

ACQUISITION PLAN SAMPLE

4/4/2008

This AP Sample is to be used as a guide only. The Contract Specialist and Technical Personnel are required to verify that the format, regulations and references are current and in accordance with the SCPPM Acquisition Plan and SPAWAR Contracts Directorate Office Acquisition Planning Guide.

ACQUISITION PLAN NO.:	REV.: N/A
	ACAT Non-ACAT
ACQUISITION PROGRAM MANAGER:	CODE: XX

REQUIREMENTS DOCUMENT: Not applicable

ACQUISITION STRATEGY REPORT: Not applicable.

DESCRIPTION OF PROGRAM

SPAWAR Systems Center San Diego (SSC San Diego), [REDACTED], responds to initiatives promulgated by the Department of Defense (DoD) and other agencies and supports the development, integration, test, and support of Unmanned Systems, Airspace Control, Maritime Surveillance Systems, Anti-Terrorist Force Protection (ATFP) Surveillance Systems, Command, Control, Communications, Computers, and (C4I) Surveillance Systems, and Security Systems. Successful completion of these tasks requires design and development of next generation systems; test, evaluation, and demonstration of these systems as well as candidates for technology insertion; training for operators and maintainers; and life cycle support.

In order to adequately perform required functions for a broad spectrum of required systems/equipment for varied program customers and efforts, [REDACTED], Code XX requires a single-award, indefinite-delivery / indefinite-quantity (IDIQ), type contract estimated at a value of XX million, including all award terms. The period of performance will be for a XX base period and XX, twelve-month award terms for continued critical support. This requirement will be fulfilled via full and open competition. This is the first formal Acquisition Plan for this effort.

APPROVED BY:	DATE
CHIEF OF CONTRACTING OFFICE	DATE
PROCURING CONTRACTING OFFICER	DATE
ACQUISITION PROGRAM MANAGER	DATE

Questions concerning this AP should be referred to [REDACTED] The cutoff date for information contained in this document was [REDACTED].

DISTRIBUTION STATEMENT B: Distribution authorized to U.S. Government agencies only. Other requests for this document must be referred to [REDACTED].

TABLE OF CONTENTS

SECTION 1	ACQUISITION BACKGROUND AND OBJECTIVES	PAGE
1.1	Statement of Need	6
1.2	Historical Summary	6
1.3	Applicable Conditions	7
1.4	Capability or Performance	7
1.5	Delivery or Performance-Period Requirements	7
1.6	Identification of Participants in Acquisition Plan Preparation	8
SECTION 2	COST, BUDGET AND FUNDING CONSIDERATIONS	
2.1	Cost	9
2.1.1	Total Ownership Cost	9
2.1.2	Design-to-Cost	9
2.1.3	Application of Should-Cost	9
2.2	Budgeting and Funding	10
2.2.1	Budget	10
2.2.2	Funding	11
SECTION 3	ALTERNATIVES, TRADE-OFFS, AND RISKS	
3.1	Alternatives	12
3.2	Trade-Offs	12
3.3	Risks	12
SECTION 4	MILESTONES	
4.1	Milestone Chart Depicting the Objectives of the Acquisition	13
4.2	Milestones for Updating the Acquisition Plan	13
4.3	Logistics Milestones	13
4.4	Approval for Low-Rate Initial Production (LRIP) of Full Rate Production (FRP) (or Construction)	13
SECTION 5	BUSINESS CONSIDERATIONS	
5.1	Contractor Versus Government Performance	14
5.2	Warranty	14
5.3	Government-Furnished Property	14
5.4	Government-Furnished Information	14
5.5	Acquisition Streamlining	14
5.6	Security Considerations	15
5.7	Make or Buy	16
5.8	Environmental and Energy Conservation Considerations	16

5.9	Priorities, Allocations and Allotments	17
5.10	Industrial Capability (IC)	18
5.11	National Technology Industrial Base	18
5.12	Lease vs. Buy	18
5.13	Other Considerations	18
5.14	Special Considerations for Crisis Situations Outside the United States	19
5.15	CONUS Antiterrorism Considerations	19

SECTION 6 TECHNICAL CONSIDERATIONS PAGE

6.1	Test and Evaluation	20
6.2	Metric System of Measurement	20
6.3	Reliability, Maintainability, and Quality Assurance	20
6.4	Other Technical Considerations	20
6.4.1	Systems Safety Program	20
6.4.2	Standard Electronic Modules (SEM)	20
6.4.3	Electromagnetic Environment Effects	20
6.4.4	Frequency Allocations and Frequency Assignments	20
6.4.5	Configuration Management	20
6.4.6	Environmental Effects on Performance	20
6.4.7	Unique Mapping, Charting, and Geodesy Products	21
6.4.8	Modular Open Systems Approach (MOSA)	21
6.4.9	Software Process Improvement Initiative (SPII)	21
6.4.10	Quality and Information Assurance	21

SECTION 7 LOGISTICS CONSIDERATIONS

7.1	Contractor or Agency Support	22
7.2	Standardization	22
7.3	Digital Product/Technical Data and Program Integrated Digital Environment (IDE)	22
7.4	Component Breakout	22
7.5	Spare and Repair Parts	22
7.6	Technical Data	22
7.7	Unique Item Identification	22
7.8	Radio Frequency Identification	22

SECTION 8 PLAN OF ACTION FOR EACH PROPOSED CONTRACT

8.1	Item Description	23
8.2	Estimated Cost	23
8.3	Sources	23
8.4	Competition	24
8.5	Source Selection Procedures	24
8.6	Contracting Considerations	24

8.7	Milestones For The Acquisition Cycle	25
8.8	Product or Service Descriptions	26
8.9	Management Information Requirements	27
8.10	Contract Administration	27
8.11	Other Considerations	27
8.11a	Management & Oversight Process for the Acquisition of Services (MOPAS)	27
8.11b	Interagency Acquisitions	27
8.11c	Acquisition of Services Through a Contract or Task Order That is Not Performance Based	28

**SECTION 1
ACQUISITION BACKGROUND AND OBJECTIVES**

1.1 Statement of Need

██████████ (Code XX) requires engineering support for software development, systems engineering, configuration management, quality assurance, logistics and life-cycle management to support ██████████

██████████ This procurement will provide for an Indefinite Delivery/Indefinite Quantity (IDIQ), Cost-Plus-Fixed-Fee (CPFF) type contract as discussed in paragraph 8.6 and will reimburse the contractor for direct labor, general and administrative costs, overhead costs and peripheral costs such as travel, per diem, material and equipment costs, and material/equipment transportation costs.

1.2 Historical Summary

██████████ Code XX provides support to ██████████

This procurement is a new initiative and is not a follow-on to previously existing contracts. Requirements for Code ██████████ have been met by contract numbers ██████████ and ██████████, full and open competition, Indefinite Quantity-Indefinite Delivery (IDIQ) / Cost-Plus-Fixed-Fee (CPFF) contracts. However, increased tasking from sponsors of ██████████ Codes ██████████ and ██████████ has made it clear that the amount of support offered by the two contracts are inadequate to meet the needs of all three codes. ██████████ has a limited remaining ceiling to support code ██████████ and at the current rate of expenditure it is estimated that the ceiling will be exhausted within thirteen months. ██████████ has had increased requirements as a result of the Iraq / Afghanistan war effort and required one ceiling increases to support Code ██████████. Accordingly, both contracts are now closed to Code ██████████.

Contract #	Contractor	Desc of Services	Value/w options	Period Of Performance

Discussion of Information Technology (IT) resource applicability (in accordance with Executive Director, Acquisition and Business Management, Office of the Secretary of the Navy [Research,

Development, and Acquisition] memorandum of 08 Aug 1996) is discussed under paragraph 5.13(a)

1.3 Applicable – Conditions

There are no significant conditions that would affect the requirement for compatibility with existing or future systems or programs. There are no known cost or schedule constraints. The proposed contract is intended to be utilized as continued support of the Navy's combat readiness by maintaining system operability and maintainability at the highest level achievable. Any technical documentation resulting from this procurement must be compatible with existing documentation.

1.4 Capability or Performance

The contractor will be required to have a high degree of organizational and engineering skills demonstrating cost and quality efficiency attributes. This experience shall manifest itself in the contractor's proposal, which shall clearly demonstrate the organizational experience and past performance necessary to provide the services. The solicitation will require offerors to participate in an oral presentation wherein a sample task will test their abilities to perform the requirements of the contract. Emphasis will be placed upon the offeror's ability to demonstrate technical skill levels that provide the required support without risk to the achievement of program goals, schedules, and cost.

The contractor must have the systems integration and software talent, experience, and capabilities to provide the essential hardware/software design and development required. The general areas of expertise required include: Systems Engineering, Software Engineering, Test & Evaluation, Installation, Maintenance and Site Support, Configuration Management, Logistic Support, Material Control, Training Support, and Program Management. The SOW and the rating plan clearly outline the blending of values between the personnel, corporate experience, corporate management, and capital assets needed for the efficient operation to satisfy the agency's needs. Furthermore, the Government will review Past Performance history of each offeror as part of its evaluation for award to minimize Government risk and to ensure the contractor is capable of executing the services in a professional, efficient, and timely manner.

1.5 Delivery or Performance-Period Requirements

The period of performance for the proposed indefinite delivery /indefinite quantity type contract will be for a base period of five (5) years with the potential of an additional three (3) twelve-month award term periods (for a maximum contract term of 8 years).

Award terms are being used because they provide the most incentive to contractor performance and since there is an anticipated need for services beyond the base period they will provide for necessary continuity of operations. The five-year base period and the award terms will preclude long, lead periods and administrative efforts associated with re-solicitation of the requirement, and will permit the Government to take maximum advantage of the knowledge gained by the contractor during the base period of performance.

Task orders will define the period of performance for the individual technical efforts, and preference will be made towards performance-based acquisitions. The period of performance for each effort will be defined as each order is established. It is not possible to establish milestones for technical effort executed under the contract until individual technical assignments are negotiated. Each task order will identify specific milestones/goals to be accomplished.

1.6 Identification of Participants in Acquisition Plan Preparation

- | | | |
|--|-----|------------|
| ██████████
Technical Lead | () | ██████████ |
| ██████████
Division Head | () | ██████████ |
| ██████████
Resource Manager | () | ██████████ |
| ██████████
Source Selection Authority/Procuring Contracting Officer | () | ██████████ |
| ██████████
Contract Specialist | () | ██████████ |
| ██████████
Assistant Counsel | () | ██████████ |
| ██████████
SADBU Specialist | () | ██████████ |

SECTION 2
COST, BUDGET AND FUNDING CONSIDERATIONS

2.1 **Cost**

The total estimated cost for this acquisition is approximately XX million for the five-year ordering period (\$XXM) and the three year award term (\$XXM). A Cost matrix is included below. This estimate is based on the anticipated contract services required to allow [REDACTED] Code XX to meet assigned and anticipated objectives.

Type Funds (Combined): RDT&E/FMS O&M,N/OPN/ Other*	Base Period (FY-XX)	Total				
Labor						
Travel						
Material						
Fee						
Total						

Type Funds (Combined): RDT&E/FMS O&M,N/ OPN/ Other*	FY-XX Award Term X	FY-XX Award Term X	FY-XX Award Term X	Total
Labor				
Travel				
Material				
Fee				
Total				

*O&M,N – Operation and Maintenance, Navy
OPN – Other Procurement, Navy
FMS- Foreign Military Sales
RDT&E – Research Development Test and Evaluation

2.1.1 **Total Ownership Cost**

Not applicable to service acquisitions.

2.1.2 **Design-to-Cost**

Not applicable to service acquisitions.

2.1.3 Application of Should-Cost

Not applicable to service acquisitions.

2.2 Budgeting and Funding

2.2.1 Budget

The budget estimated for the proposed contracts was developed by [REDACTED], Code [REDACTED] and is based on historical usage cost data on the preceding related contract in addition to the anticipated effort and task descriptions currently being provided to support selected priority activities and projects for which the code is responsible. Funds represented in paragraph 2.2.2 funding chart below are considered adequate to execute the stated strategy, and will be provided as activities and assignments are implemented over the next eight years.

ESTIMATED FUNDING CHART (\$M) IN THEN YEAR DOLLARS

Type Funds (Combined): RDT&E /OPN/ FMS/ O&M,N*	Base Period (FY-XX)	Base Period (FY-XX)	Base Period (FY-XX)	Base Period (FY-XX)	Base Period (FY-XX)	Total
Quantities/Staff Hours						
Competitive Contracts						
Competitive Options						
Sole Source Contracts*						
Sole Source Options						
Other Gov Act (OGA)						
Total Cost **						

Type Funds (Combined): RDT&E/OPN/FMS O&M,N; *	FY-XX Award Term 1	FY-XX Award Term 2	FY-XX Award Term 3	Total
Quantities/Staff Hours				
Competitive Contracts				
Competitive Options				
Sole Source Contracts*				
Sole Source Options				
Other Gov Act (OGA)				
Total Cost **				

*Sole Source Contracts are not covered in this acquisition plan

**Excluding Fee

2.2.2 Funding

Code XX will receive the funds for tasks proposed under this contract as Work Requests, Request for Contractual Procurement, Military Inter-Department Purchase Requests, and Project Orders. The funding will consist mainly of the following: OPN (Other Procurement Navy); OM&N (Navy, Air Force, Marine Corps Operations and Maintenance, Navy); RDT&E (Research, Development, Test and Evaluation), FMS (Foreign Military Sales), and Navy Working Capital Fund (NWCF). Code XX will obligate the funds obtained via task orders as the requirements materialize and tasks become well defined.

FUNDING MATRIX

Type Funds*	Base Period (FY-XX)		Total				
QTY (HRS)							
FMS (xx%)						*	
OPN (xx%)						*	
O&MN (xx%)						*	
RDT&E (xx)						*	
OTHER (xx%)						*	
TOTAL COST							

* The exact cost amount for each funding type is unknown at the present time.

Type Funds*	FY-XX Award Term 1	FY-XX Award Term 2	FY-XX Award Term 3		Total
QTY (HRS)					
FMS (xx%)				*	
OPN (xx%)				*	
O&MN(xx%)				*	
RDT&E (xx%)				*	
OTHER (xx%)				*	
TOTAL COST					

* The exact cost amount for each funding type is unknown at the present time.

SECTION 3 ALTERNATIVES, TRADE-OFFS, AND RISKS

3.1 Alternatives

No contract vehicle exists to date that satisfies all the requirements identified for this procurement. Use of Seaport-E is addressed in paragraph 8.6.

3.2 Trade-Offs

Cost is a tradeoff with performance being the most significant factor in award. The Government desires to acquire services from high-performance contractors while minimizing the cost. The Government desires the best value to meet its needs.

3.3 Risks

Cost, schedule, and performance risk were afforded consideration in selecting the contract type. Use of task orders minimizes both schedule and performance risk and creates flexibility in the process. Risk is very low in these areas because the Government is able to manage and oversee individual tasks. This acquisition will be a CPFF type contract, so minimal cost risk is placed on the contractor. The Government mitigates risk in all three areas through the use of on-site (Government) oversight, a requirement for scheduled progress and status reports and other data deliverables, as well as cost comparisons to previously acquired services equivalent to these.

SECTION 4 MILESTONES

4.1 Milestone Chart Depicting the Objectives of the Acquisition

Milestone charts for these acquisitions are included in paragraph 8.7, which outlines the milestones prior to contract award and immediately following. Once the contract is awarded, task orders will be issued to the awardee.

4.2 Milestones for Updating the Acquisition Plan

This document will be reviewed annually and updated as necessary to ensure that the actions presented for contractual obligation are within the scope of this document.

4.3 Logistics Milestones

Not applicable to service acquisitions.

4.4 Approval for Low-Rate Initial Production (LRIP) of Full Rate Production (FRP) (or Construction)

Not applicable to service acquisitions.

**SECTION 5
BUSINESS CONSIDERATIONS**

5.1 Contractor Versus Government Performance

In accordance with OMB Circular A-76, the Government is relying on the contractor to provide supplies and services that are not inherently available through the government. There are insufficient Government personnel with the proper training or systems experience to perform the engineering services associated with this Acquisition Plan. Although the contractor will be tasked by the Government to perform the required support functions via task orders, the contractor will not be performing any inherent-to-Government functions as outlined in FAR 7.503 nor will the Government be supervising contractor personnel in performance of assigned duties.

5.2 Warranty

The resultant contract will contain the clause at DFARS 252.246-7001, Warranty of Data.

5.3 Government-Furnished Property

Government furnished-property (GFP), and /or material (GFM), undetermined at this time, will be defined in individual task orders as GFP/GFM as applicable and their issuance will be coordinated by the Contracting Officer's Representative. Specific instructions will be provided in the task orders as to when and where the GFP/GFM will be made available, including disposition instructions for excess items upon completion of the task order/contract. Access to Government facilities will be coordinated through the Contracting Officer's Representative and cognizant security offices.

5.4 Government-Furnished Information

The Government shall make available to the contractor any information required for performance at a facility or vessel where services are to be performed. Information available at the site may be retained by the contractor until the completion of services being furnished under individual task orders or contractor's employees' departure from site, whichever comes first. Specific GFI such as technical documents, specifications, or standards will be addressed in individual task orders and provided by the Government.

5.5 Acquisition Streamlining

Acquisition streamlining in accordance with DoD Directive 5000.43 and DoD HDBK 248 has been employed to the maximum extent possible through the below means. Offerors will be required to submit written technical proposals and present an oral presentation. Use of both submissions will enable the technical evaluation board to efficiently and expeditiously evaluate the competing proposals. Our source selection strategy reflects SSC San Diego's desire to minimize costs and increase efficiency, both for Industry and the Government. To this end, the Government, after initial review and scoring of organizational experience, past performance, and identification of, and commitment to small business participation will issue advisory letters to all offerors, informing them whether or not, based on their organizational experience, past performance, and identification of, and commitment to small business participation scores, they appear to be viable competitors. The issuance of such a letter allows an offeror the opportunity to decide whether or not to expend more bid and proposal resources toward a competition that they may stand little chance of winning. While even low-scoring offerors are allowed to continue to participate in the competition regardless of the advisory letter, such offerors often elect to focus their resources on other procurements in areas that they may be stronger in. This "advisory step" has proved invaluable to both industry and the Government in recent years.

- a. Limiting reference documents to only those that are essential;
- b. The solicitation will be issued via SPAWAR E-Commerce Internet webpage;
- c. Task orders will be issued using the streamlined Beyond the Expedited Task Order Process (BEDOP);
- d. The Technical Evaluation Board will be sequestered and oral presentations will be conducted.

Industry participation will be encouraged through the release of a draft statement of work and through the issuance of a FEDBIZOPPS pre-solicitation notice.

An award term will be awarded based on the contractor's performance, thereby extending the cycle time between procurements.

Performance incentives will be utilized to encourage exceptional contractor performance. Contractor performance evaluated as "exceptional" will merit a twelve (12) month award extension. Contractor performance evaluated as "satisfactory" will merit no change in the contract term. Contractor performance evaluated as "unsatisfactory" will merit a twelve (12) month deduction in the contract term. Performance criteria for these award term periods will be included in the Award Term Plan.

Considering the government is not obligated to issue task orders above the required minimum order amount (MOA) of \$XX, having a five year base period with a potential for an eight year contract performance period is considered low risk and in the best interest of the government.

The benefits of a long term contract will result in cost savings to the government from expending resources on new procurements and ensuring continuity of services resulting in exceptional customer support.

5.6 Security Considerations

The contractor's employees will be required to have a SECRET clearance as indicated in the Contract Security Classification Specification, DD Form 254, to be incorporated into the proposed contract. The cognizant Director of Industrial Security, Defense Investigative Services will administer all elements of military security required under the contract.

5.7 Make or Buy

Not applicable to service acquisitions.

5.8 Environmental and Energy Considerations

In accordance with OPNAVINST 5090.1B, affirmative statements are in the contract files detailing what environmental planning has been accomplished. Specifically, this procurement will not affect or involve in any way physical changes to the surrounding environmental conditions.

The following is provided per FAR Part 23:

(a) Pollution Control and Clean Air and Water

A contract will not be entered into with any firm proposing to use facilities listed by the Environmental Protection Agency as facilities that violate the Air Act or the Water Act.

(b) Energy Conservation

Energy-efficiency will be considered in the procurement of services. Energy conservation and efficiency data will be considered along with estimated cost and other relevant factors in the preparation of plans, drawings, specifications, or other product descriptions.

(c) Hazardous Materials

No known hazardous materials are associated with the performance of the proposed contract. However, the contractor(s) will be required to submit hazardous materials data whenever any materials data supplies being acquired as part of this procurement are identified as hazardous materials.

(d) Use of Recovered Materials

The successful contractor will be required to acquire, in a cost effective manner, incidental materials composed of the highest percentage of recovered materials practicable without adversely affecting performance requirements or exposing suppliers' employees to undue hazards from the recovered materials.

(e) Drug-Free Workplace

Clause 52.223-6, Certification Regarding a Drug-Free Workplace, will be inserted into the contract that requires the contractor to have a drug-free procedure/program.

(f) Notice of Radioactive Materials

There are no requirements for the delivery of radioactive materials under the proposed contracts.

(g) Contracting for Environmentally Preferable and Energy Efficient Products and Services

The contract shall indicate the intent of XXX [REDACTED] [REDACTED] ([REDACTED]) to support programs that favor the acquisition of environmentally preferable and energy-efficient products and services based on EPA-issued guidance.

(h) Ozone Depleting Substances

There are no known requirements for the delivery of ozone depleting substances under the proposed contracts.

(i) Toxic Chemical Release Reporting

To be eligible for contract award, offerors will be required to include in their proposal a certification that either indicates that for their facilities (owned or operated) being used in the performance of the contract, they will file and continue to file during the life of the contract a Toxic Chemical Release Inventory Form as described in EPCRA sections 313(a) and (g) and the PPA section 6607 or that such facilities are otherwise exempt from the filing and reporting requirements.

(j) Pollution Prevention and Right-to-know information

The contractor shall provide information needed by the Federal facility to comply with the emergency planning reporting requirements of Section 302 of EPCRA, the emergency notice requirements of Section 304 of EPCRA, the list of Material Data Safety Sheets required by Section 311 of PCRA, the emergency and hazardous chemical inventory forms of 312 of EPCRA, and the toxic chemical release inventory of Section 313 of EPCRA, which includes the reduction and recycling information required by Section 6607 of PPA.

5.9 Priorities, Allocations and Allotments

Required Defense Priorities and Allocations System (DPAS) clauses FAR 52.211-14 "Notice of Priority Rating for National Defense" and FAR 52.211-15 "Defense Priority and Allocation Requirements" will be added to the basic contract. DPAS applicable task orders will comply with DoD 4400.1-M "Department of Defense Priorities and Allocations Manual" and 15 CFR 700. It is anticipated that there may be a potential for one rated order with a Defense Priority rating of DX A2 for Missile and Space Systems (Fleet Ballistic Missile Weapons System, Trident System).

5.10 Industrial Capability (IC)

Not applicable to service acquisitions.

5.11 National Technology Industrial Base

Not applicable to this procurement.

5.12 Lease vs. Buy

Not applicable to this procurement.

5.13 Other Considerations

(a) Information Technology (IT)

Information Technology (IT) resources under the planned contract are estimated to be \$XXM. This is approximately XX% of the total estimated cost of \$XXM.

(b) Specifications and Standards

All Military specifications and standards listed in the proposed solicitation are provided for guidance purposes only. Performance specifications and standards are being used for the planned acquisition under this section. Therefore, this requirement is in full compliance with Secretary of Defense policy memo of 29 June 1994, Subj: SPECIFICATIONS AND STANDARDS - A NEW WAY OF DOING BUSINESS."

(c) Service Contract Act

The Service Contract Act (SCA) applies to this acquisition. An analysis of the level of effort of various labor categories determined the percentage of effort and labor categories was distributed among labor categories that would apply to the following: 80% for professional labor categories that are exempt from the requirements of SCA and the remaining 20% for service labor categories applicable to the SCA.

(d) Organizational Conflict of Interest (OCI)

This effort requires engineering services which may include management support, systems engineering, monitoring of system development, design, analysis and recommendation, test and evaluation, implementation, and integration. As noted in FAR 9.502, Organizational conflicts of interest are more likely to occur in contracts involving management support services or other professional services. To mitigate this, the solicitation will incorporate local clause H-306 (minor variances), Organizational Conflict of Interest requiring submission of an approved OCI Mitigation Plan if a potential OCI exists. An OCI Mitigation Plan will protect the government while allowing continuity of services provided by this contractor if a potential OCI issue occurs. Considering the multitude of end users (

[REDACTED]),

the length of the contract (5-8 years), and the variety of different tasks that may be procured under this contract, an OCI Mitigation Plan, as required, is in the best interests of the government for this procurement. Additionally, contract clause L-399 Notice of Organizational Conflict of Interest, will be incorporated into the solicitation outlining OCI Mitigation Plan requirements if applicable. Pursuant to FAR 9.506, approval will be requested prior to solicitation issuance for incorporation of the applicable OCI clause and provision.

5.14 Special Considerations for Crisis Situations Outside the United States

Past history indicates that few requirements for this procurement are likely to be performed outside the United States. However, for each task order which requires OCONUS activity, the Performance Work Statements will be written to comply with DoD Instruction 3020.37, Continuation of Essential DoD Contractor Services During Crises.

5.15 CONUS Antiterrorism Considerations

Performance Work Statements at the task order level will be written to comply with DoD Instruction 2000.16, Antiterrorism (AT) Standards, and will consider AT Risk Assessment results, local threat levels, contractor personnel screening requirements, and the need for reviewing contract AT measures if the local threat changes and /or if contract terms or requirements change.

**SECTION 6
TECHNICAL CONSIDERATIONS**

6.1 Test and Evaluation

Not applicable to service acquisitions.

6.2 Metric System of Measurement

Not applicable to service acquisitions.

6.3 Reliability, Maintainability, and Quality Assurance

Not applicable to service acquisitions.

6.4 Additional Technical Considerations

Not applicable to service acquisitions.

6.4.1 Systems Safety Program

Not applicable to service acquisitions.

6.4.2 Standard Electronic Modules (SEM)

Not applicable to service acquisitions.

6.4.3 Electromagnetic Environment Effects

Not applicable to service acquisitions.

6.4.4 Frequency Allocations and Frequency Assignments

Not applicable to this services acquisition.

6.4.5 Configuration Management

Not applicable to service acquisitions.

6.4.6 Environmental Effects on Performance

Not applicable to service acquisitions.

6.4.7 Unique Mapping, Charting, and Geodesy Products

Not applicable to service acquisitions

6.4.8 Modular Open Systems Approach (MOSA)

Software developed, modified, or upgraded under applicable task orders will conform to the Modular Open Systems Approach (MOSA) guidelines as defined by the Open Systems Joint Task Force (OSJTF), and will conform to the five MOSA principles of open systems (Establish Enabling Environment, Employ Modular Design, Designate Key Interfaces, Select Open Standards, and Certify Conformance). Division projects already supporting MOSA include the Graphical Data Fusion System (GDFS), Electronic Harbor Security System (EHSS), and the Joint Battle Space Command and Control System (JBC2S).

6.4.9 Software Process Improvement Initiative (SPII)

SPII (Software Process Improvement Initiative): In accordance with ASN (RD&A) Memorandum of 13 July 2007, titled "Software Process Improvement Initiative (SPII) Guidance for Use of Software Process Improvement Contract Language", requires standardized contract language relevant to software acquisition. This language has been incorporated into the SOW for this requirement under SOW Para ■■■, and the CDRL accordingly. A Software Development Plan (SDP) submitted by the offeror as part of their proposal will be evaluated prior to contract award of the basic contract. Solicitation clauses L-709 "Draft Software Development Plan", and M-709 "Software Development Evaluation Factors for Award" will be included. Additionally, for each applicable task order issued under the resultant contract, the SOW and CDRL will comply with the ASN (RD&A) Memorandum of 13 July 2007.

6.4.10 Quality and Information Assurance

Not applicable to service acquisitions.

**SECTION 7
LOGISTICS CONSIDERATIONS**

7.1 Contractor or Agency Support

Not applicable to service acquisitions.

7.2 Standardization

Not applicable to service acquisitions.

7.3 Digital Product/Technical Data and Program Integrated Digital Environment (IDE) Component Breakout

Not applicable to service acquisitions.

7.4 Component Breakout

Not applicable to service acquisitions.

7.5 Spare and Repair Parts

Not applicable to service acquisitions.

7.6 Technical Data

Not applicable to services acquisitions.

7.7 Unique Item Identification

Unique Item Identification (UID): DFAR Clause 252.211-7003, **ITEM IDENTIFICATION AND VALUATION, JUN 2005**, will be incorporated in the basic contract and utilized as applicable at the task order level. This requirement estimates approximately \$XXX of material items per year.

7.8 Radio Frequency Identification (RFID)

Not applicable to service acquisitions

**SECTION 8
PLAN OF ACTION FOR PROPOSED CONTRACT**

8.1 Item Description

The proposed contract is for the development, integration, and implementation of [REDACTED]

[REDACTED] It provides technical and engineering support for engineering, installation and integration, and testing across numerous projects within the above areas. Project Teams perform engineering activities including development, design, procurement, fabrication, configuration, installation, integration, logistics, maintenance and life cycle support for multiple systems and customers. Potential tasks include: report preparation; engineering design and drawings/document development; systems engineering; equipment and material procurement; equipment and material fabrication and assembly and/or verification; Pre-Installation, Test, and Checkout (PITCO); equipment/systems installation/implementation; system/equipment testing and certification; operator, administrator, and maintenance training and related documentation development; logistics support documentation development; system/equipment repair or overhaul; engineering/technical documentation development; and technical and maintenance support.

8.2 Estimated Cost

The total estimated cost was developed using cost information from the current contract and projected new work. The estimated cost of the proposed acquisition is \$XX million. A cost matrix is included in paragraph 2.1, "Cost".

8.3 Sources

A sources sought notice was published at FEDBIZOPS and SPAWAR e-commerce central websites, on 13 November 2007 in order to identify two or more capable and interested small business concerns to permit a small business set-aside acquisition strategy. A total of eight responses were received and evaluated by Code XX. The evaluation indicated that no small business concerns demonstrated capability across the full breadth, depth, and relevancy of the Statement of Work requirements. Splitting the requirement into multiple components in order to set aside a portion of the effort for exclusive competition amongst small business concerns was determined to be unfeasible because task order requirements commonly involve tasking from multiple areas of the Statement of Work and the tasking is interrelated such that only one contractor should perform the tasks in order to mitigate performance risk and maximize efficiencies and economies of scale. With concurrence from the SSC San Diego Deputy for Small Business, it was determined that the acquisition should be processed on an unrestricted basis. Small businesses will be accommodated through the use of subcontracting with prime contractors. The source selection plan will include an evaluation factor on small business participation.

8.4 Competition

This procurement will be executed under full competition provisions through the use of competitive proposals as required by 10 U.S.C. 2304. A formal synopsis required by FAR 5.2, will announce the full and open competition, and a copy of the Request for Proposal (RFP) will be posted on FEDBIZOPS via the Command solicitation Internet website. Once proposals are

received, they will be processed in accordance with FAR Part 15. Award will be made to the firm whose proposal offers the best value to the Government, technical merit and evaluated cost. In accordance with FAR 19.702(a)(1), if the successful offeror is a large business concern, an acceptable subcontracting plan shall be submitted for review and approval by the Contracting Officer, the SBA procurement center representative and the agency small business specialist.

8.5 Source Selection Procedures

A source selection plan will be developed and utilized to select a source(s). The acquisition objective is to select the offeror(s) providing the overall best value to the Government. The evaluation criteria, in descending order of importance, are Oral Presentation (sample task), Relevant Organizational Experience, Organizational Past Performance, and Identification of and Commitment to Small Business. All non-cost factors together are significantly more important than Evaluated Cost. The degree of importance of Evaluated Cost will increase with the degree of the equality of proposals in terms of non-cost factors. Proposed costs may be adjusted for the purposes of cost realism evaluation. Where competing proposals are found to be substantially equal considering non-cost factors, Evaluated Cost may be the controlling factor for award. Award(s) will be made to the firm(s) whose proposal(s) provide the best value to the Government using these evaluation factors. Timing for submission and evaluation of proposals is addressed in the Section 8.7 milestones.

Small Business/Small Disadvantaged Business and Women-Owned Utilization - Offers will be evaluated on the extent to which they propose to allow participation of small disadvantaged business and women-owned small business in performance of this contract. Offerors shall provide a subcontracting commitment table submitted with its offer, as well as documentation (letters of commitment, etc.) that the offeror provides to demonstrate its commitment to subcontracting with small, HUB Zone, small disadvantaged, women-owned small business concerns, service-disabled veteran-owned, (target firms). Offerors will be advised that only those proposed subcontractors which are evidenced by a binding, written agreement/letter of commitment and whose estimated costs correlate directly with the offeror's cost proposal will be evaluated. The solicitation will further specify that all offerors who certify as other than small business will be required to submit a Small Business Subcontracting Plan in accordance with FAR 19.7. Appropriate FAR/DFARS/SPAWAR clauses will be included in the proposed contract.

8.6 Contracting Considerations

Contract Type Consideration - The proposed contract will be a single-award, Indefinite-Delivery/Indefinite-Quantity (ID/IQ) contract with task orders issued on a (CPFF) basis with incentives for Award Terms (AT). The contract will specify the Government's option to issue either term (level-of-effort) or completion type orders. The ID/IQ type contract is best suited for the procurement because the Government is unable to readily define the quantity of services required to fulfill its needs, and is unable to determine when the services are needed. The ID/IQ type contract must require the Government to order and the contractor to furnish at least a stated minimum quantity of supplies or services. To meet this requirement, the Government will issue a task order to the successful offeror at contract award. The CPFF type contract will be used

because uncertainties in contract performance do not permit costs to be estimated with sufficient accuracy to use any type of fixed-price contract.

Seaport Enhanced Consideration - Another consideration was the addition of the SPAWAR Corporation as authorized users of "Seaport Enhanced", a NAVSEA multiple award vehicle. The technical code has identified the broad scope of potential support from historical and anticipated future requirements. SeaPort-E is not considered appropriate for this requirement due to the high volume of low dollar value orders anticipated under this contract. For example, the contract currently supporting Code XX has issued XX TOs in the past XX months ranging in value from \$XXK to \$XXK with an average of TO value of \$XXK. The administrative burden of obtaining security documentation per task order would create an undue administrative burden, preventing the technical code from placing task orders in a timely manner as requirements are identified. The proposed contract will have an approved DD254, Secret, at the contract level thereby precluding any lead-time for approval of a DD254 for each Task Order (TO) under the SeaPORT-E vehicle. A contractual vehicle other than an IDIQ type contract will not allow the technical code the flexibility of placing timely Task Order as the requirement are identified. The time expected to process a competitive procurement, with the requisite DD254 and other acquisition decisions/ approvals, each time a requirement is identified will place an undue burden on the customer and create costly delays. These delays will impact the installation, testing schedules, and continuity of services.

Contract Bundling Consideration - Contract bundling as defined by DFARS 207.170-3 is not applicable to this requirement.

Multiple Award Consideration -The anticipated development and integration tasking under this contract cannot be separately defined to any extent; for that reason only a single contractor can reasonably perform the work. Therefore, multiple awards are not feasible.

8.7 Milestones For The Acquisition Cycle

Contract - Follow-on to N/A

<u>DESCRIPTION</u>	<u>EST DATE</u>	<u>ACTUAL DATE</u>
Procurement Ready Package (PRP)		
SPAWAR 02 Approval of AP		
CRB Approval of Contract Plan, SSP, Section L&M		
Synopsis Issued/Draft SOW Released		
Issue Solicitation		
Receipt of Offers		
Begin TEB Evaluation		
Oral Proposal Presentations		
Completion of TEB Evaluation and Receipt of Audit Report		
Pre-Negotiation Business Clearance		

Approved
PCO Determination of Competitive Range
or Award Decision
Discussions (if required) Completed
and Request for FPRs issued
FPRs Received
TEB Review Completed
TEB Recommendation for
Award to SSA
Post-Negotiation Business Clearance
Approved
Release of CHINFO
Contract Award
Notice to Unsuccessful Offeror(s)
Post Award Synopsis Issued
Post Award Conference/Debriefs

Estimated Procurement Administrative Lead Time (PALT): XXX Days

NOTES:

(a) Possible Delaying Factors: 1. Industry Questions/Challenges;
 2. TEB/CARP Reviews; and,
 3. Discussions/FPRs

b) Current contracts [REDACTED] and [REDACTED] are unavailable to Code XX
due to ceiling limitations.

Glossary:

CRB – Contract Review Board
TEB – Technical Evaluation Board
PCO – Procuring Contracting Officer
FPR – Final Proposal Revisions

8.8 Product or Services Descriptions

The contractor shall provide services and material as specified in individual task orders for the following list of products:

- Technical Reports
- Revisions to Existing Government Documents
- Engineering Drawings and Schematics
- Computer End Items
- Test Plans
- Test Reports
- Training Materials

8.9 Management Information Requirements

Contractor performance will be monitored and reported by the appointed primary and alternate Contracting Officer's Representatives (COR). The COR will identify, promptly to the PCO, all observed substantive deficiencies in contract performance or other instances of non-compliance with contract terms and conditions. In general, the COR will adhere to the requirements which defines the duties of the COR. In addition, the Award Term Plan outlines additional performance monitoring duties for the Division Head, Branch Heads, and Technical POC's who order services from the contract. The contract will also include a Quality Assurance Surveillance Plan (QASP) to govern the surveillance of performance based task orders.

In accordance with the DoD Earned Value Management (EVM) Guide of Oct 06, DFARS clause 252.242-7001 "Notice of Earned value Management System" will be included in the solicitation and DFARS clause 252.242-7002 "Earned value management System" will be included in the resultant contract. Past history indicates that no single task order requirement is anticipated to be in excess of \$20M. However if applicable, EVM will be managed at the task order level and the SOW will adhere to the DoD EVM Guide of Oct 06.

8.10 Contract Administration

The applicable Defense Contract Management Agency (DCMA) for the awardee contractor will be assigned contract administration for this effort. The Contracting Officer's Representative and Technical Points of Contacts (TPOCs) will be responsible for inspection and acceptance of the services performed.

8.11 Other Considerations

8.11a Management and Oversight Process For the Acquisition of Services (MOPAS)

An Acquisition Strategy Review approved on 08 Feb 2008 complies with ASN (RD&A) Memorandum of 01 December 2006 (MOPAS 2).

8.11b Interagency Acquisition

This procurement does not plan to use Non-DoD contract vehicles.

8.11c Acquisition of Services Through a Contract or Task Order That is Not Performance Based

Task Order's under this Contract will be reviewed for Performance Based Service Acquisition (PBSA) encompassing the contract's Quality Assurance Surveillance Plan (QASP) metrics where applicable and meet the standards for Performance Based Service Acquisition currently

being followed by SSC SD. Non PBSA Waiver Approval will be requested for individual task orders which are determined not performance based.