

1 **INSTRUCTIONS TO OFFERORS**

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3 1. GENERAL

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5 In order for proposals to receive full consideration for award, the Offeror shall ensure that the information
6 furnished in support of the proposal is factual, accurate, and complete. Failure to provide the information
7 requested by this Request for Proposal (RFP) may render the Offeror's proposal incomplete and ineligible
8 for further consideration for award.

9
10 **PROPOSAL SUBMISSION**

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12 1.0 INTRODUCTION

13
14 1.1 The Government will make one contract award to either a large or small business Offeror. Large
15 Business Offerors shall submit all five proposal volumes cited below (See TABLE 1 – Proposal Volumes)
16 and address all evaluation factors set forth in Evaluation Factors for Award of this solicitation. Small
17 Business Offerors shall not submit a Sub Contracting Plan –Volume I, Section 5, as part of their proposal
18 submission

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20 1.2 The Government anticipates an award date in FY 2013 for this requirement.

21
22 1.3 The POC for this solicitation is:

23
24 Army Contracting Command-Aberdeen Proving Ground (ACC-APG),
25 Natick Contracting Division (NCD)
26 ATTN: Leo Fratis
27 64 Thomas Johnson Drive
28 Frederick MD 21702
29 301-619-7421/Leo.Fratis@us.army.mil

30
31 2. PROPOSAL SUBMISSION

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33 All proposals delivered in response to this solicitation shall reflect the following on the address label:

- 34
35 a. Solicitation Number: **W911QY-12-R-BSCV**
36
37 b. The legend: "TO BE DELIVERED UNOPENED TO LEO FRATIS"
38
39 c. The volume(s) and copy number(s) contained in each box

40
41 All proposal documents must be delivered to:

42
43 ATTN: Leo Fratis
44 64 Thomas Johnson Drive
45 Frederick MD 21702

46
47 **Please do not submit a transmittal letter with your proposal. Such a letter is unnecessary and**
48 **statements therein frequently create conflicts or ambiguities, raising the possibility that your**
49 **proposal takes exception to the terms and conditions of the solicitation. The Government will**
50 **provide a receipt onsite if the proposal is hand delivered.**

51
52 2.1 Proposals shall be submitted in five (5) volumes. Volumes I, II, III, and IV shall be VOID of any
53 proposal cost information. Each volume shall be a stand-alone document and shall clearly and completely
54 provide the information being requested. The five Areas, 1) Administrative, 2) Technical, 3) Past
55 Performance, 4) Small Business Participation Plan, and 5) Cost, corresponding to the required Volumes
56 will be evaluated as part of the source selection evaluation process described in Evaluation Factors for
57 Award of this solicitation.

58 2.2 ALTERNATE PROPOSALS

59
60 In addition to privately developed candidates that may be submitted in a proposal under this RFP, the
61 Government has its own Bioscavenger candidate. This government provided Bioscavenger candidate is
62 documented in the bidders' library. **Offerors may elect to submit a proposal for its own candidate, its**
63 **own candidate and the government's candidate, or just the government candidate development.** If
64 an Offeror intends to submit a proposal for its own candidate and the government's candidate, the
65 proposals must be submitted separately and not as a combined proposal with two Bioscavenger
66 candidates.

67 68 2.3 BIDDER'S LIBRARY

69
70 The bidder's library will be internet accessible. The library will be open for 45 days after the RFP release.
71 Please contact Leo Fratis for an appointment via e-mail to Leo.Fratis@us.army.mil.

72 73 2.4 INTELLECTUAL PROPERTY

74
75 The Government will not consider any proposed technology unless it is offered unencumbered by any
76 intellectual property protection.

77 78 3. ELECTRONIC PROPOSAL SUBMISSION

79
80 Electronic submission of proposals will not be accepted.

81 82 4. DELIVERY INSTRUCTIONS

83
84 4.1 In addition to the above, the contractor shall provide the Contracting Officer with:

85
86 Each of the five (5) volumes shall be saved in a separate file on the proposal CD. Each of the five (5)
87 volumes shall be contained in separate binders.

88
89 4.2 The narrative portions shall be in BOTH Microsoft Word and Adobe Acrobat (.pdf) format and any
90 graphics shall be in BOTH Microsoft PowerPoint and .pdf format. All of the CDs shall be submitted in a
91 non-compressed PC format.

92
93 Required CD and Hard copies, whether hand carried or sent through US Mail, shall be sent to:

94
95 Contract Specialist
96 ATTN: Leo Fratis
97 64 Thomas Johnson Drive
98 Frederick MD 21702

99 4.3 The Offeror's written proposal submission shall be clearly indexed and logically assembled.
100 Each volume shall be clearly identified and shall begin at the top of a page. All pages of each volume

101 shall be appropriately numbered and identified by the complete company name, date and solicitation
102 number in the header and/or footer. Proposals shall be formatted as follows:

103
104 Margins – Top, Bottom, Left, Right - 1”
105 Gutter – 0”
106 From Edge – Header, Footer - 0.5”
107 Page Size, Width – 8.5”
108 Page Size, Height – 11”
109 Printed on Single Side
110 Orientation – Portrait

111
112 4.4 The following additional restrictions apply:

- 113
- 114 a. Pages shall be single spaced and each paragraph shall be separated by at least one blank line.
115 The Offeror will use a standard, 12-point minimum font size in Times New Roman font. The
116 Offeror may use a reduced font size, not less than 8-point, and landscape orientation for tables
117 and illustrations. Tables or figures may be printed on foldout sheets, not to exceed 11 x 17
118 inches. Each foldout sheet will count as 1 page towards the maximum page count for each
119 volume. Align all text in “Align Left.” Do not “Justify” text. Use a single column (vice double
120 column) text format.
 - 121
 - 122 b. All printed pages shall contain the phrase: “SOURCE SELECTION INFORMATION” (printed
123 or stamped) in addition to the FAR 3.104 proprietary data notice.
 - 124
 - 125 c. File Packaging - Offerors shall submit all volumes in standard size 3-ring binders that will
126 facilitate the insertion of change pages and additional information the Offeror may be required to
127 provide during the source selection process.
 - 128
 - 129 d. All documents must have the submittal date in the headers.
- 130

131 5. PERIOD FOR ACCEPTANCE OF OFFERS

132

133 The period for acceptance of offers is 240 days after closing date of solicitation (this is the period of time
134 over which the Offeror’s proposal should remain valid in order to give the Government sufficient time to
135 conduct source selection).

136 6. PRE-AWARD SURVEY

137

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139 A Pre-Award Survey may be conducted by Defense Contracting Management Agency (DCMA) to
140 examine the Offeror’s record of integrity and business ethics (which includes satisfactory compliance with
141 the law including tax, labor and employment, environmental, antitrust, and consumer protection laws),
142 technical ability, production capacity, management structure, financial capability, accounting systems,
143 security controls/clearances, labor resources, performance record and ability to meet required schedules.

144
145 Also, a production pre-award survey may be conducted by Defense Contract Management Agency
146 (DCMA) to verify proposed production capacity. This survey may include a facility audit.

147 7. RFP COSTS

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151 The Offeror will not be reimbursed for any costs incurred prior to the effective date of the contract.
152

153 8. DISCLOSURE OF PROPOSAL 154

155 8.1 Information contained in the Offeror's technical/management or cost proposal may be released under
156 the Freedom of Information Act (5 U.S.C. 552) upon request from the public except to the extent it
157 contains trade secrets and privileged or confidential commercial or financial information. If the Offeror's
158 proposal contains material meeting this description which is customarily maintained in confidence in the
159 course of the Offeror's business and which is not otherwise publicly available, and if the Offeror does not
160 want it disclosed to the public, he shall mark the title page with the legend that follows: See FAR
161 52.215.1 regarding restriction on disclosure and use of the data.
162

163 “This proposal, furnished in response to RFP No W911QY-12-R-BSCV may contain trade
164 secrets and/or privileged or confidential commercial or financial information. This
165 information is maintained in confidence in the course of the Offeror's business and is not
166 otherwise publicly available. The Offeror submits this information to the Government in
167 confidence and understands that it is received with that intent. This information shall not
168 be released or disclosed outside the Government under the Freedom of Information Act
169 (5 U.S.C. 552) or under any other circumstances.”
170

171 8.2 Proposals so marked will be accepted by the Government in confidence and will not be released
172 provided that the Offeror and/or the Government can show, upon request under the Freedom of
173 Information Act, that disclosure would either (1) impair the Government's ability to obtain necessary
174 information in the future or (2) cause substantial harm to the competitive position of the Offeror.
175

176 9. SEQUENCE OF EVENTS 177

178 9.1 The Government will employ formal source selection techniques to evaluate proposals, conduct
179 discussions, if necessary, and determine the successful Offeror in this acquisition. "Offer", for the
180 purposes of this solicitation, shall be defined as a response to the solicitation that, if accepted, would bind
181 the Offeror to perform the resultant contract. The following Table summarizes the anticipated sequence
182 of events from RFP Release through Start-of-Work Meeting:
183

Event Completion	Date
RFP release	03 Jan 12
Cut off for Offerors submit questions for clarification	21 Jan 12
Government response to Offeror's questions posted	01 Feb 12
Written proposals due	17 Feb 12
Source Selection Evaluation Board (SSEB) evaluation of proposals	20 Feb 12 – 20 Sep 12
Award contract	1Q FY 13

184
185 9.2 The following describes the sequence of events Offerors can expect during proposal evaluation and
186 discussions:
187

- 188 a. Offerors shall submit any questions for clarifications regarding the RFP IAW the event table
189 above. The Government will provide responses in accordance with (IAW) the event table
190 above.
191

- 192 b. IAW the event table above, Offerors will submit their proposal IAW the table above and
193 SF33, block 8. The Offeror's proposal shall be submitted in accordance with the paragraph
194 below entitled "PROPOSAL PREPARATION INSTRUCTIONS."
195
- 196 c. Upon receipt, the proposals will be reviewed for completeness and compliance with RFP
197 requirements. The proposals will receive a detailed evaluation employing the process and
198 criteria identified in Evaluation Factors for Award of this solicitation. In accordance with
199 FAR 15.306(b), the Government may conduct exchanges with Offerors after receipt of
200 proposals. If required, the Government will request clarifications prior to competitive range
201 determinations.
202
- 203 d. The Government intends to evaluate proposals and award a contract without discussions with
204 Offerors (except clarifications as described in FAR 15.306(a)). However, the Government
205 reserves the right to conduct discussions and request proposal revisions if the Contracting
206 Officer later determines them to be necessary. If a competitive range is established, the
207 Government may limit the number of proposals to the greatest number that will permit an
208 efficient competition amongst the most highly rated proposals. For those Offerors in the
209 competitive range, the Government will submit Items for Negotiation, which shall be
210 answered by the Offeror.
211
- 212 e. The Contracting Officer will request a Final Proposal Revision (FPR) from those Offerors
213 within the competitive range. The Contracting Officer will establish a common due_date and
214 time for the submission of FPRs.
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- 216 f. The Government reserves the right to reject any proposal if data specified above is not
217 submitted with a revision or, if submitted, is inadequate to establish the acceptability of the
218 FPR. Any revision received after the closing time and date will be considered a late Offer in
219 accordance with this provision.
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242 10. PROPOSAL PREPARATION INSTRUCTIONS

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TABLE 1 – Proposal Volumes

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Volume	Title	Page Limitations	Copies
I	Administrative: Section 1 – Executive Summary (ES) Section 2 – Solicitation Documents and SF33 Provisions Section 3 – OCI Mitigation Plan Section 4 – Defense Contract Audit Agency (DCAA), Defense Contract Management Agency (DCMA) Offices, Facilities Security Officer (FSO) POC, Defense Security Service (DSS) office Section 5 – Subcontracting Plan Section 6 – Online Representations and Certifications (ORCA)	Section 1 is limited to 3 pages No page limitation on Sections 2, 4, 5, 6, and 7. Section 3 is limited to 10 pages.	2 hard copies and 2 CDs
II	Technical: Subfactor 1.1 – Product Profile Subfactor 1.2 – Technical Approach Subfactor 1.3 – Program Management	150 pages (does not include SOW, IMP, IMS, CWBS, EVMS, QMP)	2 hard copies and 2 CDs
III	Past Performance: POC List for Past Performance Risk Assessment	15 pages	2 hard copies and 2 CDs
IV	Small Business Participation Plan:	10 pages Appendix 1 (Teaming Arrangements)-No page limitation	2 hard copies and 2 CDs
V	Price (other than Cost Data)	No page limitation	2 hard copies and 2 CDs

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- a. Information shall be confined to the appropriate volume to facilitate independent evaluation. The proposals shall be clear and concise, logically assembled (with all pages appropriately numbered), as well as indexed and cross-indexed to the Request for Proposal (RFP) as appropriate. Pages over the maximum page limitation for any of the five volumes, evaluation factor, or evaluation sub-factor will be excluded from evaluation.
- b. Pages 11 x 14 may be used for graphics and will count as one page.

- 255 c. The Offeror shall write each volume on a stand-alone basis so that the Government can
 256 evaluate its contents without cross-referencing to other volumes of the proposal. Information
 257 must be included in the designated volumes to be considered in the evaluation. Information
 258 cross-referenced to another volume will not be evaluated.
 259
- 260 d. The CD submission for each volume shall contain one copy of the respective proposal
 261 volume. The Offeror shall submit subcontractor proprietary or sensitive information on a
 262 separate CD (appropriate number of copies according to volume number) in a separate sealed
 263 envelope marked with prime and subcontractor identifying information. If a discrepancy
 264 exists between the original paper copy of the proposal and the CD copy, the original paper
 265 copy will take precedence.
 266
- 267 e. Exceptions to the page limitations are, if required: cover pages, indices/tables of contents,
 268 volume/SOW/RFP cross-references, and divider pages.
 269

270 11. PROPOSAL CONTENTS - General.

271 **Volume I - ADMINISTRATIVE**

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Section 1 - Executive Summary - A letter formally transmitting the proposal shall include:

- a. Master Index. Identifies the location of all major topics provided in each volume.
- b. Statement of Compliance. Each Offeror shall include a statement indicating complete compliance with the solicitation in the Administrative volume, or detailed analysis of any objections, exceptions, contingencies, or additions. Any objection, exception, contingency, or addition shall be cross-referenced to the applicable solicitation paragraph(s).
- c. Format and Content. Each Offeror shall describe any deviations from the specified proposal format and content. If the Offeror's proposal differs from these guidelines, state the differences, and explain the reason.

Section 2 – Solicitation Documents and SF33 Provisions. Each Offeror shall complete blank lines and provide signatures for the provisions and contract sections indicated below without modification to the files. An authorized official of the firm shall sign the proposal and complete/sign all provisions and certifications requiring original signature. A .pdf file shall be created to capture the signatures for submission in the Administrative volume.

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The Offeror shall acknowledge any amendments to this solicitation. Amendments must be acknowledged by signature of an official having the authority to bind the offeror's firm contractually by the completion of the SF30 or appropriate annotation on the SF33.

Section 3 – Organizational Conflict of Interest Mitigation Plan. The Offeror shall include its mitigation plan, if applicable, in accordance with the clauses and provisions listed elsewhere in the RFP.

Section 4 – DCAA, DCMA Offices, Facilities Security Officer (FSO) POC, Defense Security Service (DSS) office. The Offeror shall provide the company's cognizant DCAA, DCMA, and DSS office addresses and contact information. Additionally, the Offeror shall identify their FSO POC.

277 Section 5 – Subcontracting Plan. The Offeror (excluding Small Business Offerors) shall submit a
278 subcontracting plan in accordance with FAR Clause 52.219-9 and DFARS Clause 252.219-7003 (for
279 reference, see FAR 19.704 and DFARS 219-704). The negotiation of a subcontracting plan shall not be
280 considered a reopening of negotiations closed by a Final Proposal Revision (FPR).

281 The Offeror (including Small Business Offerors) shall provide, if applicable, a summary describing
282 the teaming or subcontracting arrangement established for this RFP. The summary shall reflect each
283 proposed team member by company name and address, and describe the arrangement, amount and type of
284 work performed by each company, and financial arrangements. The Offeror shall include a signed .pdf
285 document (format as established by the Offeror) indicating a legally binding agreement (i.e. Teaming
286 Agreements) among the parties.

287 Section 6 – Representations and the Offeror shall register in Online Representations and Certifications
288 Application (ORCA) for the NAICS code assigned to this effort (334290), and submit a printed copy of
289 their ORCA data in Volume 1, section 7 with a PDF version on the Volume 1 CD. Offerors must be
290 registered in ORCA site at <https://orca.bpn.gov>. Offerors shall enter their Representation and
291 Certification information once for the NAICS code applicable to this RFP, 541711, for use on all Federal
292 Contracts.

Volume II – TECHNICAL

293

294 The Technical Section shall not contain any reference to cost; however, information concerning
295 labor hours and categories, consultant services, travel requirements, materials and equipment needed,
296 and, if applicable, signed Subcontractor(s) agreements, shall be contained in the Technical Section in
297 sufficient detail so that the Government may adequately evaluate Offeror's understanding of the SOO.
298 Preclinical *in vivo* data may be provided for the advanced development of the Government
299 candidate in a bidder's library.

300

301 Subfactor 1.1 Product Profile

302

303 The Offeror shall submit **open source or proprietary** *in vivo* efficacy studies that demonstrate the
304 proposed Medical Countermeasure (MCM) will, when administered prior to exposure to a supralethal
305 dose of organophosphorous (OP) nerve agent(s) either prevent or reduce the extent of injury resulting
306 from nerve agent poisoning and result in increased survival and reduced incapacitation. The Offeror shall
307 submit data to support this indication to include the following: (1) *in vivo* animal efficacy data
308 demonstrating increased survival in appropriate animal models that suggests potential human efficacy; (2)
309 data demonstrating the mechanism of action is through inactivation or scavenging of OP nerve agent; and
310 (3) data supporting claims regarding the pharmacokinetic performance the proposed MCM. Offerors
311 proposing development of the Government candidate shall provide a plan to demonstrate bioequivalency.

312

313 Mechanism of action data is required to satisfy the requirements for U.S. Food and Drug
314 Administration (FDA) approval under the “Animal Rule” (21 Code of Federal Regulations [CFR] 314
315 Subpart I or 21 CFR 601 Subpart H). Offerors shall demonstrate an understanding of the mechanism of
316 action of their candidate and justify a correlate of protection sufficient to satisfy requirements under the
317 Animal Rule.

318

319 The Offeror shall submit *in vivo* safety/performance data that would suggest safety of the proposed
320 countermeasure without unacceptable performance decrements in human subjects. The Offeror may
321 submit *in vitro* data that support the presented *in vivo* safety/performance data.

322 The Offeror shall provide current product stability data and Offeror's proposed stability test plan.
323 Offeror shall provide a proposed concept of operation for the MCM and evidence supporting the proposed
324 route of administration and treatment regimen. The Offeror shall provide data regarding the time to effect
325 and duration of effect against a supralethal exposure of a broad spectrum of nerve agents. The Offeror
326 shall describe proposed product specifications and characteristics, including shelf life stability and field
327 suitability.

328

329 **Subfactor 1.2 Technical Approach**

330

331 The Offeror shall describe in detail **all past accomplishments and future projected efforts**, directly
332 related to the proposed candidate(s), for the following areas at a minimum:

333

334 1. Regulatory:

335 1.1 Submit an IND, or provide sufficient documentation for having completed activities leading to an
336 electronic submission of an IND in eCTD format.

337 1.2 Prepare and submit, in electronic CTD format, a NDA/BLA for FDA review. The Offeror shall
338 prepare and submit responses to requests for additional information from the FDA during the
339 NDA/BLA review process.

340 1.3 Describe in sufficient detail the Offeror's access to or plans to obtain adequate facilities that are
341 compliant with the appropriate cGMP, GLP, GCP regulations for animal housing and care,
342 biocontainment, manufacturing, and testing (clinical and non clinical).

343 1.4 This development strategy will include the use of the "Animal Rule" (21 Code of Federal
344 Regulations [CFR] 314 Subpart I or 21 CFR 601 Subpart H) and Offerors require documented
345 discussions with the FDA regarding requirements for FDA approval of a medical nerve agent
346 countermeasure.

347

348 2. Non-Clinical:

349 2.1 Conduct of appropriate nonclinical acute toxicology studies in accordance with Good Laboratory
350 Practices (GLP) regulations and guidelines necessary to support an IND submission. All animal
351 protocols must be or have been approved by the local Institutional Animal Care and Use
352 Committee (IACUC) and the DoD Animal Care and Use Review Office (ACURO).

353 2.2 Conduct of appropriate pilot animal studies to define the essential elements required to develop a
354 relevant animal model to support approval under the Animal Rule. All animal protocols must be
355 or have been approved by the local IACUC and the DoD ACURO.

356 2.3 Develop and validate analytical assays for formulated product characterization and lot release.
357 Assays will be compliant with cGMP standards. Establish lot release specifications for process
358 development.

359 2.4 Perform an ICH-compliant stability testing program on validated manufactured product
360 manufactured for Phase 2 expanded safety clinical study and non clinical definitive animal
361 efficacy studies to establish a shelf life for the product in a delivery system suitable for military
362 use.

363 2.5 In addition to stability testing conducted to establish shelf life, conduct stability testing to
364 establish operational storage and distribution temperature ranges. The stability profile shall be
365 used to select an appropriate Time Temperature Indicator (TTI).

366 2.6 Conduct appropriate nonclinical studies in accordance with GLP regulations and guidelines to
367 support submission of a NDA/BLA.

368 2.7 Conduct necessary definitive efficacy studies in relevant animal models in accordance with GLP
369 regulations and guidelines. All animal protocols must be approved by the local IACUC and the
370 DoD ACURO.

371

- 372 3. Clinical:
- 373 3.1 Conduct a Phase 1 dose escalation, safety, and pharmacokinetics (PK) clinical studies in relevant
- 374 human subject populations in accordance with FDA Good Clinical Practices (GCP). The clinical
- 375 protocol must be or have been approved by the local Institutional Review Board (IRB) and the
- 376 DoD Human Subjects Research Review Board (HSRRB). Historically, the average amount of
- 377 time required for DoD HSRRB approval is three months.
- 378 3.2 Conduct a Phase 2 expanded safety clinical study in a relevant human subject population in
- 379 accordance with GCP. Clinical protocols must be approved or have been approved by the local
- 380 IRB and the DoD HSRRB.
- 381
- 382 4. Manufacturing:
- 383 4.1 Conduct of small-scale process development and qualification efforts to achieve a small-scale
- 384 manufacturing process for a high purity nerve agent prophylactic in accordance with cGMP.
- 385 4.2 Manufacture a nerve agent prophylactic suitable for nonclinical toxicology studies and clinical
- 386 trials.
- 387 4.3 Refine and select a final product formulation suitable for administration in humans and a delivery
- 388 system suitable for military use.
- 389 4.4 Store formulated product from the same lot as was used in the Phase 1 clinical trial under cGMP
- 390 controlled conditions from date of manufacture through two years following the end of the Phase
- 391 1 clinical trial and perform International Conference on Harmonisation (ICH)-compliant stability
- 392 testing.
- 393 4.5 Develop scale-up manufacturing processes and conduct manufacturing qualification and
- 394 validation to achieve cGMP-compliant manufacturing processes.
- 395 4.6 Manufacture a cGMP product suitable for expanded nonclinical safety studies, definitive animal
- 396 efficacy studies, and Phase 2 clinical trials. Manufacture consistency lots, and proactively
- 397 cooperate with the FDA Pre-Approval Inspection to support requirements for the demonstration
- 398 of a consistent and robust manufacturing process as required for approval or licensure by the
- 399 FDA.
- 400 4.7 Conduct assay development/qualifications to assess technical and schedule risks.
- 401 4.8 If pursuing the Government's candidate, describe in detail a proposed acute bioequivalence study.
- 402

403 **Subfactor 1.3 Program Management**

404

405 The Offeror's proposed **SOW** shall be based on the SOO provided by the Government. The final

406 proposed SOW, when accepted by the Government, will be incorporated into the contract at time of

407 award. For that reason, this section shall be a standalone document. The Offeror's proposed SOW shall

408 address all requirements starting with Section C.1 of the attached Government SOO. The Offeror shall

409 demonstrate in their Statement of Work (SOW) an understanding of the guidelines and rules surrounding

410 DoD Acquisition programs (DoD 5000-series issuances), the requirements of the FDA to approve a

411 product, and the coordination of both to effectively execute the Bioscavenger project and deliver a safe

412 and effective countermeasure to the Warfighter while meeting cost, schedule, and performance

413 requirements. Refer to the DoD handbook:

414 https://www.acquisition.gov/comp/seven_steps/library/DODhandbook.pdf for development of the

415 SOW.

416

417 The Offeror's proposed **IMP** shall demonstrate that the development program is structured to provide

418 a balanced technical approach, to minimize and control risk, to accomplish up-front summary planning

419 and commitment, and to provide a basis for subsequent detailed planning. The IMP shall be directly

420 traceable to the SOW, CLINs, IMS, Risk Management Plan, and the CWBS. The IMP shall be structured

421 to allow routine measurement of progress toward each program's lifecycle management requirements and

422 to provide management with in-process verification of requirements in order to make informed event
423 decisions. The events, accomplishments and criteria shall be sufficient to account for the entire
424 program/project under contract. The IMP shall define the management approach for interfacing with
425 Subcontractors/Consultants. The Offeror shall provide a draft IMP as part of the proposal submission.
426 The Draft IMP will not duplicate details listed in the Technical Volume, but it shall demonstrate how all
427 components are integrated. The draft IMP shall provide sufficient detail to fully demonstrate an
428 understanding of the scope and flow of the work. The IMP shall include a Product Development Plan
429 through FDA approval. The final IMP will become contractually binding and will be updated only upon
430 contract modifications. The IMP shall contain the date for delivery of a prophylactic nerve agent
431 countermeasure that has achieved FDA licensure. In addition to a high level presentation in PDF format
432 as part of the Program Management submission, the Offeror shall utilize an electronic copy of the plan for
433 submission of data in "Read Only" format that shows all links for review. Refer to the Integrated Master
434 Plan and Integrated Master Schedule Preparation and User Guide
435 (http://www.acq.osd.mil/se/docs/IMP_IMS_Guide_v9.pdf) for development of the IMP.
436

437 The Offeror's proposed **IMS** shall document the critical path, major milestones, tasks/activities,
438 duration, lead/lag/slack time, and schedule relationships. The IMS shall be directly traceable to the SOW,
439 CLINs, and the CWBS. The IMS is intended to be used as a tool for day to day tracking of the
440 program/project. Tasks/activities should roll-up to increasingly higher summary levels. All tasks/activities
441 in the IMS should be logically linked together showing predecessor/successor relationships. The
442 tasks/activities shall be sufficient to account for the entire program/project under contract. In addition to a
443 high level presentation in PDF format as part of the Program Management submission, the Offeror shall
444 utilize an electronic copy of the schedule for submission of schedule data in "Read Only" format that
445 shows all formulas and links for review. Dates delineated in the IMS and Section F shall become
446 contractually binding, and will be adjusted accordingly, based on actual contract award date. The IMS
447 shall contain the date for delivery of the proposed FDA-approved product.
448

449 The Offeror shall provide a plan for adequate integration of technical performance with cost and
450 schedule objectives via an **EVM System (EVMS)**, not to include Firm-Fixed Price efforts of the
451 proposal. The EVM plan shall include implementation plans for monitoring/reporting technical
452 performance, cost and schedule. The plan shall address the identification of key processes and risk-
453 planning activities related to frequency, intensity and schedule. Key processes related to EVMS may
454 include organizing, scheduling, work/budget authorization, accounting, indirect management,
455 management analysis, change incorporation, material management, and Subcontract management. The
456 Offeror may submit a proposal and cost for upgrading a current system to comply with the EVMS
457 standard (ANSI/EIA-748) and the Government will consider reasonable plans and costs for improving an
458 existing system, but will not pay for the costs for establishing an EVMS where none previously existed.
459 For those Offerors requiring an upgrade to an existing management system to become fully compliant
460 with this effort, the sub-CLIN shown in Section B will be divided into two separate EVMS sub-CLINS:
461 the first to be for the upgrade, and the second for the recurring EVM reports. In the event that a contract is
462 awarded below the EVMS threshold, this requirement will be excluded at award.
463

464 The Offeror shall identify potential risks and describe the implementation of an integrated and
465 proactive **risk management plan** as part of an overall management scheme (e.g., risk planning, risk
466 assessment, risk handling, risk monitoring and documentation). The risk management plan shall discuss
467 integrated methods for identifying, analyzing, prioritizing, and tracking risk drivers and include plans for
468 adequate resources for risk mitigation. The Offeror shall describe tools or methodologies used in the
469 integrated risk management and risk assessment processes. Information regarding the Governments Risk
470 Management is available at http://www.dau.mil/pubs/gdbks/risk_management.asp.

471 The Offeror shall present mechanisms for managing and interfacing key
472 **Subcontractors/Consultants** and the Government to include discussion of its techniques for
473 communicating with its subcontractors/consultants and its plan for ensuring that performance is at the
474 level required to ensure timely and effective contract execution.
475

476 Provide a detailed description of the ability of the Offeror's manufacturing facility to comply with
477 security clearance requirements listed in the DD254 and Security Classification Guide.
478

479 The proposal shall include a Curriculum Vitae and bibliographic data for the Program Manager and
480 Directors (or equivalent) of Regulatory Affairs, QA/QC, Process Development, Risk Management, and
481 Manufacturing. **Key Personnel** must be identified and shall be available. If Key Personnel are not
482 presently employed by the Offeror, a description of the terms of the commitment(s) must be presented.
483 The proposal shall describe a plan for addressing vacancies within Key Personnel. The technical proposal
484 must list the names and proposed duties of Consultants and Key Subcontractor personnel. Resumes shall
485 include relevant education, background, recent experience and specific or technical accomplishments. The
486 Offeror shall describe the proposed labor hours and labor categories relating to the performance of the
487 SOW of Key Personnel.
488

489 The Offeror (and key sub-contractors) shall provide a **Quality Management Plan (QMP)** for
490 quality standards in facilities; equipment; methods; practices; records; controls; documentation supporting
491 implemented, comprehensive GLP, cGMP, and GCP compliant systems; comprehensive and adequately
492 staffed Quality Assurance Unit; established quality agreements with subcontractors/consultants and the
493 approach to technology transfers of processes, animal models and assays.
494

495 **Volume III– PAST PERFORMANCE**

496

497 The Offeror shall prepare and submit a Past Performance Volume. The Offeror shall provide
498 Performance Information using the format shown in Instructions to Offerors, Table 3. Relevant efforts
499 are defined as those serving as a prime contractor or major subcontractor filling multiple delivery supply
500 orders with a total contracted value of \$10M or more in demonstrated relevant performance. Offerors shall
501 provide five (5) submissions reflecting their past performance within the last three (3) years. If applicable to
502 the Offeror, submission of past performance information at the delivery order level will count as separate
503 submissions (i.e. Citation of multiple orders under a single IDIQ type contract does not constitute a single
504 submission). By submission of past performance data, the Offeror: 1) authorizes the Government to seek
505 and use information from commercial sources to verify performance on past commercial contracts, if
506 applicable; and 2) constitutes consent from subcontractors/consultants, teaming partners, and/or joint
507 venture partners to release past performance information to the Offeror in order for the Offeror to respond
508 to such information, if required by the Government.

509 All information required pertains to all proposed first-tier subcontractors/consultants with whom the
510 Offeror is teaming, as well as the Offeror. The Offeror shall submit with its proposal the first tier
511 subcontractors' letter(s) of consent allowing the Government to disclose the subcontractors' past
512 performance to the Offeror during negotiations.
513

514 **Contract Descriptions**

515

516 Past performance information on all contracts (as a prime or subcontractor) during 2009, 2010 and
517 2011 relevant to the efforts required by this solicitation shall be submitted. The Government may choose
518 to investigate contracts prior to the past three (3) years for the purpose of the evaluation. In addition, any
519 and all contracts terminated for cause in whole or in part during the past five (5) years, to include those

520 currently in the process of such termination are considered relevant and the Offeror shall provide past
 521 performance information for those contracts. Information shall include the following:

- 522
- 523 • Role as prime or subcontractor
- 524 • Place of performance, Commercial and Government Entity (CAGE) Code and Data Universal
- 525 Numbering System (DUNS) numbers
- 526 • Contracting activity, current address, telephone and FAX numbers
- 527 • Procuring Contracting Officer's (PCO) name, current telephone and FAX numbers
- 528 • Technical representative/Contracting Officer's Representative (COR) name, current telephone
- 529 and FAX numbers
- 530 • Contract Administrative Activity and the Administrative Contracting Officer's (ACO) name,
- 531 current telephone and FAX numbers
- 532 • Contract Administrative Activity's Pre-Award Monitor's name, current telephone and FAX
- 533 numbers
- 534 • Contract Number/Contract Type
- 535 • Awarded Cost
- 536 • Final or projected final cost
- 537 • Original delivery schedule; Final or projected final delivery schedule
- 538

539 Performance

540
 541 For each of the contracts described above the Offeror shall describe the objectives achieved detailing
 542 how the effort is similar to the requirements of this solicitation. For any contracts which did not/do not
 543 meet the original requirements with regard to original cost, schedule, or technical performance, the
 544 Offeror shall provide a brief explanation of the reason(s) for such shortcomings and any demonstrated
 545 corrective actions taken to avoid recurrence. The Offeror shall list each time the delivery schedule was
 546 revised, and provide an explanation of why the revision was necessary. The Offeror shall also provide a
 547 copy of any cure notices or show-cause letters received on each contract listed and description of any
 548 corrective action taken. For any terminated contracts, the Offeror shall indicate the type and reasons for
 549 the termination.

550
 551 In addition, the Government reserves the right to use alternative resources to gather past performance
 552 information, to include, but not limited to Past Performance Information Reporting System (PIRS),
 553 commercial contracts, contracting officer Information and other sources.

554
 555 Terminations For Default: Offerors shall provide notification to the Government pertaining to all
 556 contracts the Government has terminated for default in whole or in part, for any reason, during the past
 557 two years. This shall include those contracts currently in the process of termination. The Offeror shall
 558 provide the contract number, program name, type of contract, contract value, Point of Contact (POC)
 559 information of the Government Project Director and PCO, brief description of the effort, and the cause(s)
 560 for termination.

561
 562 Past Performance Questionnaire: Offerors are required to obtain information from the requisite
 563 customer of the programs included as Past Performance submissions in Volume III to assist the
 564 Government in its assessment of performance risk for each Offeror. The Offeror shall provide the Past
 565 Performance Questionnaire, provided as Attachment 6, to the Customer Program Manager and the
 566 Contracts POC identified in Part F of each Past Performance submission included in Volume III of the
 567 Offeror's proposal. The Offeror shall complete Part A of the questionnaire prior to sending to the
 568 applicable POC for completion. The Offeror shall advise the reporting Government Agency or

569 commercial entity that completed Past Performance Questionnaires are considered Source Selection
570 Sensitive in accordance with FAR 3.104. Under no circumstance shall completed Past Performance
571 Questionnaires be returned to the Offeror by the respondent. All completed Past Performance
572 Questionnaires shall be sent only to the Government POC, Leo Fratis, via e-mail to
573 Leo.Fratis@us.army.mil. Offerors shall ensure that completed questionnaires are submitted to the
574 Government no later than one day before the proposal due date (Offeror shall advise the responding
575 Government agency or commercial entity of the applicable date). Completed Past Performance
576 Questionnaires will not count towards the page limit for Volume III as set forth in paragraph 10, Proposal
577 Preparation Instructions, Table 1- Proposal Volumes of the RFP.
578

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Table 3

PERFORMANCE INFORMATION

Provide the information this format requests for each program you describe below. Provide comments regarding your performance on the relevant programs you identify.

A. Company Name (Company/Division/Team Member): _____

B. Program Title: _____

C. Contract Specifics:

1. Contract Number: _____

2. Contract Type: _____

3. Period of Performance: _____

4. Contract \$ Value: _____

D. Period of Performance:

1. Original Date: _____

2. Current Scheduled Date (if applicable): _____

3. How Many Times Changed: _____

4. Primary Cause Of Change: _____

E. Brief Description R&D Products and Efforts: _____

Agency Supported: _____

Scope of Participation: Prime _____ 1st Tier Sub _____ 2nd Tier Sub _____ Other _____

F. Primary Points of Contact: (Please provide current information on all individuals)

1. Customer Program Manager: Name: _____
(If scope of participation was as Office: _____
a subcontractor or was a commercial Address: _____
contract, provide Contractor's PM or _____
equivalent employee's information) Phone: _____
Email: _____

2. Procuring Contracting Officer (PCO) or Name: _____
Contract Administrator (if commercial) Office: _____

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Address: _____

Phone: _____
Email: _____

- G. Address your execution of the program in terms of cost, schedule, and performance.
- H. Describe the work performed and your business processes and procedures employed relative to the functional areas described in L.5.1.
- I. Address any technical (or other) area about this program considered unique.
- J. Address issues of complexity relative to the cited program.
- K. Identify any significant problems encountered on the program and demonstrated corrective action taken.

In addition, the Government reserves the right to use alternative resources to gather past performance information.

Volume IV–SMALL BUSINESS PARTICIPATION PLAN

Small Business Participation Plan Template:

- 1. All Offerors, both small and large businesses, are required to submit Small Business Participation Plan information in accordance with DFARS 215.304 that shall include the following:
- 2. Total Contract Value (including options): \$ _____
- 3. Dollar Value of your participation as a prime contractor: \$ _____
- 4. Dollar Value and Percentage of Total Contract Value of Subcontracts Planned For:

	Dollar Value	Percentage of Total Contract Value
Large	\$ _____	_____
Total Small	\$ _____	_____
Small Non-Disadvantaged	\$ _____	_____
Small Disadvantaged	\$ _____	_____
Small Woman Owned	\$ _____	_____

670 Small HUB Zone \$ _____

671

672 Small Veteran Owned \$ _____

673

674 Small Service Disabled \$ _____

675 Veteran Owned _____

676

677 Each percentage above shall be accompanied by detailed supporting documentation regarding individual
 678 commitments. Detailed explanations shall also be provided when the percentage falls short of the DOD
 679 goals.

680

681 NOTE: The sum of the dollar values and percentages of Small Non-Disadvantaged and Small
 682 Disadvantaged should equal the entries for the Total Small. However, the sum of all the percentages
 683 under Paragraph (4) need not equal 100% since the prime is not included and individual
 684 subcontractors/consultants may be counted towards more than one category. All percentages should use
 685 the TOTAL CONTRACT VALUE as a baseline.

686

- 687 a. List principal supplies/services (be specific) to be subcontracted to:
- 688

Name of Company	Type of Service/Supply
--------------------	---------------------------

691 Large:

692

693 Small Non-Disadvantaged:

694

695 Small Disadvantaged:

696

697 Small Woman Owned:

698

699 Small HUB Zone:

700

701 Small Veteran Owned:

702

703 Small Service Disabled Veteran Owned:

704

705

706 NOTE: For purposes of subcontracting, Historically Black Colleges and Universities/Minority
 707 Institutions (HBCUs/MIs) are considered as disadvantaged and should be broken out separately.

708

- 709 b. Prior Performance Information: Provide any information substantiating the Offeror's track
 710 record of utilizing small business on past contracts. Any information concerning long-term
 711 relationships with Small Business subcontractors/consultants, such as mentor-protégé
 712 relationships should be provided.
- 713

- 714 c. Extent of Commitment: Provide documentation regarding enforceable commitments to
 715 utilize any small business category, as defined in FAR, Part 19, as subcontractors/consultants.
- 716

717 NOTE: In order to verify the veracity of the proposed goals, offerors shall submit a .PDF copy of signed
 718 teaming arrangements as Appendix 1 to Volume IV, with no page limitations.

719

720 **Volume V – COST PROPOSAL (AND CONTRACT DOCUMENTATION)**

721

722 Section A: Complete the OFFER part of the Standard Form (SF) 33 format. An official having the
723 authority to bind the firm contractually must sign the SF33. If this individual is not an officer of the
724 company, the proposal shall be accompanied by some form of written evidence of the individual's
725 authority to bind the company, under contract, to a particular course of action. This might include such
726 evidence as a written delegation of said authority, signed by an officer of the company. **See Attachments**
727 **with Cost Templates.**

728

729 The Cost Proposal shall be an integrated and comprehensive estimate with descriptions of
730 estimating techniques and allocation methods that correlate in sufficient depth with the proposed
731 SOW, CWBS, IMS and Contract Line Items (CLINs) when applicable. Estimating technique(s) used
732 to create the proposal shall be clearly identified. Reasonable and supportable allocation techniques
733 may be used to spread hours and/or cost to lower levels of the CWBS. While it is intended that
734 Offerors shall use their own format for providing the information requested in these instructions,
735 failure to submit all information requested may result in rejection of your proposal.

736 The Cost/Price Proposal shall include a cost breakdown by Government Fiscal Year (1 Oct-30 Sep).
737 Offerors shall utilize the Microsoft Excel workbook templates provided in Section L, Attachment D for
738 submission of cost and pricing information. The Offeror shall submit a separate workbook for each
739 CLIN. Cost/price information shall be submitted in "Read Only" format that shows all the calculations,
740 formulas, and links for review. Option CLIN and Subcontractor efforts shall be reflected separately, but
741 will include at a minimum, the information requested in the spreadsheet. Totals from detailed
742 spreadsheets should track to the summary spreadsheet.

743 The Offeror shall submit an estimate by CWBS, by Government Fiscal Year (1 Oct – 30 Sep). Data
744 for this spreadsheet will be provided at a minimum of CWBS Level 4 with subtotals provided at level 2.
745 Add columns for additional years as required.

746 The Offeror shall address the following cost elements in sufficient detail to demonstrate
747 reasonableness of the proposed costs.

748 Direct Labor. Provide estimated hours by CWBS (minimum Level 4), labor category and
749 Government fiscal year. Explain the method used to determine the estimated hours necessary for each
750 effort. Indicate if the proposed loaded rates are based on actual or projected rates for current employees.
751 Indicate the escalation factor used and first month(s) for each Government fiscal year that the escalation
752 factor is applied. Level of effort activities shall be expressed in man-hours. Define the number of man-
753 hours that equal a man-year. Total labor costs/hours should track to summary spreadsheet. Add columns
754 for additional years as required.

755 Subcontractor Costs. Provide a complete description of all Subcontractor costs, including any
756 Teaming Arrangements/Agreements by CWBS (minimum Level 4). Submit proposals for major
757 Subcontractors, which are those with subcontract values exceeding \$250,000 ("Major Subcontractors").
758 Total subcontractor costs should track to the summary spreadsheet. The Offeror shall provide the basis of
759 selection of the subcontractor and their analysis conducted to determine price reasonableness. Offerors
760 shall include Subcontractor letters of commitment.

761 Consultants. Justify the requirement for consultant services. List proposed Consultants by name, if
762 known. For each Consultant, describe: (1) nature of services, (2) CWBS supported (minimum Level 4),
763 (3) fee rate, and (4) total Consultant fee and any other allowable related costs (e.g., travel, per diem). The
764 Offeror shall provide the basis of selection of each Consultant and their analysis conducted to determine
765 price reasonableness. Total consultant costs should track to the summary spreadsheet.

766 Materials and Supplies. Provide a detailed listing of materials and supplies by CWBS (minimum
767 Level 4), quantity, unit cost, and basis of estimate (e.g., vendor quotes, catalog pricing, subcontracting
768 estimates). Competitive historical price information of prior purchases is adequate. For all sole-sourced
769 materials and supplies, provide a consolidated cost summary of individual material quantities included in
770 the CWBS being proposed and the basis of estimate. Total materials and supplies costs should track to
771 the summary spreadsheet.

772 Travel. Provide the purpose, origin, destination, and duration of travel. Offerors are encouraged to
773 read FAR 31.205-46 regarding permissibility of travel costs. Total travel costs should track to the
774 summary spreadsheet.

775 Equipment. Contractors are ordinarily required to furnish all property necessary to perform
776 Government contracts. The Government shall provide property to contractors only when it is clearly
777 demonstrated-

- 778 (1) To be in the Government's best interest;
- 779 (2) That the overall benefit to the acquisition significantly outweighs the increased cost of
780 administration, including ultimate property disposal;
- 781 (3) The provision of the property does not substantially increase the Government's assumption of
782 risk; and
- 783 (4) The Government requirements cannot otherwise be met.

784 The contractor's inability or unwillingness to supply its own resources is not sufficient reason for
785 the furnishing or acquisition of property.

786 Provide a list of all proposed equipment to be purchased under the cost plus CLINs in support of
787 the contract by CWBS (minimum Level 4). The list shall include equipment description, manufacturer,
788 manufacturer's address, model and stock number, and estimated unit cost. Total equipment costs should
789 track to the summary spreadsheet.

790 Other Costs. List direct costs not included in the above categories (i.e., special tooling, computer
791 services, preservation, and packaging) and provide the basis of estimate.

792 Indirect Cost. Provide current rates for Overhead, Material Handling, General and Administrative
793 (G&A), Facility Capital Cost of Money and any other indirect costs for all effort proposed. Provide

794 forward pricing agreements if applicable. If forward pricing agreements are not in place, include
795 historical trend for the last three-year period to assist in evaluating proposed rates.

796 In accordance with FAR 15.403-1(b) and 15.403-3(a), information other than cost data may be
797 required to support cost reasonableness. Information shall be provided in accordance with FAR 15.403-5.
798 If, after receipt of proposals, the Contracting Officer determines that there is insufficient information
799 available to determine cost reasonableness and none of the exceptions in FAR 15.403-1 apply, the Offeror
800 shall be required to submit cost data.

801
802 Capital Cost of Money (FCCM). If FCCM is proposed, the Offeror must submit Form CASB-CMF
803 and show the calculations of the proposed amount (see FAR 31.20510).

804 If the Offeror is currently under audit cognizance of the Defense Contract Management Agency
805 (DCMA) and/or the Defense Contract Audit Agency (DCAA), the name, address, and telephone
806 number of the Government Agency's Point of Contact shall be furnished.
807

808 Provide a description of the estimating system or methods used. Identify any deviations from
809 these standard estimating procedures used in preparing this cost proposal. Indicate if there is
810 Government approval of the system and if so, provide evidence of such approval.

811 Provide a summary description of the purchasing system or methods (how sources are selected,
812 what provision is made to ensure quantity and other discounts) used. Identify any deviations from
813 these standard procedures in preparing this cost proposal. Indicate if there is Government approval of
814 the system and if so, provide evidence of such approval.

815 Indicate if there is Government approval of the accounting system and if so, provide evidence of
816 such approval. Identify any deviations from these standard procedures in preparing this cost proposal.
817 Offerors must have an accounting system that has been determined by DCAA adequate for determining
818 costs applicable to the contract, prior to receiving a Government contract which is of a cost reimbursable
819 type. Offerors must provide or seek approval from the cognizant DCAA prior to submission of its
820 proposal under this RFP.

821 Offerors shall provide copies of their annual financial statements for the last three years.

822 **Contract Documentation**

823 The purpose of this section is to provide information to the Government for preparing the contract
824 document. The Offeror's proposal shall include a signed copy of the cover SF 33 and Sections A through
825 K as shown below:

826 Section A – Solicitation/Contract Form, Standard Form 33. Offeror shall complete blocks 12
827 through 18.

828 Section B – Supplies or Services and Costs. Offeror shall complete cost information for all
829 CLINs.

830 Section F – Deliveries or Performance. Proposed delivery schedule.

831 Section J – Exhibits and Attachments

832 Section K – Representations, Certifications, and other Statements of Offerors. Completed
833 representations, certifications, acknowledgments, and statements.

834

835 Any exceptions taken to terms and conditions as shown in the solicitation shall be identified. Provide
836 rationale in support of the exception and fully explain its impact, if any, on the performance, schedule,
837 cost, and specific requirements of the solicitation.

838 Subfactor 1.5 Organizational Management Structure

839

840 The Offeror shall provide its organizational structure to include subcontractors/consultants that
841 comprise the entire LKMD contractor team. Alignment to higher level corporate structure, LKMD
842 program management, identification of Subcontractors/Consultants, and other participating entities shall
843 be specifically included. An explanation of the Integrated Product and Process Development (IPPD)
844 approach and processes to be used should be linked to the organization structure.

845

846 The Offeror shall provide a description of the depth and breadth of relevant experience of the Offeror,
847 including that of the Offeror's proposed team members. Experience may be demonstrated through
848 corporate experience on Government contracts of similar size, scope and complexity in providing the
849 same or similar products and services.

850

851 The Offeror shall identify the necessary technical resources and expertise to support the initiation and
852 completion of the program including management, planning, and responsibility for total system
853 performance and the ability to integrate subcontractor products.

854

855 The Offeror shall discuss their approach to managing workload fluctuations (surge) and to ensuring
856 the ability to maintain the required personnel. The Offeror shall address their approach to ensure the
857 timely availability and cost effectiveness of contractor resources. The proposal shall discuss cross-
858 training and cross-utilization of personnel and the impact/benefit that may result.

859

860 PARTICIPATION OF COMMERCIAL FIRMS IN EVALUATION PROCESS

861

862 Offerors are advised that the commercial firms identified below will assist the Government in the
863 evaluation process. The use of contractors to assist in the evaluation will be strictly controlled. This firm
864 will be authorized access to only those portions of the proposal data and discussions that are necessary to
865 enable them to perform their respective duties. The firm shall be expressly prohibited from competing on
866 the subject acquisition.

867

868 GOLDBELT RAVEN LLC.

869 ATTN: Mike Soto

870 10 N. Jefferson St.

871 Frederick, MD 21701

872 [\(301\) 695-6100](tel:(301)695-6100) - Ext 160

873 [\(301\) 473-3200](tel:(301)473-3200) - Cell

874 [\(301\) 695-5403](tel:(301)695-5403) - Fax

875 msoto@goldbeltraven.com

876

877 In accomplishing the duties related to the source selection process, the aforementioned firm may require
878 access to proprietary information contained in the Offeror's proposal. Therefore, pursuant to FAR 9.505-
879 4, the firm must execute an agreement with the Offeror which states that they will (1) protect proprietary,
880 and (2) refrain from using the information for any purpose other than that for which it was furnished.

881
882 It is the responsibility of each Offeror to contact the above firm and to take all reasonable steps that may
883 be required to obtain the required FAR 9.505-4 agreement. To expedite the evaluation process, it is
884 requested that each Offeror contact the above firm to effect execution of such agreement prior to
885 submission of proposals. Each Offeror shall submit copies of the agreements with their Proposal.
886

887 **QUESTIONS CONCERNING THIS SOLICITATION**
888

889 Offeror questions and requests for clarification shall be submitted via E-mail to Leo.Fratis@us.army.mil
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Attachment D: Attachments will be provided in final RFP (date TBD).

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