

Section 00110 Instructions To Offerors

1. 52.215-1 – Instructions to Offerors -- Competitive Acquisition (May 2001)

(a) Definitions. As used in this provision --

Discussions are negotiations that occur after establishment of the competitive range that may, at the Contracting Officer's discretion, result in the offeror being allowed to revise its proposal.

In writing, writing, or written means any worded or numbered expression that can be read, reproduced, and later communicated, and includes electronically transmitted and stored information.

Proposal modification is a change made to a proposal before the solicitation's closing date and time, or made in response to an amendment, or made to correct a mistake at any time before award.

Proposal revision is a change to a proposal made after the solicitation closing date, at the request of or as allowed by a Contracting Officer as the result of negotiations.

Time, if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays. However, if the last day falls on a Saturday, Sunday, or legal holiday, then the period shall include the next working day.

(b) Amendments to solicitations. If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Offerors shall acknowledge receipt of any amendment to this solicitation by the date and time specified in the amendment(s).

(c) Submission, modification, revision, and withdrawal of proposals.

(1) Unless other methods (e.g., electronic commerce or facsimile) are permitted in the solicitation, proposals and modifications to proposals shall be submitted in paper media in sealed envelopes or packages

(i) addressed to the office specified in the solicitation, and

(ii) showing the time and date specified for receipt, the solicitation number, and the name and address of the offeror. Offerors using commercial carriers should ensure that the proposal is marked on the outermost wrapper with the information in paragraphs (c)(1)(i) and (c)(1)(ii) of this provision.

(2) The first page of the proposal must show --

(i) The solicitation number;

(ii) The name, address, and telephone and facsimile numbers of the offeror (and electronic address if available);

(iii) A statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and agreement to furnish any or all items upon which prices are offered at the price set opposite each item;

(iv) Names, titles, and telephone and facsimile numbers (and electronic addresses if available) of persons authorized to negotiate on the offeror's behalf with the Government in connection with this solicitation; and

(v) Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

(3) Submission, modification, revision, and withdrawal of proposals.

(i) Offerors are responsible for submitting proposals, and any modifications, or revisions, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that proposal or revision is due.

(ii)

(A) Any proposal, modification, or revision, received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and --

(1) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of proposals; or

(2) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or

(3) It is the only proposal received.

(B) However, a late modification of an otherwise successful proposal that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(iii) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the proposal wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(iv) If an emergency or unanticipated event interrupts normal Government processes so that proposals cannot be received at the office designated for receipt of proposals by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(v) Proposals may be withdrawn by written notice received at any time before award. Oral proposals in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile proposals, proposals may be withdrawn via facsimile

received at any time before award, subject to the conditions specified in the provision at 52.215-5, Facsimile Proposals. Proposals may be withdrawn in person by an offeror or an authorized representative, if the identity of the person requesting withdrawal is established and the person signs a receipt for the proposal before award.

(4) Unless otherwise specified in the solicitation, the offeror may propose to provide any item or combination of items.

(5) Offerors shall submit proposals in response to this solicitation in English, unless otherwise permitted by the solicitation, and in U.S. dollars, unless the provision at FAR 52.225-17, Evaluation of Foreign Currency Offers, is included in the solicitation.

(6) Offerors may submit modifications to their proposals at any time before the solicitation closing date and time, and may submit modifications in response to an amendment, or to correct a mistake at any time before award.

(7) Offerors may submit revised proposals only if requested or allowed by the Contracting Officer.

(8) Proposals may be withdrawn at any time before award. Withdrawals are effective upon receipt of notice by the Contracting Officer.

(d) Offer expiration date. Proposals in response to this solicitation will be valid for the number of days specified on the solicitation cover sheet (unless a different period is proposed by the offeror).

(e) Restriction on disclosure and use of data. Offerors that include in their proposals data that they do not want disclosed to the public for any purpose, or used by the Government except for evaluation purposes, shall --

(1) Mark the title page with the following legend:

This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed -- in whole or in part -- for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of -- or in connection with -- the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [insert numbers or other identification of sheets]; and

(2) Mark each sheet of data it wishes to restrict with the following legend:

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.

(f) Contract award.

(1) The Government intends to award a contract or contracts resulting from this solicitation to the responsible offeror(s) whose proposal(s) represents the best value after evaluation in accordance with the factors and sub factors in the solicitation.

(2) The Government may reject any or all proposals if such action is in the Government's interest.

(3) The Government may waive informalities and minor irregularities in proposals received.

(4) The Government intends to evaluate proposals and award a contract without discussions with offerors (except clarifications as described in FAR 15.306(a)). Therefore, the offeror's initial proposal should contain the offeror's best terms from a cost or price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

(5) The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit cost or prices offered, unless the offeror specifies otherwise in the proposal.

(6) The Government reserves the right to make multiple awards if, after considering the additional administrative costs, it is in the Government's best interest to do so.

(7) Exchanges with offerors after receipt of a proposal do not constitute a rejection or counteroffer by the Government.

(8) The Government may determine that a proposal is unacceptable if the prices proposed are materially unbalanced between line items or sub-line items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if the Contracting Officer determines that the lack of balance poses an unacceptable risk to the Government.

(9) If a cost realism analysis is performed, cost realism may be considered by the source selection authority in evaluating performance or schedule risk.

(10) A written award or acceptance of proposal mailed or otherwise furnished to the successful offeror within the time specified in the proposal shall result in a binding contract without further action by either party.

(11) The Government may disclose the following information in postaward debriefings to other offerors:

(i) The overall evaluated cost or price and technical rating of the successful offeror;

(ii) The overall ranking of all offerors, when any ranking was developed by the agency during source selection;

(iii) A summary of the rationale for award; and

(iv) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.

(End of Provision)

2. 52.216-1 – Type of Contract (Apr 1984)

The Government contemplates award of one (1) contract for provide Temporary Roofing Repairs in response to any USACE/FEMA directed mission within the Hawaiian and Pacific Islands under NAICS Code 23561. The contract resulting from this solicitation will consist of two phases: Phase I, a requirements portion that guarantees the first \$100,000 of contract expenditure for PRT missions to include any items selected by the Government priced according to the price schedule; and a Phase II Optional ID/IQ portion for additional repairs to be awarded by task order priced against the price schedule. The task orders, whether from Phase I or Phase II, will be firm fixed price.

(End of Provision)

3. Proposal Information -

There are no drawings associated with this Request for Proposal. Copies of the solicitation are available by **INTERNET ACCESS ONLY**. All solicitation documents will be posted to the Omaha District's Advertised Solicitation website. The **website address is:**

<http://ebs-nwo.wes.army.mil>

All amendments will be posted to this website. It shall be the contractor's responsibility to check the website for any amendments. The offeror shall submit in the proposal all requested information specified in this section of the Request for Proposal (RFP) solicitation. There will be no public opening of the proposals received as a result of this solicitation.

3.1. Contractual And Technical Points Of Contact -

Contractual:

Cathy L. Vanatta

Mailing Address:

U.S. Army Corps of Engineers, Omaha District

Attn: CENWO-CT-C (C. Vanatta)

106 South 15th Street, Old Federal Building 3rd Floor

Omaha, NE 68102-1618

Phone: (402) 221-4239 Fax: (402) 221-4530

E-mail: Cathy.L.Vanatta@usace.army.mil

Technical:

Janelle Mavis

Mailing Address:

Phone: (402) 221-4259 Fax: (402) 221-4257

E-mail: Janelle.M.Mavis@usace.army.mil

NOTE: All questions and/or comments should reach the above referenced Contracting Office no later than ten (10) working days prior to the date set for receiving proposals in order that they may be given consideration or actions taken prior to receipt of offers.

3.2. Proposal Expenses and Pre-contract Costs -

This Request for Proposal (RFP) does not commit the Government to pay any costs incurred in the preparation and submission of a proposal or for any other costs incurred by any firm submitting a proposal in response to this solicitation.

3.3. Method Of Procurement -

3.3.1. The U.S. Army Corps of Engineers, Omaha District, intends to conduct this acquisition by use of a Competitive Source Selection Procedure under Full and Open Competition

in accordance with the provisions set forth in the Request for Proposal (RFP). From this solicitation, one (1) contract may be awarded for a Requirements Type Contract with Indefinite Delivery Type Options using Firm-Fixed Price features for temporary roofing projects located in the Hawaiian and Pacific Islands. The contract is scheduled for one base period, from September 15, 2002 to December 1, 2003, and four (4) additional one-year options, renewable on December 1 on subsequent years thereafter. Award will be made to the offeror submitting a proposal determined to be most advantageous to the Government; price, and other factors considered. In any case, the Government may not award any contract if the resulting contract would not represent a "best value" to the Government using trade-off selection procedures as required by the DFARS using guidance as prescribed by AMC Pamphlet 715-3. It is strongly suggested that the provisions stated in the proposal information be fully studied prior to assembly of the proposal.

3.3.2. Note specifically that the offeror **will not be participating in a sealed bid procurement process** under this acquisition method. Issuance of this Request for Proposal does not constitute an award commitment on the part of the Government.

3.3.3. Proposals must set forth full, accurate, and complete information as required by this RFP, (including attachments). The penalty for making false statements is prescribed in 18 U.S.C. 1001.

3.3.4 The Government reserves the right to discuss aspects of proposals with offerors in the competitive range and to award a contract to other than the offeror submitting the lowest priced offer. Offerors are advised that the Government may make award without discussions, clarifications or any contact concerning the proposals received. Therefore, proposals should be submitted initially on the most favorable terms and price and technical standpoint. Do not assume that offerors will be contacted or afforded an opportunity to clarify, discuss, or revise their proposals.

3.4. Proposal Submittals -

Due to heightened security at Government installations, those offerors who have their proposals hand-delivered shall contact David Boganowski, at (402) 221-4268, Cathy Vanatta, Contract Specialist, at (402) 221-4239, or (402) 221-4100 prior to delivering to the address shown below. On the date specified, and thirty minutes prior to the time specified on Standard Form SF 1442, Item 13A, a Contracting representative will be in the lobby to accept proposals. At the time specified on Standard Form SF 1442, Item 13A, it will be announced that receipt of proposals is closed. Official time will be established by the clock located in the area where the proposals are received.

U.S. Army Corps of Engineers, Omaha District
ATTN: CENWO-CT-C (Vanatta)
106 South 15th Street, Old Federal Building 3rd Floor
Omaha, NE 68102-1618

**The Packaging that contains the Proposals shall be marked:
Proposal for Solicitation DACW45-02-R-0002, DO NOT OPEN.**

4. Proposal Format -

4.1. Basic Proposal Information -

All proposals shall contain the information listed below and as required by this solicitation and be bound into volumes with a cover sheet displaying the RFP number, contractor name, and an index of the sections of each volume. Proposal clarity, organization and the overall page

limitation are required. The entire proposal shall be limited to the maximum number of pages identified in Paragraph 4.2. The volumes shall include, as a minimum, the following:

(a) Volume number on proposal cover.

(b) The prime, consortium, or joint venture's name, address, a signature of the official that can bind the firm, and a telephone number shall appear in the lower left corner of the proposal cover, title page and table of contents of any document/volume to be evaluated. Proposal volume cover format is at the offerors discretion so long as the information required by this paragraph and subsequent paragraphs are met.

(c) Table of contents and a cross-reference to the solicitation paragraphs.

(d) List of tables/figures.

(e) Volume number, section and date submitted shall appear in the bottom right corner of each page (along with the revision number for the amended page, if necessary).

4.2. Page Limitation -

The number of pages per section shown in Table 1 may be varied by the offeror to suit its needs for certain identified sections, however, the total number of pages for the proposal submitted may not exceed **one hundred twenty five (125) pages. In addition, large business is allowed up to twenty-five (25) additional pages for a total of one hundred fifty (150) pages) for the additional requirement that large business submit small business utilization information as required in this section.** These are the **maximum** limits for each proposal, depending on the size of the business. **The pages designated for small business utilization information may only be used for that Volume I, Section IV and excess pages cannot be used to present other information.** The specific information as listed in the note below will be excluded from the total number of pages.

NOTE: The items that are excluded from the page count are the Proposal Cover; the Table of Contents; and Title or Index Page.

Each page should be numbered consecutively within each section. The page size of the Offeror's proposal shall not exceed an 8-1/2 inch by 11-inch sheet of paper. Please refer to Section 00700, FAR 52.204-4 for printing/duplicating instructions.

NOTE: Double sided copies are considered as two pages.

Page limitation shall include typewritten text pages, charts, graphs, figures, diagrams, schematics, etc., aside from those items specifically stated as exempt from the page count. Outlines and other similar information documents shall be included as numbered pages - no exceptions. When included, foldout pages shall fold entirely within the volume. Each 8-1/2 inch by 11-inch section of foldout shall count as one page. The volumes are limited to single spaced typewritten pages using 10 or 12 characters per inch, 12-point proportional font or equivalent as the "normal" size standards for text. A smaller type may be used on charts, graphs, figures, diagrams, and schematics to accommodate a "make to fit" software capability, however all text shall be legible and easily read.

NOTE: Large businesses having proposals that exceed one hundred fifty (150) pages, or small businesses having proposals that exceed one hundred twenty five (125) pages, will have only those first pages that are within the required limits evaluated. All information appearing thereafter will not be evaluated.

NOTE: The special notation on the utilization of small business section, i.e.: large business may not utilize unused pages from this section to supplement information required for other sections. If large businesses do take advantage of unused pages from this section for other sections, the excess pages will not be evaluated. Small business will receive the highest rating for this section.

4.3. Format - The offeror shall submit **one (1) original** and five **(4) copies** of their proposal in the following format:

Table 1 - Proposal Format			
Proposal Document	Suggested Page Limit (Large/Small Business)	Required Number of Proposals	
		Original	Copies Required
Volume I, Section I: Mobilization/Strategic Management Plan	35/35	1	4
TAB 1/Deployment Plan – mobilizing to meet the mission			
TAB 2/Organizational and Managerial structure to support rapid and/or Long-term deployment			
TAB 3/Structure of the Proposed Team			
TAB 4/Corporate Safety Programs			
TAB 5/Quality Assurance/Quality Control Programs			
Volume I, Section II –Experience, Personnel, and Specialized Expertise	35/35	1	4
Tab 1/Resumes of key personnel			
Tab 2/Expertise in disaster response			
Tab 3/Expertise in roofing or roofing missions			
Volume I, Section III – Capacity	10/10	1	4
Tab 1/Demonstrated ability to respond to a disaster of varying magnitude and execute aggressive ramp-up schedules.			
Volume I, Section IV – Past Performance	40/40	1	4
Tab 1/Managerial Effectiveness in Disaster Response/Corporate Business Practices			
Tab 2/Timely Performance			
Volume I, Section V – SUBCONTRACTING Tab 1 to be completed by ALL offerors. Tabs 1, 2, & 3 to be completed by Large Businesses Only.	Tabs 2 & 3 25 pages maximum	1	4
Tab 1/Subcontracting with local entities	5/5		
Tab 2/Subcontracting Plan including Proposed Subcontracting Opportunities for designated socio-economic groups			
Tab 3/Subcontracting past performance			
Maximum Number of Pages Evaluated for Volume I	150/ 135 pages	1	4
Volume II, Section I - Contractor Information & Certifications	NC	1	1
Tab 1/SF 1442, Solicitation, Offer, and Award			
Tab 2/Representations and Certifications (Section 00600)			
Volume II, Section II – Pricing Information	NC	1	1
Tab 1/Price Schedule Section 00010			
Maximum Number of Pages Evaluated for Volume II	NC	1	1

***NC – not counted in total page limitation.**

5. Volume Content –

Proposals submitted in response to this solicitation shall consist of the contents required in the sub-paragraphs described below to be rated in descending order of importance:

5.1. Volume I, Section I – Mobilization/Strategic Management Plans

5.1.1. Volume I, Section I, Tabs 1 and 2 – Deployment Plan and Organizational Plans

This portion of the proposal is a brief narrative that describes your firm's strategic ability to plan and execute a temporary roofing mission of varying magnitude. The following are suggested but not all inclusive of items that may demonstrate proficiency in this area:

Provide a corporate plan that demonstrates the firm's ability to deploy and mobilize effective teams to include the number, types of disciplines, levels of expertise of each employee that may be required to deploy in response to a disaster. Include any established corporate policies or programs that demonstrate the offeror's ability to plan, prepare, and execute the work. Offeror's are encouraged to identify when and how subcontractors will be used and how these relationships are developed. The plan might include a description on corporate policy regarding rotational assignments for employees.

5.1.2. Volume I, Section I, Tab 3 -- Organizational Structure of the Proposed Team - The organizational structure of the offeror's proposed team (all subcontractors shall be included in this organizational structure) for this contract shall be outlined through a narrative and a diagrammed organizational chart. The relationship of these capabilities to the offeror shall be described; i.e. owned, subcontracted effort, joint venture, member of consortium, etc. The corporate/organizational narrative should include a brief list of the projects, which have been executed under this organizational structure and the length of time the sub-organization(s) not owned by the offeror has been a part of the organizational structure (or the team). It is important that the offeror clearly define the organizational roles/responsibilities and the contractual/legal responsibilities of the team or joint venture units and briefly describe how the project(s) will be accomplished under the proposed organizational structure.

Small Businesses are encouraged to form teaming arrangements, joint ventures, or consortiums involving two or more small businesses. For consolidated acquisitions, the size standard is applied to the individual person or concerns, not to the combined assets of the joint venture. Note: This type of strategy allows members of the Small Business Community to leverage their capabilities to participate at the prime level without invalidating their status as small businesses.

5.1.3. Volume I, Section I, Tab 4

The offeror shall provide a narrative that describes its corporate Safety Program.

5.1.3. Volume I, Section I, Tab 5

The offeror shall provide a narrative of its corporate Quality Assurance/Quality Control (QA/QC) Program and its business practices, which demonstrates adherence to the QA/QC Program.

5.2 Volume I, Section II –Experience, Personnel and Specialized Expertise

5.2.1 Resumes of Key Personnel, Tab 1

5.2.1.1. Key Management Personnel – The offeror shall provide the resumes of the key management personnel, which it expects will execute the work that may be awarded under this contract. The resumes should clearly display proposed job title, education, special qualifications and experience record showing title, specific duties, responsibilities and assignments within at least the last five years. The purpose of this submittal is to identify the level of expertise available for this contract. **After contract award, replacement of any key personnel shall be approved by the Contracting Officer after verifying that they meet or exceed the requirements of the solicitation. If further key management personnel are required to perform any work under this contract, the contractor will be required to submit their resumes for approval by the Contracting Officer.** The following key personnel shall be identified:

5.2.1.2. Operations Manager - The offeror shall designate one individual as the Operations Manager that will be assigned to this contract. The Operations Manager shall be competent, experienced, and knowledgeable in the field of disaster recovery operations and available by telephone 24 hours per day during hurricane season (1 June through 1 December). The Contractor shall designate an Operations Manager to act as a single point of contact (POC) for coordination with USACE. The Operations Manager shall be prepared to pre-deploy to a disaster site or participate in partnering and planning meetings as needed and requested by USACE Contracting Officer. The contractor may be notified verbally by the Contracting Officer of a forthcoming task order, to be later confirmed in writing. If required to deploy or pre-deploy to a disaster site, travel costs associated with the Operations Manager's travel will be authorized upon the award of the first task order, based on lowest available cost for airfare on the given date (coach or business class only), as well as mileage and per diem in accordance with the current Joint Travel Regulations. The Operations Manager shall be responsible for the overall management of the contract including negotiation of task orders, schedule, and technical quality. Accordingly, the Operations Manager must have the capacity and authority to act on behalf of the offeror and legally bind the contractor. The Operations Manager shall take immediate corrective action when performance is not acceptable to USACE. The Contractor shall oversee the development and implementation of necessary record keeping, administrative and quality control, and programs.

5.2.1.3. Other Key Personnel – The offeror shall provide the resumes of all other key personnel, that would be required to execute a substantial portion of the work that may be awarded under this contract. The resumes should clearly display proposed job title, education, special qualifications and experience record showing title, specific duties, responsibilities and assignments within at least the last five years. The purpose of this submittal is to identify the level of expertise available for this contract. Key personnel that result from a subcontract arrangement should be clearly annotated as such.

5.2.2. Volume I, Section II, Specialized Experience (Tabs 2 and 3)

Provide at least five (5) and not more than ten (10) examples of completed projects which should demonstrate the offeror's and its team members' experience in performance of the work similar to that described in this solicitation. Each project identified must include a contract number, a reference contact name, address and telephone number, as well as email address if available. The projects must have been **completed** within the last three (3) years. A **completed project** is defined as: Work performed under a "project" that is physically complete and has been accepted by the

customer. **The Government has provided a sample Previous Experience Form as provided in the Attachments Section of this solicitation for usage by the offeror.** The offeror may provide additional narrative on any or all projects provided the offeror does not exceed the page count as specified in Section 00110 paragraph 2.2. It is suggested that the offeror include their past performance information in their proposal in case one or more of the owner/client(s) does not respond with past performance information in a timely manner. The offeror should present projects which demonstrate its experience in project management and execution of disaster recovery related work, with preference given for roof replacement or roofing repairs in response to hurricanes or other natural disasters. The offeror may include both federal and commercial work. The offeror must indicate whether it was prime or subcontractor on each project. If the offeror was the prime contractor, the offeror shall also describe its primary role/duties in execution of the work (i.e. the major components of the project which were completed by the prime's staff and major components which were subcontracted out). The offeror shall also provide information on the project as to the size, complexity, and distinctive and/or unique features of the project. The offeror should provide specific information to demonstrate that it has relevant experience to all of the possible activities for this project as listed in this solicitation.

5.3 Volume I, Section III (Tab 1) Capacity

The offeror should provide details regarding the fiscal, organizational, managerial, and physical capacity of the firm to manage disasters of varying magnitudes in conjunction with normal business operations and ongoing commitments. Corporate production standards, strategic business plans for future expansion, other contractual commitments, and sales projections may be included.

5.4 Volume I, Section IV, - Past Performance

5.4.1. Volume I, Section II, Tab 1 – Past Performance Project Narrative With Points Of Contact

The offeror shall provide past performance information for each project listed in the offeror's experience in response to Section 00110, Paragraph 5.2.2 of this solicitation. The title of the project shall be consistent with the project experience description as required in Section 00110, Paragraph 5.2.2 of this solicitation.

During past performance evaluation, the Government reserves the right to look outside of the proposals for past performance information of the offeror. The Government will consider information submitted by the offeror, as well as any other relevant and reliable information obtained from any other source (including information from Government personnel and databases). The Government will evaluate the currency and relevancy of the information, the source of the information, and general trends in performance, along with any other information, which may help the Government assess performance risk. Information on significant problems encountered, customer dissatisfactions, and corrective actions taken should be provided. This comparative assessment of past performance is separate from the responsibility determination.

The Government intends to assess the relative risks associated with the offeror's performance based on the past performance information provided in the proposal.

A significant achievement, unexplained or unresolved problem, or lack of relevant data may significantly impact the risk rating by the Source Selection Evaluation Board (SSEB). Therefore, it is incumbent upon the offeror to include all relevant information, including demonstrated corrective actions, in its proposal.

In addition to the project information requested in this section, the offeror shall also provide notification and information concerning any projects where its right to proceed was terminated for default during the last three (3) years, or so state that there were none.

Offerors that have no past performance record will be given a neutral performance risk rating. In rating past performance, the SSEB may consider available past performance information on predecessor companies, employment histories of key personnel, or major subcontractors performing key elements of the project.

5.5 Volume I, Section V - Utilization of Small Business Concerns

5.5.1 Volume I, Section V, Tab 1 – Subcontracting with local entities

Any contract resulting from this solicitation will be subject to the Robert T. Stafford Disaster Relief and Emergency Assistance Act (FAR 26.2). Therefore, the offeror's subcontracting efforts must identify the procedures that will be established to identify and award subcontracts to those organizations, firms, or individuals residing or doing business primarily in the affected area. All offerors must comply with this requirement.

5.5.2 Volume I, Section V, Tab 2 - Proposed Subcontracting Opportunities

Large business concerns shall also submit a narrative description of the types of services the firm proposes to subcontract with small business (SB), small disadvantaged business (SDB), woman-owned small business (WOSB), historically black colleges and universities and minority institutions (HBCU/MI), and service-disabled veteran-owned small business (SDVOSB), along with the proposed percentages of their participation, to demonstrate a plan to meet the subcontracting goals that will apply to these contracts. If practical, the offeror will provide specific information on proposed subcontracted effort for this project.

5.5.2.1. Volume I, Section V, TAB 2 - Subcontracting Plan)

If the offeror proposing on this solicitation is a large business concern, in accordance with the definition as identified in FAR Clause 52.219-1, "SMALL BUSINESS PROGRAM REPRESENTATION." (see Section 00600), the firm must submit a small business subcontracting plan in accordance with FAR Clause 52.219-9 SMALL BUSINESS SUBCONTRACTING PLAN (Oct 2001). The goals established for small business, small disadvantaged business, woman-owned business, HUBZone business, Service disabled veteran-owned small business, and historically black colleges/minority institution participation are as follows:

- | | |
|---|--------|
| • Small business - | 61.4% |
| • Small Disadvantaged Business - | 9.1% |
| • Woman-Owned Small Business - | 5.0% |
| • HUBZone Business - | 2.5% |
| • Service-Disabled Veteran-Owned Small Business | 3.0% |
| • Historically Black Colleges/Minority Institutions | 10.0%* |

*Non-Construction Only

The offeror shall provide specific information on proposed subcontracted effort for this project. The Small Business Subcontracting Plan shall be thorough, complete, and in accordance with FAR Clause 52.219-9, as it will be incorporated into the contract upon award of the contract to the offeror. The Page Limitation for this section is 15-

pages. Pages that go unused shall not be used to supplement any other part of the offeror's proposal. Pages after page number 15 of this section will not be evaluated.

NOTE: All small business concerns as defined in the applicable FAR provisions are required only to address the information required by Tab 1.

5.5.3. Volume I, Section V, Tab 3 - Small Business Subcontracting Past Performance

Large business concerns as defined by FAR Clause 52.219-1, "SMALL BUSINESS PROGRAM REPRESENTATION" (see Section 00600), should submit their subcontracting compliance on previous projects identified under the Previous Experience paragraphs. As a minimum, the offeror shall provide past performance information on at least two (2) recent (within the last 7 years) contracts and no more than five (5) recent (within the last 7 years) contracts, which required an approved subcontracting plan and are physically complete. This description shall include as a minimum: the project name; the contract number; the amount of the contract; the Governmental agency that administered the plan and a point of contact with their telephone number, fax number and email address, if available; a point of contact from the firm which administers the plan internally with their telephone number, fax number and email address, if available; the individual responsible for the administration of the subcontracting plan with their address, phone number, fax and email address, if available; the proposed goal percentages for each member of the Small Business Community (small business (SB), small disadvantaged business (SDB), woman-owned small business (WOSB), historically black colleges and universities and minority institutions (HBCU/MI), and service-disabled veteran-owned small business (SDVOSB)), along with the actual percentages reached on each project; and any letters/memorandums that document or record subcontracting performance, compliance or surveillance visits. This requirement may be supported by using copies of the U.S. Government Standard Form 294, filled out completely.

5.6. Volume II, Section I - Contractor Information And Certifications

5.6.1. Volume II, Section I, Tab 1 – SF1442, Solicitation, Offer, and Award

The offeror shall fill out in its entirety all of SF1442 that applies to the offeror and it shall be signed and dated by an official that is able to legally bind the company.

5.6.2. Volume II, Section I, Tab 2 - Representations and Certifications (Section 00600)

The offeror shall fill out in its entirety all of Section 00600 that applies to the offeror. The offeror's responsibility will be reviewed in accordance with FAR Part 9.

5.6.3. Volume II, Section II – Price Information

The offeror shall fill out in its entirety Section 00010, Pricing Schedule. Prices stated must be inclusive of all overhead, markups, profit, labor, equipment and supplies for the items identified based on the performance period and the event size. For pricing purposes, a small event shall be defined as a disaster that a magnitude of roof repairs estimated between \$100,000 to \$5,000,000; a medium event shall be defined as a disaster that involves magnitude of roof repairs estimated between \$5,000,000 - \$25,000,000; and a large event shall be defined as a disaster that involves a magnitude of roof repairs estimated between \$25,000,000 and \$50,000,000. Offerors are encouraged to consider reasonable escalation rates for out-years of performance that

would account for wage increases, benefit increases, and general cost of living increases. Pricing must be included for each line item.

6. CENTRAL CONTRACTOR REGISTRATION (CCR)

ALL CONTRACTORS DOING BUSINESS WITH THE DEPARTMENT OF DEFENSE ARE REQUIRED TO BE REGISTERED WITH THE CENTRAL CONTRACTOR REGISTRY. By submission of an offer, the offeror acknowledge the requirement. Do **NOT** wait to complete this registration process. Lack of registration in the CCR database will make an offeror ineligible for contract award. Register one of two ways:

INTERNET: <http://www.ccr.gov>

Fax or Mail: Call (888)227-2423 or (616)961-4725 to receive a registration package. Fax or mail the completed information to the CCR Assistance Center. It can take up to 30 days to process a faxed or mailed application package.

CCR Assistance Center
74 Washington Street North, Suite 7
Battle Creek, MI 49017-3084

Fax number: (616)961-7243

7. 52.236-28 -- Preparation of Proposals -- Construction (Oct 1997)

(a) Proposals must be

(1) submitted on the forms furnished by the Government or on copies of those forms, and

(2) manually signed. The person signing a proposal must initial each erasure or change appearing on any proposal form.

(b) The proposal form may require offerors to submit proposed prices for one or more items on various bases, including --

(1) Lump sum price;

(2) Alternate prices;

(3) Units of construction; or

(4) Any combination of paragraphs (b)(1) through (b)(3) of this provision.

(c) If the solicitation requires submission of a proposal on all items, failure to do so may result in the proposal being rejected without further consideration. If a proposal on all items is not required, offerors should insert the words "no proposal" in the space provided for any item on which no price is submitted.

(d) Alternate proposals will not be considered unless this solicitation authorizes their submission.

(End of Provision)

(End of Section 00110)