to break down the proposal process into the following (2) phases (Paras. A.3 and A.4).

**Vendor questions** regarding the FON must be received by the dates specified in the chart under Section 3.0.

Please submit any FON questions as follows:

- Submit questions using NIH's e-GOS system.

**Instructions for Submitted Documentations**

All submitted documents shall comply with the instructions as followed:

1. All font shall be Times New Roman twelve (12) point, except for diagrams and drawings where impractical. Fonts in graphics and charts shall be no smaller than eight (8) point and each page within each attachment shall be numbered consecutively.
2. Files shall be submitted in PDF format, margins shall be set at 1" at the top and bottom, and .75" at the left and right, and the documents shall be submitted so that each page will print on 8.5" x 11" paper.
3. Total email cannot exceed 10 megabyte (MB). Zip files are acceptable.
4. Each page containing proprietary information should be so marked.
5. Each page shall contain the following legend at the bottom of each sheet: This Document is Source Selection Sensitive Information in accordance with (IAW) FAR 2.101 and 3.104.

**1.3 BREAK DOWN OF PHASE I AND MOVING TO PHASE II**

**1.3.1 Phase I-Factor I –Relevant Experience**

Offerors are required to submit Relevant Experience in accordance with the instructions below:

The Offeror shall provide a written summary of relevant prior experience for up to three (3) prior contracts and task orders. **The total Relevant Experience summary shall not exceed 15 pages total.** Each summary shall describe the Offeror's relevant experience and how that experience

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reduces risk and/or increases likelihood of success for this acquisition. The summary shall include descriptions of up to three (3) contracts/task orders/IDIQs performed within the last five (5) years that demonstrate this experience. For each description, the Offeror shall point out ways in which the experience is similar to this acquisition and ways in which it is not. The summary shall describe how the Offeror's relevant experience provides confidence to the Government of success for this requirement. A Prime Contractor is defined as an Offeror who listed as a vendor on the NITAAC, NIH CIO-SP3 contract.

If the Offeror is utilizing a Major Subcontractor and/or Teaming Partner in its proposal, at least one (1) of the three (3) examples of the relevant prior experience provided shall be that of a Major Subcontractor and/or Teaming Partner. If a prime is utilizing a Subcontractor and/or Teaming Partner **AND** it will exceed its three (3)-submission limit, one (1) additional submission only for a Subcontractor and/or Teaming Partner is permitted. An Offeror's Major Subcontractor is defined as one which is expected to perform 20% or more of the work on this task order. If the Prime Offeror does not intend to use any has Major Subcontractors in the performance of this task order, it should indicate this in its summary submission. **The Offeror may reference additional Subcontractor and/or Teaming Partner in the summary; however, no examples shall be submitted.**

If demonstrated relevant prior experience of Subcontractors is submitted, the Offeror shall clearly identify the owner of the demonstrated relevant prior experience. A letter of commitment shall be submitted to team with the Offeror, the letter shall be signed by an individual of the **Major Subcontractor/Teaming Partner's** firm authorized to make such a commitment. This commitment shall be on **Major Subcontractor/Teaming Partner's** letterhead, and confirm a Subcontracting agreement is in place and explain the role of the Subcontractor for the current USCG requirement. These letters of commitment from the **Major Subcontractor/Teaming Partner(s)** shall not count against the page limitation.

The Offeror may include examples of on-going projects as demonstrated relevant prior experience (for itself or Major Subcontractors) providing that 12 months of performance, at a minimum, under the on-going contract has been completed. The Offeror must clearly describe the current stage of the project and what has been completed under performance to date. The Government reserves the right to contact the identified representative of the Government agency or company as part of the reference checks to confirm the information presented in the demonstrated relevant prior experience proposal submission.

The totality of the cited prior experience should demonstrate the following "relevant" experience:

- Experience with supporting mission critical applications, enterprise systems and Tier 3 help desk support for 24 hours a day, 7 days a week, without exception; operations support of Federal/State/Local Government systems; the size, scope and complexity of those contracts/task orders should be comparable with the ISD Professional requirement;

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- Work performed within the Program Management, Database Engineering, Development, Security, and Technology fields;
- Experience with application development, web development, system engineering, account management asset management and network support;
- Work requiring engagement of a wide array of stakeholder groups, and management of a backlog of highly dynamic, fluctuating requirements from across those stakeholder groups;
- Direct, applicable experience supporting the complete support identified in the SOW;
- Delivery of high quality work products which provide value to stakeholders; and
- Retention of personnel, particularly the retention of key personnel positions, and turnover rate of key personnel; each reference should discuss managing a large and complex team under the same requirement for Information Technology (IT) services.
- References may be considered more relevant if they involve a team of 50 employees or more.
- Subcontracting work where 20% or more of the work on a contract or task order was performed.

The summary for each contract/task order must also include the following data:

- Name of Customer Agency
- Point of Contact Information
- Contract/Task Order Type
- Prime/Subcontractor Percentage
- Period of Performance
- Total Contract Dollar Value
- A summary of the scope/work performed for the contract/task order.

**Relevant Experience Submission requirement:**

- Submit Relevant Experience using NIH's e-GOS system and must be received by the dates specified in the chart under Section 3.0.

**1.3.1.1 Relevant Experience Evaluation**

The Offeror's Relevant Experience submission shall demonstrate successful management of relevant projects. Relevance is considered similar in nature, size and complexity to the SOW. The relevancy and source of the information and context of the data.

Through the Relevant Experience evaluation, the Government will assess its confidence that the Offeror has the ability (which includes, if applicable, the extent of its Major Subcontractor's and Teaming Partner's involvement) to successfully accomplish the proposed effort based on the Offeror's demonstrated Relevant Experience.

- The Offeror shall provide all Relevant Experience Information IAW Section A.3.1 the directions provided in this FON.

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**1.3.2 Phase I-Factor II-Past Performance**

The Past Performance will assess the Offeror's ability to successfully accomplish the proposed effort based on the Offeror's demonstrated Past Performance. The Government may use information available from past contracts, task order, and purchase orders with the USCG,

delivery information found in the USCG's Asset Maintenance Management Information System (AMMIS) system, and any information found using sources such as Federal Government sources, Past Performance Information Retrieval System (PIRS)/Contractor Performance Assessment Reporting System (CPARS). The Government reserves the right to limit or expand the number of references it decides to contact.

**1.3.2.1 Past Performance Evaluation**

The Past Performance evaluation will assess the ability (which includes, if applicable, the extent of its Major Subcontractor/Teaming Partner's involvement) to successfully accomplish the proposed effort based on the Offeror's demonstrated Past Performance. Past Performance will be evaluated using the definitions located in Section 2.1 of this document.

**Note 1: Failure to participate in Phase I of the procurement precludes further consideration of an Offeror.**

**1.3.3 Advisory Down-Select Decision**

After the Government completes Phase I- Factor I, Offerors will receive an advisory notification via e-mail from the Contracting Officer (KO). This notification will advise the Offeror of the Government's advisory recommendation to proceed or not to proceed with the Phase II submission. The Government intends to advise approximately three (3) scheduled contractors who are rated most highly for Factor I to proceed to Phase II of the submission process. Offerors who were not among the most highly rated will be advised that they are unlikely to be viable competitors, along with the general basis for the Government's advisory recommendation. The intent of this advice is to minimize proposal development costs for those Offerors with little to no chance of receiving an award. Offerors should note that Phase I evaluation factors are more important than Phase II evaluation factors.

**Note 2: All Offerors who are advised to proceed or choose to proceed despite the Government's recommendation should inform the Contract Specialist (CS) of its intention to proceed within three (3) business days of receiving the down-select notice.**

**1.3.4 Discovery Session**

Those Offerors that either received advisory notifications to proceed to Phase II or choose to self-include and continue to Phase II, shall be invited to participate in a scheduled discovery session to review Software Change Requests (SCR), CG FIXIT tickets, examples of code, and examples of ALC organic support to assist in oral presentation preparation. The Discovery Session will be conducted at a minimum of two (2) weeks from the date of receipt of the

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advisory notification letter. Each Offeror will have its own Discovery Session, without other Offerors present.

Offerors will receive instructions and schedule dates and times to visit ALC to review relevant data. The date and time to have access to ALC's data will be coordinated with the Offerors POC upon approval of proposed personnel. The Government will have two (2) optional dates and times that will be made available to review the data provided by the Government.

The Government will not delay the discovery session for personnel vetting issues. Additional personnel will not be processed for access to ALC if submitted personnel are not approved by the Government prior to the scheduled date and time.

**Note 3: Access to ALC's data is not required to proceed to Phase II-Oral Presentation; however, it is highly encouraged. The data provided at ALC will be standard for all Offerors.**

During the Discovery Session, each Offeror will be provided two (2) hours to review the data and ask questions to increase their understanding of the Government's requirements based on the data provided. Each Offeror is permitted to bring up to five (5) personnel to the Discovery session. **The five (5) personnel can be made up of any combination of the Prime and the Major Subcontractors/Teaming Partners.** The Government will answer the questions, at its discretion, in a one-on-one setting in real time. This Discovery Session is not intended to provide feedback on Offerors proposed approaches. Questions and answers may differ across Offerors. Answers during these sessions are non-binding unless it results in an amendment to the RFP. Offerors are encouraged to prepare questions that are sufficient and detailed enough to support the preparation of Phase II proposal.

The Discovery Session replaces traditional written question and answers exchange between the Offeror and the Government. However, if a question is asked and answered that may have relevance to all Offerors, the Government may share that information with other Phase II offerors but the Government is not obligated to do so.

## **1.4 PHASE II – ORAL PRESENTATIONS**

### **1.4.1 Oral Presentation Scheduling**

Oral Presentations shall begin upon the completion of the Discovery Session; all potential Offerors will have approximately two (2) weeks to prepare for the Oral Presentations. Oral Presentations will conclude based on the numbers offers that choose to participate in Phase II. The CS will determine the order in which Offerors are scheduled through a random selection process. Requests to reschedule will be at the discretion of the CS.



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**Oral Presentation Intent to Offer Instructions**

All notifications of an Offeror's intent to submit an offer shall be accomplished as follows:

- i. The Offeror shall forward an email to: D05-DG-ALD-Procurement-Staff@uscg.mil. Include **"Intent Notification"** in the Subject line. Email must be received by the dates specified in the chart under Section 3.0.
- ii. The Offeror shall provide Name of Offeror, address, and point of contact (POC) including an e-mail and phone number of whom you wish USCG to coordinate the oral presentation schedule.

Within two (2) business days after the notification of intent deadline, the KO or CS will contact via email the Offeror's POC to provide the schedule date and time of the oral presentation. Location and building access instructions will be provided at that time. Oral presentations will be held in person at a specified location in Elizabeth City, NC.

**Note 4: Failure to participate in the Oral Presentation precludes further consideration of an Offeror.**

**1.4.2 Presenter Requirements**

The Offeror's presentation team is limited to five (5) current employees of the Prime Contractor or Major Subcontractor/Teaming Partner. Consultants or professional presenters are not authorized to participate in the oral presentation. The Government requires at least one of the persons in the oral presentation to have a major functional role in the execution of the technical solution being proposed.

**1.4.2.1 Oral Presentation Rules of Engagement**

Oral Presentation Rules of Engagement are broken down as follows:

1. Presenter names and their roles in ISD Professional Services shall be submitted to the specified Government POC at least three (3) business days in advance of the Offeror's scheduled oral presentation date (The Government will provide POC during presentation scheduling). The presentation team shall be knowledgeable and well versed in all aspects of the Offeror's proposed solution and be able to address all presented material independently of other sources.
2. The presentation team may not reach back, such as by telephone or e-mail, to any other personnel for assistance during the oral presentation.
3. The Offeror may submit a PDF file up to 25 PowerPoint slides\*; Offeror shall provide the PDF electronically by email. The submission deadline will be determined after the Discovery Session. The requirements listed in section 1.2 of this document do not apply to the PowerPoint slides.

\* **Note:** The slide limit of 25 applies to oral presentation as a whole; both portions of the

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Oral Presentation Factors II and III, when combined have a limit of 25 slides. The slides are to be used by the Offeror in support of the Oral Presentation for Factors II and III on the date of their presentation. While the slide limit is 25 slides for this submission, the Offeror is reminded to consider that the oral presentation is time-boxed and is encouraged to consider how many slides can be adequately covered during the oral presentation. The presentation slides will not be evaluated; the evaluation will be based on the oral presentation. The presentation slides are intended solely to help the evaluators follow the Offeror's oral presentation. Advance submission of the PowerPoint slides is solely to protect the integrity of maintaining equal submission development time for all Offerors, regardless of the scheduled date for Oral Presentations. Additionally, the Government reserves the right to include aspects of the Offeror's Oral Presentation as special terms and conditions to any resultant task order.

4. Presenters shall not bring and, are forbidden to use, electronic equipment of any kind after arriving at the presentation site (no laptops, tablets, phones, etc.). The Government will provide secure storage of Offeror's electronic equipment during the preparation, presentation and Q&A times, as well as personal belongings such as handbags, briefcases, etc.
5. The Government will provide flipcharts, paper, and writing materials, which may be used as needed, during the presentation. There will be no capability to photocopy at the oral presentation.
6. All presentation materials will be collected after each oral presentation.
7. The Government will provide a conference room and a table of sufficient size to accommodate the Offeror's five (5) personnel.
8. Travel costs for the presentation will not be reimbursed.

**Note 5: The confidence rating earned for the presentation will be based on the oral part of the presentations. The Government reserves the right to, and may audio or video record the oral presentations.**

### **1.4.3 Presentation Timeline**

Oral presentations will be limited to 3.5 hours \*, broken down as follows:

- a) The Offeror shall arrive at least 20 minutes before the assigned scheduled time for processing and accessing the building. A USCG representative will escort the presenters to the appropriate location. Presentations will begin promptly at the appointed time.
- b) Preparation (up to 45 minutes) – In addition to advanced-released questions, the Government will provide a set of on-the-spot questions the day of the presentation. The on-the-spot questions will address the various technical and management elements listed in the requirements document. The presenters will have up to 45 minutes to prepare.

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- c) Presentation (105 minutes) – The Offerors will have up to 105 minutes to conduct a presentation on both the advance questions and the spot questions, and Factor II- Technical Capability and Factor III- Management Approach.
- d) Q&A (up to 60 minutes) – After the presentation, the Government will caucus for up to 60 minutes to identify any questions it may wish to ask based on the presentation. After the caucus, the Government and Offeror will participate in an interactive dialogue as the question and answer format. These exchanges are viewed as a component of the oral presentation itself and do not constitute discussions.

\* **Note:** Offerors' Oral Presentation time does not include the 20 minutes at arrival or the Government's 60 minutes caucus time.

#### **1.4.4 Questions**

Each Offeror will be provided two (2) sets of questions; the first set will be in advance, and the second set will be on-the-spot during the Oral Presentation. The advanced questions will allow Offerors to prepare responses in advance of the presentation. The advanced questions will be sent via email to the Offeror's POC after confirmation to participate in the Oral Presentation. The on-the-spot questions will be provided the day of the Offeror's Oral Presentation. The answers to both sets of the questions will serve as the basis of the Offeror's presentation.

#### **1.4.5 Factor III – Technical Capability**

During the Oral Presentation, the Offeror must demonstrate their understanding of the requirement and the proposed risk. The Government will evaluate the Offeror's ability to perform as well as their overall understanding of the technical requirements and compliance with the FON requirements.

The Offeror shall demonstrate the aspects of their company that uniquely position itself to support the Government IT requirements and how the offeror can add value in executing the activities associated with the Government's operational mission support and the Team Tasking.

#### **1.4.6 Factor IV -Management Approach**

The Oral Presentation shall provide sufficient information regarding how the execution of the task order will be managed, the management processes and procedures that will be used in managing the work efforts to accomplish the requirements specified in the SOW. The proposal shall also demonstrate a definitive and comprehensive approach to managing so that the Government is able to determine its level of confidence in the Offeror's understanding of the requirements, ability to perform against the task order, and the likelihood of successful task order performance.

The Offeror shall discuss and provide sufficient information exhibiting an efficient and well-structured project management organization with clear lines of authority that provides a realistic

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and achievable management approach for satisfying the requirements of the SOW; and the management approach shall identify the skill mix with the appropriate level of knowledge and experience for successful execution of the task order requirements. The following areas will be assessed:

- Qualifications and experience meeting the position requirements;
- Ability to recruit and retain qualified personnel in order to minimize learning curves and retain knowledge available;
- Any impact to upgrades, patching and technical refreshes when analyzing the potential for disruption of schedule or degradation of performance; and
- Total Compensation Plan and its likely effects on recruiting and retention.

#### **1.4.6.2 Areas of Importance**

The Offeror shall include a high level composition of the proposed team, which includes an estimated number of personnel and labor categories. Include a brief summary of team(s) and the team(s) relationships and responsibilities in the execution of the planned work.

- Discuss the ability to establish a workforce sufficient to satisfy the requirements of the contract, over the entire life of the contract, to include any in-scope additional work.
- The Offeror shall discuss ability to respond to contractual performance issues and conditions, including the method by which issues will be evaluated and addressed and the implementation of risk mitigation strategies to maintain task order performance, quality, schedule, reporting and mission requirements.
- The Offeror shall discuss their staffing plan, which includes an integrated approach to managing team members and subcontractors if utilized.
  - If the Offeror is teaming with a subcontractor, that discusses assessed viability of the proposed skill set structure and the Offeror's ability to manage its subcontracts in an efficient, effective, and optimized manner. The Offeror shall state that at least 50% of the work will be performed by the Prime contractor or other HUBZone SB concerns, IAW FAR Part 52.219-3 (DEVIATION 2019-01) Notice of HUBZone Set-Aside or Sole-Source Award.
- The Offeror shall discuss the recruitment and selection process for all staff under this task order.
- The Offeror shall demonstrate the ability to obtain qualified personnel who meet all requirements associated with the Privileged User Management Program (PUMP).
- The Offeror shall provide Attachment Five (5) – Resume Permission Form, completed in its entirety for all Key Personnel resumes submitted with the proposal to ensure approval was received from each candidate prior to submitting the resume with the proposal.

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- Resumes for all Key Personnel shall be submitted electronically and are due prior to the Offeror's Oral Presentation.
- Personnel names shall be redacted from the resumes prior to submission.
- The Offeror shall discuss their Training Plan demonstrating how they will provide refresher or proficiency training opportunities to their employees.
- The Offeror shall discuss their Staff Retention Plan demonstrating the following:
  - The Offeror shall discuss their historical rate of retention for the past five (5) years, including employee turnover and timeliness in filling positions with qualified employees for contracts of similar scope to this requirement.
  - The Offeror shall submit a Retention Plan to include, but not limited to general health coverage plans, compensation plans, retention incentives, employee benefits, general health/wellness program, career development, and morale programs.
    - The Retention Plan shall be submitted electronically and is due prior to the Offeror's Oral Presentation. The Retention Plan has a maximum of three (3) pages total.
- The Offeror shall provide a brief summary of their approach to transitioning, including phase-in and phase out.

#### **1.4.7 Oral Presentation Evaluation**

Through the Oral Presentations, the Government intends to understand the Offeror's proposed solution and its capabilities as it relates to the Government's performance objectives. The Government will assess the quality, and based on the levels of quality, a confidence rating will be assigned. Further, the Oral Presentations will be used as an opportunity to assess the viability of an Offeror to successfully deliver the USCG's mission for the ISD Professional Services, by evaluating the responses to the advanced questions, on-the-spot questions, **Factor III-Technical Capability, and Factor IV- Management Approach.**

#### **1.5 Factor V-Price**

The Offeror shall provide pricing as requested in Attachment Three (3) titled "Schedule of Services" is due prior to the Offeror's Oral Presentation. No alternate formats are permitted. The Offeror shall populate all areas of the Schedule of Services highlighted in yellow. The Offeror shall fully complete the schedule with unit and extended prices for the base period, and all option periods. Offerors shall also complete the hourly rates for all labor categories proposed including the key personnel, which have already been identified on Page 6 in the Schedule of Services. The page limit for the Price proposal is eight (8) pages. The provided schedule is six (6) pages, so if the Offeror were to provide a narrative, it should be two (2) pages or less to stay within the eight (8)-page limit.

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All proposed pricing provided by the Offeror shall be fully burdened (inclusive of overhead and profit). Prices proposed shall be in U.S. dollars, rounded to the nearest whole cent. The Offeror's price shall represent their best price in response to the FON. Proposals with Schedules of Services that are provided in the incorrect format, do not include the hourly rates for all labor categories, or are not fully completed for the base and all option periods with the aforementioned information, may be determined non-responsive and excluded from further consideration.

### **1.5.1 Price Evaluation**

The price evaluation will be based upon the total evaluated price for each Offeror. The Government will evaluate the price for award purposes by adding the total price for all options to the total price for the base year.

There will be no "confidence" ratings for Price. Price will be factored in a best value determination based primarily on competition. However, due to the potential variations in solutions that each Offeror may propose to meet the SOW, a determination of "reasonableness" as it relates to the Offeror's overall proposed solution is also required to be considered for award. The Government reserves the right to utilize any proposal information received from the Offeror to assist the selection team in making a determination of reasonableness. The total evaluated price for purposes of award will be determined by:

1. The total calculation of all Contract Line Items (CLINs), including options, as identified in the Price Schedule, and
2. The total value of six (6) months of the last option period to accommodate the estimated value of support services under FAR clause 52.217-8, Option to Extend Services, in the event it is exercised.

## **2.0 EVALUATION METHODOLOGY**

### **2.1 General Information**

The Offerors shall provide sufficient information for the Government to determine its level of confidence in the ability of the Offeror to perform the requirements of the FON based on the assessment of relevant experience, technical capabilities, and management approach from the Offeror in conjunction with Subcontractor or Teaming Partners.

### **2.2 Evaluation of Non-Price Factors**

#### **Factors I, III, and IV**

The evaluation of each Factor will be done on a rating scale of "*high confidence*," "*some confidence*," and "*low confidence*," representing the Government's confidence that the Offeror understands the requirement and will be successful in performing the work. The bulleted indicators or questions under each Factor are not listed in any specific order of importance.

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**Definitions**

- **High Confidence-** The Government has *high confidence* that the Offeror understands the requirement, proposes a sound approach that demonstrates the Offerors ability to be successful in performing the contract with *little or no* Government intervention.
- **Some Confidence-** The Government has *some confidence* that the Offeror understands the requirement, proposes a sound approach, and will be successful in performing the contract with *some* Government intervention.
- **Low Confidence** – The Government has *low confidence* that the Offeror understands the requirement, proposes a sound approach, or will be successful in performing the contract *even with* Government intervention.

**Factor II - Definitions**

The evaluation of Factor II will be done on a rating scale of “neutral,” superior,” “satisfactory,” and “unsatisfactory.”

- **Neutral** – No relevant performance record is identifiable upon which to base a meaningful performance rating. A search was unable to identify any relevant past performance information for the Offeror, or subcontractors. This is neither a negative or positive assessment.
- **Superior** – Based on the Offeror’s past performance record, essentially no doubt exists that the Offeror will successfully perform the required effort.
- **Satisfactory** – Based on the Offeror’s past performance record, it is likely that the Offeror will successfully perform the required effort.
- **Unsatisfactory** – Based on the Offeror’s past performance record, it is not likely that the Offeror will successfully perform the required effort.

**3.0 FON EVENT BREAKDOWN**

See the Tables below for the Multiphase Proposal Events, Proposal Content, and Evaluation Process.

Phase	RFP Event Description	Due Date*
I	Release of the FON	October 11, 2019
	Questions from Offerors: Demonstrate Relevant Prior Experience and General FON	October 21, 2019 8:00 AM ET
	Government to respond to all Offerors’ questions	October 25, 2019
	Submission from Offerors (Factor I-Relevant Experience)	November 1, 2019 8:00 AM ET
	Highly Rated Notification of Optional Advisory Down Select Letters sent to all Offerors (Factor I –Relevant Experience)	November 5, 2019
	Optional Advisory Down Select Responses from Offeror and Optional Discovery Session notification to the Government	November 8, 2019 4:00 PM ET

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	Government to provide Discovery Session schedule and dates to all remaining Offerors	November 12, 2019
	Optional Discovery Session	December 3-6, 2019
	Offeror's Notification of Intent (Phase II-Oral Presentation)	December 11, 2019 4:00 PM ET
II	Government to provide Oral Presentation Advanced Questions, schedule and dates to all remaining Offerors	December 13, 2019
	Factor III-Technical Capabilities, Factor IV-Management Approach and Factor V-Price- All required documents that are required as part of Oral Presentation are due to Government	January 10, 2020 4:00 PM ET
	Oral Presentations	January 13-16, 2020
Anticipated Award		January 31, 2020

**\* Dates are subject to change.**

<b>PROPOSAL CONTENT, LIMITATIONS AND EVALUATION PROCESS</b>		
<b>Phase I- Relevant Experience</b>		
Factor I	Content	Submission Type
Demonstrate Relevant Prior Experience	Written Summary of Relevant Prior Experience (15 page limit)	e-GOS Submission to Government-Written Summary
<b>Advisory Down Select</b>		
Demonstrate Relevant Prior Experience	Notification of Advisory Down Select	Government Notification
	Intention to Proceed to Discovery Session	Offeror Notification
<b>Discovery Session (Optional)</b>		
N/A	Instructions and Scheduling to review ALC's data	Government Notification
	Government will schedule a maximum of two (2) hours with Offerors remaining after evaluation of Phase I	Government Notification
	Intention to Proceed to Oral Proposal	Offeror Notification
	Specific Date/Time/Location for the Oral Presentation will be provided by the Government	Government Notification
<b>Phase II-Oral Proposal</b>		
Questions	<ul style="list-style-type: none"> <li>• Advanced Questions</li> </ul>	Government Notification



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	Offeror to prepare responses in advance of the Oral Presentation <ul style="list-style-type: none"> <li>On-the-Spot Questions Provided on day of Oral Presentation</li> </ul>	Government Notification
<b>Factor III</b>	<b>Content</b>	<b>Submission Type</b>
Technical Capabilities	Oral Presentation	<ul style="list-style-type: none"> <li>Government will notify the Offeror to provide PDF PowerPoint slides electronically</li> </ul>
<b>Factor IV</b>	<b>Content</b>	<b>Submission Type</b>
Management Approach	Oral Presentation	<ul style="list-style-type: none"> <li>Government will notify the Offeror to provide PDF PowerPoint slides electronically</li> </ul>
	Key Personnel Resumes	<ul style="list-style-type: none"> <li>Attachment Five (5) – Resume Submission Confirmation Form</li> <li>Government will notify Offeror to submit the PDF electronically</li> </ul>
	Retention Plan	<ul style="list-style-type: none"> <li>Written Statement</li> <li>Government will notify Offeror to submit the PDF electronically</li> </ul>
<b>Factor V</b>	<b>Content</b>	<b>Submission Type</b>
Price	Schedule of Services Written Narrative (optional)	<ul style="list-style-type: none"> <li>Attachment Three (3)- Schedule of Services</li> <li>Government will notify Offeror to submit the PDF electronically</li> </ul>

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#### **4.0 BASIS OF AWARD**

##### **4.1 Fair Opportunity**

This FON is conducted under the fair opportunity guidelines of FAR 16.505, which outlines the ordering procedures for orders issued under Multiple Award Indefinite Delivery Indefinite Quantity contracts.

This method **does not** use any aspects of FAR subpart 15.3. The use of this fair opportunity process does not obligate the Government to determine a competitive range, conduct discussions with any contractors, solicit proposals or revisions thereto, or use any other source selection techniques associated with FAR subpart 15.3.

##### **4.2 Comparative Analysis**

Following receipt of responses (including oral presentations), the Government may perform a comparative analysis (comparing contractor responses to one another) to select the contractor that is best suited to fulfill the requirements, based on the contractors' responses to the factors outlined in this FON and their relative importance.

##### **4.3 Award on Initial Responses**

The Government anticipates selecting the best-suited contractor from initial responses, without engaging in exchanges with contractors. Contractors are strongly encouraged to prepare their best technical solutions and price in response to the FON.

##### **4.4 Exchanges with Best-Suited Contractor**

Once the Government determines the contractor that is the best-suited (i.e., the apparent successful contractor), the Government reserves the right to communicate with only that contractor to address any remaining issues, if necessary, and finalize a task order with that contractor. These issues may include technical and price. If the parties cannot successfully address any remaining issues, as determined pertinent at the sole discretion of the Government, the Government reserves the right to communicate with the next best-suited contractor based on the original analysis and address any remaining issues. Once the Government has begun communications with the next best-suited contractor, no further communications with the original best contractor will be entertained until after the task order has been awarded. This process shall continue until an agreement is successfully reached and a task order is awarded.

#### **5.0 RELEVANT INFORMATION AND ACCOMPANYING DOCUMENTS**

Any costs associated in the preparation, submission or any other areas related to the proposals will be the sole responsibility of the contractor and will not be reimbursed by the Government.

##### **See attached documents titled:**

- Attachment 1- Terms and Conditions
- Attachment 2- Statement of Work
- Attachment 3- Schedule of Services

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- Attachment 4- Historical Data
- Attachment 5- Resume Submission Confirmation

The Offeror shall contact the Government Contacts listed below, in writing, for access to any documents the Offeror needs for proposal preparation.

**Closing date and time for receipt of offers is November 1, 2019 at 8:00 a.m. eastern time (ET). Questions** will only be accepted until **October 21, 2019** at 8:00 a.m ET. Questions shall be submitting by using the e-GOS system, responses will be provided to Vendors using the e-GOS system. Telephone questions will NOT be accepted. Answers to questions will be made accessible to all potential offerors under the selected schedule holders. Proposals shall be submitted via the e-GOS System. The Government contacts are listed below and when referring to the FON please indicate FON number 70Z03819RM0000001 in the subject line. Anticipated award date is on or about 01/31/20.

**Government Contacts**

Hayley Osmon and Summer Wood -D05-DG-ALC-ALD-Procurement-Staff@uscg.mil.

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