

Section L – Instructions, Conditions, and Notice to Offerors

SUBMISSION REQUIREMENTS

Offerors shall submit proposals in three parts: a Corporate Description, a Technical Proposal, and a Price Proposal. Each of the three parts shall be separate and complete so that evaluation of each may be accomplished independently. The proposal is expected to contain written and visual material. When printed, the proposal shall fit on 8.5 x 11 inch paper with one-inch margins. Written text shall be on single-spaced, typed lines using 12-point Times New Roman font; tables may use 10-point font. Graphics, pictures, and illustrations (including tables, flowcharts, organizational charts, process charts, or similar information) will be counted toward the page count limitations in the parts specified below. Respondents are responsible for ensuring the legibility of all tables, charts, etc., and should assume that when their response is printed or copied, it will be done in black and white.

Section 1: Corporate Description. Offerors shall provide the information listed below.

- (1) Name of firm
- (2) State the respondent's size status and whether the respondent is registered in applicable NAICS code(s).
- (3) Ownership, if other than a Large business, including whether: Small, Small Disadvantaged, 8(a), Women-Owned, HUBZone, Veteran Owned and/or Service Disabled Veteran-Owned Business;
- (4) Two points of contact, including: Name, title, phone, and e-mail address
- (5) CAGE Code and DUNS Number
- (6) Affiliate information, including parent corporation, joint venture partners, teaming partners, prime contractor (if offering as sub) or subcontractors (if offering as prime).

The Corporate Description portion of the proposal shall not exceed two (2) pages in length.

Section 2. Technical Proposal. Offerors are invited to submit proposals for any or all of the filter types specified in Attachment 1 – Specifications, Filters 1, 2, and 3. Except as noted in subsequent paragraphs, offerors shall organize the Technical Proposal into separate documents for each filter type proposed, and shall clearly mark the corresponding filter (Filter 1, Filter 2, or Filter 3) in those documents. This will facilitate separate evaluation of proposals for each filter type. Unless otherwise indicated below, page limits apply to the individual proposals for each of the three filter types.

Offerors shall submit a complete technical proposal that demonstrates their ability to satisfy the requirements set forth in Attachments 1, 2, and 4. Offerors shall provide sufficient information to allow evaluation of the proposals per Attachment 4 – Section M. For ease of evaluation, offerors shall submit the technical proposal organized into six parts: performance characteristics, environmental characteristics, production schedule, quality assurance plan, past performance and Small Business Commitment. The requirements for these six parts are described below.

- a. Performance characteristics. For each filter type proposed, the offeror shall attest to their ability to satisfy the mechanical and electrical requirements specified in Attachments 1, 2, and 4. To demonstrate conformance with the requirements, the offeror shall submit the following:
1. Scale mechanical drawings marked so as to show conformance with the specified shape, dimensions, type and position of connectors, and proposed position, size, and format of the label.
 2. An estimate of the total weight of each filter.
 3. Attestation that the nominal impedance and power handling capability specifications will be met.
 4. A simulation of the filter response over the applicable frequency bands, marked to show conformance with the specified insertion loss or rejection specifications. Multiple simulations and/or tables may be included that show the filter response at select frequency ranges. A sample marked simulation plot is shown below.

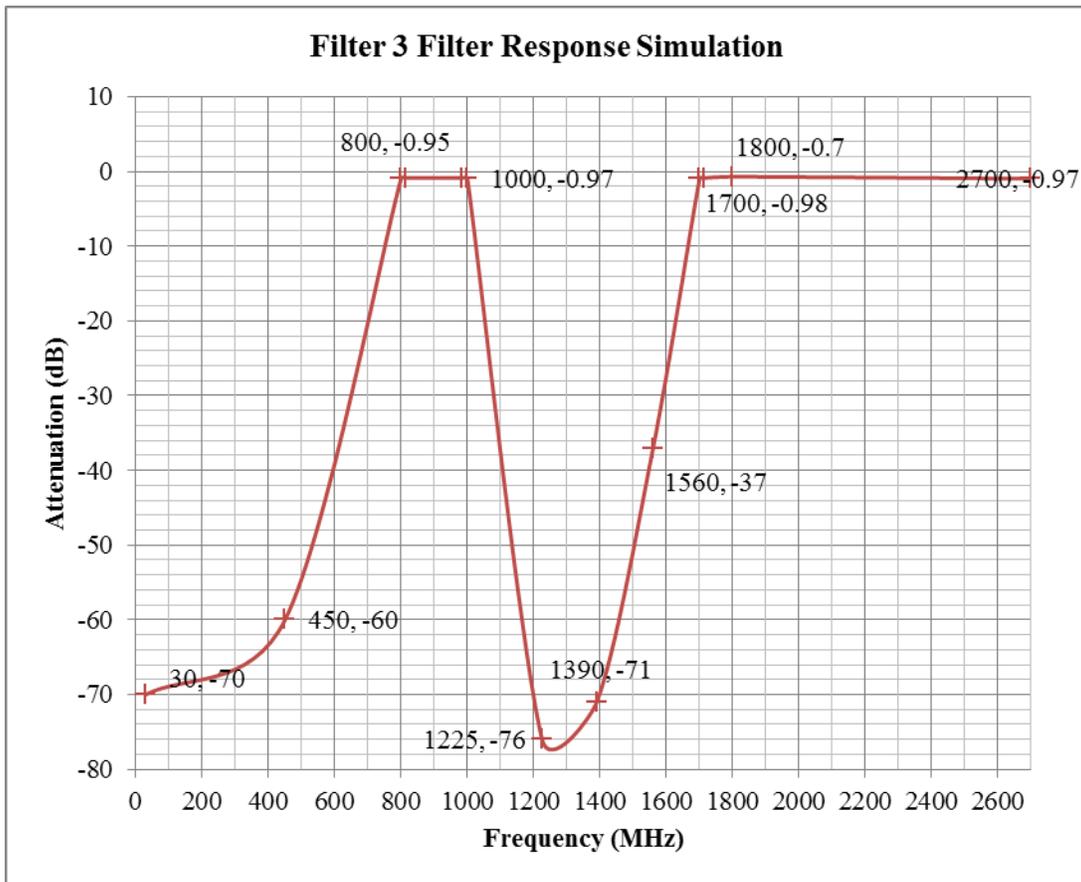


Figure 1. Sample graphic of simulated filter response, marked at key frequencies

The performance characteristics section of each filter proposal shall not exceed six (6) pages in length.

- b. Environmental characteristics. For each filter type proposed, the offeror shall attest to their ability to satisfy the environmental requirements specified in Attachments 1, 2, and 4. To demonstrate conformance with the requirements, the offeror shall submit a table describing the applicable test method(s) and procedure(s) from MIL-STD-810G and minimum conditions that the proposed filter will be designed to meet for each rating or test specified. An example is shown below:

Table 1. Sample environmental conformance table row

RATING OR TEST	PROCEDURE(S)/CONDITIONS
Altitude, Low Pressure Storage	Withstand low pressure storage at altitude of 20000 feet above sea level (ASL) in accordance with MIL-STD-810G, Method 500.5, Procedure I – Storage/Air Transport

The environmental characteristics section of each filter proposal shall not exceed three (3) pages in length.

- c. Production schedule. For each filter type proposed, the offeror shall attest to their ability to satisfy the production schedule requirements specified in Attachments 1, 2, and 4. To demonstrate conformance with the requirements, the offeror shall submit a delivery schedule for First Articles and required test reports (CLIN 0004, 0005, or 0006), and a delivery schedule for production in response to future delivery orders (DOs) (CLIN 0001, 0002, or 0003).

The delivery schedule for First Articles and required test reports shall be a table listing the delivery dates, in weeks after DO award, for all test reports and filters required in Attachment 2 – First Articles SOW.

The delivery schedule for production orders shall be a table showing the minimum quantity of filters and running total that will be delivered each week after DO award. Initial weeks during which no filters are delivered may be omitted. Offerors shall submit two production schedules, (a) one to satisfy the requirements of the contract and (b) one to satisfy the requirements of the delivery order(s) attached to this RFP. For (a), offerors shall submit a sample production schedule showing delivery of the critical order quantity and the weekly delivery quantity in accordance with the requirements in Attachment 4 – Section M. For (b), offerors shall submit a proposed production schedule for fulfilling the quantities required in the initial DO attached to this RFP, also in accordance with the requirements in Attachment 4 – Section M. Attachment 4 – Section M also contains sample production schedules for each filter type.

The production schedule section of each filter proposal, including general contract and DO-specific schedules, shall not exceed two (2) pages in length.

- d. Quality assurance plan. The offeror shall submit a quality assurance plan to satisfy the quality assurance requirements described in Attachments 1 and 4. To demonstrate conformance with the requirements, the offeror shall submit a brief description of testing

that will be conducted, when tests will be conducted (relative to date of DO award or dates on the proposed production schedule[s]), and indication of whether each test will be executed in-house or outsourced. If any tests will be outsourced, the offeror shall list and describe the capabilities of outsource facilities being considered to satisfy the requirement.

The quality assurance plan section of each filter proposal shall not exceed three (3) pages in length. Offerors may submit a single plan for multiple filters proposed if the same plan will be used for each, in which case the single plan shall not exceed three (3) pages in length. Offerors shall indicate the filter types to which each proposed plan shall be applied.

- e. Past performance. The offeror shall provide evidence of previous ability to satisfy requirements similar to those in this solicitation. To demonstrate successful past performance, the offeror shall describe previous filter production efforts similar to those covered by this solicitation, summary of filter characteristics that were similar to those in this solicitation (including size, filter response, and environmental characteristics), the client name and phone number, completion date, describe the extent to which it was able to produce a product that met the client's required specifications, describe the extent to which it was able to meet the client's required production schedule (ability to produce on time), and describe the extent to which it was able to effectively control costs (ability to produce within contract price).

The past performance section of each filter type proposal shall not exceed four (4) pages in length. Offerors may submit a single description of past performance, in which case the single past performance section shall not exceed four (4) pages in length.

- f. Small Business Commitment (only required to be submitted if offeror is other than a small business for purposes of this solicitation). The offeror shall submit a Small Business Subcontracting Plan identifying its small business subcontracting goals for this solicitation in accordance with the requirements of FAR 52.219-9, Small Business Subcontracting Plan. Failure to submit a subcontracting plan for this effort acceptable to the Contracting Officer may make the offeror ineligible for award of a contract resulting from this solicitation.

If the offeror is a participant in the Department of Defense (DoD) Comprehensive Subcontracting Test Program specified in DFARS 219.7, the offeror shall provide a copy of the approved comprehensive plan AND describe how small business participation for the effort covered by this solicitation will contribute to its overall Comprehensive Subcontract goals.

The following SPAWAR Small Business Category Subcontracting Goals for this procurement (as a percentage of all subcontracted effort) are provided to assist in the development of the offeror's subcontracting plan:

Small Business – 22.5%
Small Disadvantaged Business – 5%

- Woman-owned Small Business – 5%
- HUB Zone – 3%
- Veteran Owned Small Business – 3%
- Service-Disabled Veteran owned Small Business (SDVOB) – 3%

The above goals are provided as a baseline for preparing the subcontracting plan for this specific procurement. If the subcontracting plan does not meet the above goals in any category, the offeror shall clearly explain why the goal is not being proposed and what actions the offeror is undertaking to maximize its use of small business subcontractors in order to meet or exceed the above SPAWAR goals.

In addition to the Small Business subcontracting plan, the offeror shall provide (1), (2), and (3) below.

(1) The offeror shall provide a copy of the offeror’s latest DCMA Subcontracting Program Compliance Rating letter including the attached rating narrative. If the offeror does not have such a letter, the offeror shall explain why it is not available for production with its proposal.

(2) The offeror shall provide a table indentifying all proposed first tier subcontractors to be utilized on the effort required under this solicitation. These subcontractors shall be identified individually by name with their addresses, their business type (large, small, small disadvantaged, women-owned, HUB zone, veteran-owned, service-disabled veteran-owned small) as determined by the Small Business Administration (SBA) size standard for the specific work being subcontracted; the principal service/supply being provided by the subcontractor; and the complexity of the service/product provided. A sample table is provided below:

Name of 1st Tier Subcontractor	Subcontractor Address	Type of Business (Large, SB, HUB Zone, SDB (incl. HBCU/MI), WOSB, VOSB, SDVOSB) <i>List all Applicable Categories</i>	Principal Supply/Service Provided	Complexity of Product/Service Provided (Brief Narrative)
XYZ Corp.	123 Main St. Anytown, NY 01345	Large	Castings	Manufactured to .01 tolerance
Acme, Ltd.	456 First Ave. Somewhere, NY 54321	SB, SDB, VOSB	Logistics Software	Utilizing ISO 9000 and S100D standards with XML

(3) The offeror shall provide evidence of commitment to utilize small businesses on this contract. Evidence may include copies of binding agreements, enforceable commitments or letters of intent executed with the small, small disadvantaged, woman-owned small, HUB Zone, SDVBOB, and veteran-owned small business subcontractors identified in the table required by (2) above.

The CCR & SBA Dynamic Small Business Search (<http://ccr.gov>) database will be viewed to verify the small business category or categories of the proposed small businesses in the table. The Offerors shall list all applicable business types for which each subcontractor qualifies. The definition of a small business concern is as set forth in 13 CFR 121.105.

NOTE 1: This information is for source selection evaluation purposes only. The Small Business Subcontracting Plan for this effort shall be submitted by the offeror in accordance with FAR 52.219-9 stating cumulative subcontracting goals in both dollars and percentages of total subcontracted amount.

NOTE 2: Offerors are reminded that the Small Business Subcontracting Plan shall correlate with the proposal information on small business commitment.

Section 3. Price Proposal. Offerors shall submit a price proposal for each filter type offered, including prices for post-First Articles orders (CLINs 0001, 0002, and 0003) using a ladder pricing scheme and a fixed price for delivering First Articles (CLINS 0004, 0005, and 0006). For post-First Articles orders, prices shall be offered on a ladder scheme based on different quantities of filters that may be ordered in separate DOs; prices will be applied per-order, and not cumulatively over multiple delivery orders. Prices quoted shall be all-inclusive; that is, the filter prices must cover all costs to be incurred by the Government, as no additional funding will be provided (e.g., to complete sample testing activities required under this solicitation). For post-First Articles orders, the price proposal for each filter type shall follow the format of the table below, with levels omitted that exceed the maximum allowed on each CLIN.

Table 2. Price proposal table format

Level	Min Qty	Max Qty	Price per Filter
1	1	49	
2	50	99	
3	100	249	
4	250	499	
5	500	999	
6	1000	2499	
7	2500	4999	
8	5000	(Up to CLIN max)	

For First Articles CLINs, offerors shall submit a single, fixed dollar total for delivering the quantity required under that CLIN.

For DOs, including the initial DO attached to this RFP, the price proposal shall include a statement of the total cost to be incurred for the quantity requested (that is, Price per Filter at the price level for the quantity requested, multiplied by the quantity requested). The price proposal for each filter offered shall not exceed one (1) page in length.

Questions must be submitted through the SPAWAR ecommerce portal. Questions received within 5 days of the closing date of this RFP may not receive response.