

Defense Counterintelligence and Security Agency
Background Investigation Fieldwork Services
Solicitation HS002122R0003
[Amendment 06](#)

01 INSTRUCTIONS TO OFFERORS
(Addendum to FAR 52.212-1)

I. GENERAL INSTRUCTIONS AND BACKGROUND INFORMATION

1. Adherence to Instructions

In order to maximize efficiency and ensure fairness during the proposal evaluation process, all Offerors must comply with FAR 52.212-1 and this addendum. Offers that do not comply with these instructions may be considered non-compliant with the solicitation terms and ineligible for award.

Proposals will include an oral component and written component. Both components must be communicated clearly and coherently and be prepared in sufficient detail for effective evaluation by the Government. Proposals must address all aspects as described hereunder.

2. Parallel Requirements

Due to the historical workload volatility associated with this requirement and its impact on national security, the Government has a critical need to maintain two Contractors at relative workload parity throughout the lives of these contracts. Therefore, the Government intends to award a single, firm-fixed-price (FFP), indefinite-delivery/indefinite-quantity (IDIQ) contract under solicitation HS002122R0002, and a single, FFP, IDIQ contract under solicitation HS002122R0003.

The Government has released these two, substantively identical solicitations concurrently. Both are now accessible through the SAM website. Offerors are encouraged to submit proposals in response to both solicitations but are not required to do so. There are several options available to respond to both solicitations:

- Offerors may submit the same proposal in its entirety (both written and oral components) in response to each solicitation. Offerors that decide to do this should only submit the written package once (i.e., they should not submit duplicate documents), and indicate within their cover letter that the Government should consider the proposal under both solicitations. If this option is selected, the Offeror will also only deliver a single oral presentation. The Government will evaluate both the written package and oral presentation under each solicitation, and the Offeror will be eligible for award under either.
- Offerors may submit a portion of the same proposal (either the written or oral component) in response to each solicitation, with the other portion (written or oral) being unique to each solicitation. Offerors that intend to submit the same written package and a unique oral presentation must submit two unique slide decks, but otherwise should only submit the remaining written materials once. These Offerors will be required to present twice, once per slide deck. Alternatively, Offerors that intend to submit unique written packages and the same oral presentation must submit two written packages in their entireties, even if some documents

are unchanged between packages. These Offerors will only be permitted to present once. Regardless of the option selected, Offerors must indicate in their cover letters which portion of the proposal (written or oral) is intended to be the same between solicitations, and which is intended to be unique. The Government will evaluate each proposal under its corresponding solicitation as identified by the Offeror.

- Offerors may submit completely unique proposals (both written and oral) in response to each solicitation. Offerors that decide to do this must submit two complete written packages (including unique slide decks) and deliver two oral presentations. In their cover letters, Offerors must state that each proposal is entirely unique. The Government will evaluate each proposal under its corresponding solicitation as identified by the Offeror.

The Government will evaluate proposals received in response to solicitation no. HS002122R0002 and solicitation no. HS002122R0003 concurrently, not sequentially; however, an awardee will be determined under HS002122R0002 before HS002122R0003. Once the Government has determined the awardee under HS002122R0002 (but before making award) the Government will exclude that Contractor from consideration for award under HS002122R0003 using the authority of FAR 6.202(a). (This exclusion would also apply to a joint venture that the Contractor is part of.)

Because the resulting contracts will be single-award, not multiple-award, IDIQ contracts, fair-opportunity competitive procedures will not apply to the task-order award process. Instead, following delivery of the guaranteed minimum quantities under each contract, the Government intends to evenly allocate the workload between the Contractors based on the estimated level of effort required to perform the work (i.e., the Government does not plan to allocate work by dollar value or job type). In this way, the Government will attempt to maintain both Contractors with relatively equal staffing levels, allowing either or both to quickly scale their capabilities as demand fluctuates.

Despite the Government's current intention to maintain Contractor parity, ultimately the Government will utilize each contract in a way that is most advantageous to its evolving needs. This means that, once the minimum-guaranteed amount is ordered, the Government may thereafter utilize one contract more than the other, award additional contracts, and/or cease using one contract altogether, for any reason deemed to be in the Government's best interest. Thus, it is imperative for Offerors to understand that, although the Government presently anticipates the need to maintain two Contractors at approximately equal workload distribution over the full term of both contracts, this may not necessarily be the case in the future as the Government's needs evolve.

3. Discussions

Despite the language at FAR 52.212-1(g), the Government intends to hold discussions prior to making award. Discussions will be conducted via written correspondence. If an Offeror submits a single proposal in response to both solicitations HS002122R0002 and HS002122R0003, and the Offeror is deemed to be within the competitive range for both solicitations, the Offeror may choose to respond to the Government with a single response on behalf of both proposals, or with unique responses for each unique proposal. The Government will not announce an award decision or provide debriefings under either solicitation until discussions have concluded under both solicitations. Offerors will not have an opportunity to renegotiate under one solicitation based on the outcome of the other.

4. Questions

Prior to submitting questions regarding this solicitation, Offerors should review *Responses to Industry Questions* (Attachment 16), which was created based on industry feedback to the draft solicitation (Special Notice HS002122BIFW0114). For the convenience of Offerors, those questions are sorted by section of the solicitation.

If upon reviewing the solicitation, reading room materials, and Attachment 16 Offerors still have questions, they may submit them to the Government contact identified in the solicitation posting page. There will be two cut-off dates for questions:

- Round 1: Amendment 04 provides responses and edits in response to Round 1 questions. Round 1 is now closed. The Government will no longer directly respond to questions or comments regarding the solicitation and associated attachments; however, the Government may still internally consider any questions or comments received, and, if deemed appropriate and necessary, further amend the solicitation accordingly.
- Round 2: Round 2 is now closed. The Government received no questions regarding reading room instructions or materials.

~~Contractors must use the *Industry Feedback Form Template* (Attachment 15) to submit all questions. The Government will not respond to questions submitted through other means. The Government will post questions and responses publicly through a solicitation amendment.~~

5. Reading Rooms

The Government intends to host on-site reading rooms in Washington, DC, and Boyers, PA, which will contain information not otherwise available with this solicitation. The reading rooms will be open from April 11, 2022 to May 5, 2022 (excluding Fridays). See Attachment 17 for additional information and instructions on registering for reading room access.

II. PROPOSAL FORMATTING REQUIREMENTS

Offerors shall submit proposals in accordance with the following table. Written portions must be separated by volume and submitted via email to the Government point of contact referenced in the solicitation posting ~~(dividing contents into two emails is acceptable if one email would otherwise exceed the 10 MB size limitation)~~. Each volume must be contained within its own unique zipped folder labeled in accordance with the below table (e.g., "Volume 1 – Administrative Materials" or simply "Volume 1"). Do not include a period (".") within any file or folder names, as the DCSA server may strip attachments named this way. Offerors may include cover pages, tables of contents (TOCs), and glossaries for each volume but are not required to do so. Cover pages, TOCs, and glossaries will not count against any page limits.

The size limitation that the server will accept for a single email is 10 MB. Offerors may divide the written portions of their proposals across up to three (3) emails, as necessary, to circumvent this restriction. If an Offeror finds that its submission will exceed the three-email (i.e., 30 MB) limit, the Offeror should contact the Contract Specialist to discuss the issue and potential alternate means of submission.

#	Volume Title	Medium	Formatting Parameters
1.	Administrative Materials	Written.	<p>A. <i>Cover Letter</i>. PDF document with 11-point or higher Times New Roman (TNR) or Calibri font for text and 10-point or higher TNR or Calibri font for tables and graphics.</p> <p>B. <i>Resumes</i>. PDF documents not to exceed two (2) pages each using 11-point or higher TNR or Calibri font for text and 10-point or higher TNR or Calibri font for tables and graphics.</p> <p>C. <i>Letters of Commitment</i>. PDF documents not to exceed two (2) pages each using 11-point or higher TNR or Calibri font for text and 10-point or higher TNR or Calibri font for tables and graphics.</p> <p>D. <i>Small-Business Subcontracting Plan</i>. Use a PDF commercial plan or the <i>Small-Business Subcontracting Plan Template</i> (Attachment 12) converted to PDF.</p> <p>E. <i>Organizational Conflict of Interest (OCI) Risk Mitigation Plan</i>. PDF document with 11-point or higher Times New Roman (TNR) or Calibri font for text and 10-point or higher TNR or Calibri font for tables and graphics. (Only required if an Offeror affirms in its cover letter that it believes an actual or potential OCI exists.)</p>
2.	Security	Written.	<p>A. <i>Facility Clearance Level (FCL)</i>. Use the <i>FCL Verification Certification Template</i> (Attachment 09).</p> <p>B. <i>Foreign Ownership, Control, or Influence (FOCI)</i>. PDF copy of executed <i>Certificate Pertaining to Foreign Interest</i> (SF 328), plus any supplemental materials as required by III.2.B.</p> <p>C. <i>Security Plan</i>. PDF format, not to exceed five (5) pages using 11-point or higher TNR or Calibri font for text and 10-point or higher TNR or Calibri font for tables and graphics.</p>
3.	Oral Presentation	Oral and written.	<p>A. <i>Oral presentation</i>. Not to exceed 90 minutes for entire prepared portion (addressing all three (3) oral presentation topics).</p> <p>B. <i>Slide deck</i>. PowerPoint or PDF format using the <i>Proposal Slide Deck Template</i> (Attachment 10), not to exceed 50 pages in length with 18-point or higher TNR or Calibri font for text and 10-point or higher TNR or Calibri font for tables and graphics, to address all three (3) oral presentation topics: Management Approach, Quality Control, and Corporate Experience. (50-page limit does not include template pages reserved for the presentation title and section subtitles.) Additional instructions for using this template can be found on the first page of Attachment 10.</p>

4.	Past Performance	Written.	<p>A. <i>Project List</i>. PDF document, not to exceed one (1) page per project (three (3) pages maximum) with 11-point or higher TNR or Calibri font for text and 10-point or higher TNR or Calibri font for tables and graphics (not including any title page).</p> <p>B. <i>Evaluations</i>. For each project, <u>either</u> a PDF copy of applicable Contractor Performance Assessment Reporting System (CPARS) Evaluations or similar agency-specific performance evaluations, <u>or</u> a completed <i>Past Performance Questionnaire (PPQ) Template</i> (Attachment 11) submitted by a third-party reference in PDF format.</p>
5.	Small-Business Participation	Written.	<p>A. <i>Small-Business Participation</i>. Use the <i>Small Business Participation Matrix</i> (Attachment 13).</p> <p>B. <i>Small-Business Representations</i>. Documentation as specified and permitted by FAR 52.219-8(d)(1), (2), and (5).</p> <p>C. <i>Commitment to Small Business</i>. PDF format, not to exceed three (3) pages total (one page per project) with 11-point or higher TNR or Calibri font for text and 10-point or higher TNR or Calibri font for tables and graphics.</p>
6.	Price	Written.	Use the <i>Price Workbook</i> (Attachment 14).

REMINDER: Offerors must submit written materials in zipped folders, organized by volume, via email to the point of contact referenced in the solicitation posting. Offerors must not place a period (“.”) within the name of any file or folder, as such documents may be stripped by the DCSA email server. The email server file size limitation is 10 MB. Sending contents in **up to three (3) ~~two~~ emails** is acceptable if the contents would otherwise exceed this limitation ~~within a single email~~. **If an Offeror anticipates that its submission will exceed three (3) emails or 30 MB, it should reach out directly to the Contract Specialist to discuss options.**

III. DETAILED INSTRUCTIONS

This section provides detailed instructions on the content of each proposal volume.

1. Administrative Materials

Offerors shall submit a cover letter, resumes, letters of commitment, an OCI risk mitigation plan (if unable to certify in the cover letter that none exist), and (except for small-business Offerors) a subcontracting plan addressing the criteria listed below.

- A. *Cover Letter*. The cover letter shall either include or acknowledge, as appropriate, the following:
- i. The information stated at FAR 52.212-1(b) (11 items total, as applicable; items addressed elsewhere within the proposal need only be acknowledged within the cover letter);

- ii. Completed provisions not referenced in FAR 52.212-1 (as applicable; see Attachment 06);
 - iii. A statement as to which solicitation(s) the proposal is being submitted in response to and, if applicable, which portion of the proposal is applicable to which solicitation. (See I.2. of this document for additional explanation and requirements regarding proposal submission options.);
 - iv. Either a statement certifying that the Offeror knows of no actual or potential OCIs that would result from the Offeror receiving a contract award under this solicitation, or a brief explanation of what actual or potential OCIs would result from the Offeror receiving a contract award. (Also see III.1.E.);
 - v. Any exceptions the Offeror takes with regard to the Government's terms and conditions;
 - vi. Up to three (3) preferred timeslots to complete the oral component of this proposal, stated by order of preference and selected from the available timeslots listed under section III.3.F of this document;
 - vii. The names and titles of up to three (3) (but no less than two (2)) individuals who will represent the Offeror at the oral presentation, at least one (1) of whom must be the proposed program manager and one (1) of whom must be another individual proposed to occupy a different key personnel position;
 - viii. A statement that the Offeror agrees to hold the prices in its proposal firm for 90 calendar days from the date specified for receipt of offers;
 - ix. The full names and (as required by the performance work statement (PWS)) summaries of qualifications of candidates proposed to occupy the six (6) key positions listed at section 1.11. of the PWS, plus the full name of the alternate program manager;
 - x. A list of the additional proposal documents being submitted concurrent to the cover letter;
 - xi. The following statement, completed as indicated: "I, [name of cover letter signatory], certify that [company name] leadership has reviewed the solicitation in full, understands the Government's requirement, including the standards for acceptable performance, and believes [company name] to be fully capable of satisfactorily performing this requirement. In addition, [company name] leadership has either participated in or reviewed all aspects of this proposal. The information contained herein and that will be communicated via oral presentation is accurate to the best of my knowledge and belief."; and
 - xii. The signature of a senior company official with authority to enter the company into a contract for this requirement.
- B. *Resumes.* Two (2) resumes shall be submitted: one for the proposed program manager and another for the proposed information technology manager. Both must show experience that supports the summarized qualifications for these individuals stated in the cover letter and required by section 1.11 of the PWS.
- C. *Letters of Commitment.* Two (2) letters of commitment shall be submitted: one for the proposed program manager and another for the proposed information technology manager. The letters shall be on company letterhead, state the intention of the designated candidates to serve in the stated positions at contract award, and include the candidates' signatures.

- D. *Subcontracting Plan*. The subcontracting plan must include the names of any specific firms proposed in meeting the Government's small-business participation goals (see section III.5. of this document for more on the relationship between the subcontracting plan and small-business participation goals). This requirement is not applicable to small-business Offerors.
- E. *OCI Risk Mitigation Plan*. Only Offerors unable to certify the absence of actual or potential OCI risks in their cover letters shall submit an OCI risk mitigation plan with their proposals. The risk mitigation plan should list, in specific detail, the issue(s) that constitute the OCI, how the issues originated, a draft plan on how to mitigate the OCI, and any other pertinent facts or assumptions that led the Offeror to believe an OCI issue exists with regard to its proposal.

2. Security

This volume demonstrates Offerors' ability to meet the security requirements of the solicitation at the time of proposal and contract award, and throughout the life of the contract. Offerors shall submit the *FCL Verification Certification Template*, an executed SF 328, any required mitigatory information, and a security plan addressing the criteria listed below.

- A. *FCL*. Provide a completed *FCL Verification Certification Template* so that the DCSA Security Office has the information it needs to confirm the Offeror's FCL.
- B. *FOCI*. If the response is "yes" to any questions on the SF 328, also provide one of the following forms of mitigatory information:
 - i. A copy of the letter authorizing the company's FCL despite the existence of FOCI; or
 - ii. A "snipped" or tailored image of the Offeror's current FOCI status in the National Industrial Security System database under the Facility Profiles tab. (Do not submit a full screenshot, as this would be contrary to DoD live database policy.)
- C. *Security Plan*. Submit a security plan describing how the Offeror will protect sensitive information during the conduct of this work. At a minimum, it must contain:
 - i. A description of the current security posture and culture, inclusive of organizational management's commitment to compliance with the National Industrial Security Program (NISP);
 - ii. A narrative describing how the Offeror will identify, vet, and train appropriate personnel, to include ensuring that personnel meet security eligibility requirements at the time of proposal and throughout the life of the contract;
 - iii. A statement indicating the result of the most recent annual Security Vulnerability Assessment (SVA) conducted by DCSA. (If the Offeror has never received an SVA, address this in the plan and provide a brief explanation.)

3. Oral Presentation (includes: Management Approach, Corporate Experience, Quality Control)

The oral presentation demonstrates Offerors' technical capability to perform the required work. Additional instructions for the oral presentation follow.

- A. *Format.* Oral presentations will be accomplished “virtually” using a videoconference platform determined by the Government. The Government will record the presentations for the sole use of aiding the proposal evaluation process. Presentations will be divided into the following segments and time limits:
- i. Prepared presentation – Up to 90 minutes to address management approach, quality control, and corporate experience.
 - ii. Break – 15 minutes.
 - iii. Interview – Approximately 60 minutes, total. Offerors will respond to standardized questions, each with specific response time limits, as determined by the Government. (Each Offeror will receive the same interview questions in the same order. As part of the purpose of these questions is to gauge the understanding and experience of Offeror personnel with respect to this type of work, the Government will not provide Offerors with advance notice of the questions. Likewise, time limits will be shared as each question is asked and not sooner.)
- B. *Presenters.* Of the three (3) presenters, at least one (1) must be the proposed program manager, and at least one (1) must be proposed to occupy a different key personnel position. Inclusion of a third presenter is optional and based on each Offeror’s preference. (In the event of a bona fide emergency or illness that prevents one of the planned key personnel presenters from attending, the Government may permit an alternate presenter to stand in for either role (but not both roles) if adequate evidence of the emergency or illness is provided to the Contracting Officer at least one (1) hour prior to the scheduled presentation. The alternate presenter must be another named key personnel or the alternate program manager.)
- C. *Slide Deck.* Offerors shall submit their presentation slide deck, using the *Proposal Slide Deck Template, with the written portion of their proposals*. This slide deck will be deemed “final,” and no modifications may be made to it once submitted. The font and page limit parameters are designed to restrict the amount of detail Offerors can write. Offerors are encouraged to use the slide deck to organize the presentation and highlight major points, rather than as a detailed script. Additional instructions on using this template can be found on the first page of Attachment 10.
- D. *Topic Areas.* Offerors shall address the following three areas as indicated below:
- i. Management Approach – The Offeror’s approach to successfully managing this work, with particular emphasis on the Offeror’s ability to:
 - Hire or contract for, and retain, capacity to provide nationwide support sufficient to meet the Government’s requirement despite constant fluctuation in workload. (Including the estimated time to reach full performance capability, not to exceed one (1) year from the date of award.)
 - Adhere to the required quality and timeliness standards described under section 6.2. of the PWS.

- Maintain a workforce that remains knowledgeable of the statutes, regulations, policies, and procedures listed under section 7 of the PWS, to include a plan for updating the workforce as these references change over time and ensuring that personnel are capable of operating independently of Government support.
 - Maintain a workforce that is compliant with the National Training Standards, information technology training and certification requirements (Technical Exhibit A, 15), DCSA-specific investigator training requirements (Technical Exhibit B), and security training requirements (Technical Exhibit C, 2.9.). (Also include the estimated time to fully train the Offeror's entire workforce for this effort.)
 - Obtain timely authorization to operate its own case-management system in accordance with Technical Exhibit A, 2.1.
- ii. Quality Control – The Offeror's approach to meeting performance standards and ensuring compliance with applicable rules, with particular emphasis on the Offeror's ability to:
- Oversee the professionalism, integrity, and accuracy of personnel completing BIs, to include establishment of an investigator integrity program (PWS 5.4.1.).
 - Oversee the quality, integrity, compliance, and accuracy of the processes used to complete investigations, to include:
 - controls for a check-ride program, annual observations, ad hoc Government observations, and observation-based evaluation record maintenance (PWS 5.5.2.); and
 - establishment of a records verification program providing for at least one verification per month, maintenance of records verification documents, and destruction of records verification documents (PWS 5.5.3.).
- (NOTE: In requesting the foregoing quality control information, the Government seeks to understand how the Offeror intends to meet the requirements of PWS 5.4. and 5.5. from a strategic perspective. The Government does not seek a point-by-point recitation of tasks from PWS 5.4. and 5.5., and will not evaluate proposals for this information.)
- iii. Corporate Experience – This volume measures the *amount* of experience the Offeror and its proposed "major" subcontractors have performing work similar in size, scope, and complexity to this requirement. All referenced experience must meet the following criteria:
- Be for background investigation services provided to a Federal agency;
 - Have been performed by the Offeror or proposed "major" subcontractors (defined as subcontractors that would earn at least 15% of the total contract value under the Offeror's proposal);
 - Have been performed as either a prime- or subcontractor; and
 - Have occurred within 10 years of the solicitation closing date.

Offerors should specifically address:

- Specific projects meeting the above criteria and the length of performance on each;
- The combined length of experience between the prime contractor and major subcontractors (up to 10 years each, rounded to the nearest month);
- The combined quantity of projects between the prime contractor and major subcontractors over that time;
- Experience maintaining nationwide capacity to conduct both in-person and virtual background investigations;
- Experience maintaining adequately trained, experienced, and cleared staffing in a constantly changing environment; and
- How the Offeror has overcome obstacles the same as, or similar to, those that have and will arise during this work (e.g., changing investigative standards, implementation of new technologies, national emergency).

E. *Scheduling.* Offerors shall select up to three (3) preferred timeslots for their oral presentation from the below table, and include those selections within their cover letters in order of preference. The Government will schedule Offerors using a random number generator, assigning each Offeror a number based on the order of proposal receipt. (For example, if 10 proposals are received, Offerors would be assigned numbers 1-10 based on the order of receipt. The Offeror whose number is generated first would receive top scheduling preference, beginning with that Offeror’s most-preferred timeslot. Scheduling would continue in this random order until all Offerors are scheduled.)

If an Offeror’s most-preferred timeslot is already taken, the Government will default to that Offeror’s second- or third-preferred timeslot, in that order, as available. If none of an Offeror’s preferred timeslots are available, the Government will work with the Offeror in good faith to find an agreeable time for the presentation, provided that it occurs no earlier than the first or later than the last timeslots stated below. The Government will notify Offerors simultaneously of their scheduled timeslots within one (1) week of the written proposal receipt deadline. Details for accessing the virtual platform, conducting a pre-presentation communications check, and “ground rules” for the day of the presentation, will be shared at that time.

F. *Timeslots.*

All times are calendar year 2022 and based in the Eastern Time Zone.

Tuesday May 17	Wednesday May 18	Thursday May 19	Monday May 23	Tuesday May 24	Wednesday May 25	Thursday, May 26
(1) 8-11 a.m.	(3) 8-11 a.m.	(5) 8-11 a.m.	(7) 8-11 a.m.	(9) 8-11 a.m.	(11) 8-11 a.m.	(13) 8-11 a.m.
(2) 1-4 p.m.	(4) 1-4 p.m.	(6) 1-4 p.m.	(8) 1-4 p.m.	(10) 1-4 p.m.	(12) 1-4 p.m.	(14) 1-4 p.m.

4. Past Performance

This volume demonstrates the historical *quality* of work performed by Offerors. Offerors shall submit a project list with up to three (3) recent and relevant projects performed by the Offeror (not by subcontractors), plus evaluations (as available). The following definitions apply to this volume only:

- “Recent projects” are contracts with performance that has occurred within five (5) years of the solicitation closing date.
- “Relevant projects” are those under which the Offeror has provided background investigation services to a Federal agency.

Further details for this volume follow.

A. *Project List*. Include the following information:

- i. The client’s name;
- ii. A brief description of the scope of work; and
- iii. Contact information for an employee of the client organization with first-hand knowledge of the Offeror’s work on that project.

B. *Evaluations*. As available, submit one of the following for each project:

- i. Copies of recent CPARS evaluations or similar Agency-specific performance evaluations for each project; or
- ii. The *PPQ Template*, completed and submitted by an employee of the client organization with first-hand knowledge of the Offeror’s work on that project. (The Government will not accept PPQs submitted by anyone other than an employee of the client organization. Despite the proposal submission deadline, the Government will accept PPQs received as late as May 13, 2022 at 5:00 p.m. ET.)

(In the interest of efficiency, the Government discourages Offerors from submitting both CPARS evaluations and a PPQ for the same project. The Government will not penalize Offerors for submitting both; however, if the information between the documents differs, the Government will factor both documents into its evaluation.)

5. Small-Business Participation

This volume contains the Offeror’s plan to maximize opportunities for small-business firms while performing the required work. Small-business firms may be proposed as subcontractors, or as members of a joint venture or teaming arrangement. This volume is in addition to the subcontracting plan required to be submitted within the first volume; however, as with the subcontracting plan, small-business Offerors are not required to submit this volume.

Offerors shall submit a completed *Small-Business Participation Matrix*, small-business representations for each proposed firm, and additional documentation demonstrating the Offeror’s commitment to small business. These are described in further detail below.

- A. *Small-Business Participation Matrix*. Completing this form will allow the Government to ensure that proposed small-business firms would receive an adequate allocation of the total evaluated contract value (years 1-5). The written certifications shall match the size and socio-economic status identified in the *Small-Business Participation Matrix* for each subcontractor. Instructions for completing the form are located within the second tab of the form.

The overall small-business participation goal for this requirement is 30% of the total evaluated contract value as calculated within Attachment 14. The following specific goals also apply to the total evaluated contract value and may be used to help comprise the 30% goal:

- At least five percent (5%) of the total value to small disadvantaged businesses;
 - At least five percent (5%) of the total value to women-owned small businesses;
 - At least three percent (3%) of the total value HUBZone small businesses;
 - At least three percent (3%) of the total value to veteran-owned small businesses; and
 - At least three percent (3%) of the total value to service-disabled, veteran-owned small businesses.
- B. *Small-Business Representations*. This will allow the Government to validate the information contained in the *Small Business Participation Matrix*. For each specific proposed firm other than firms representing themselves as HUBZone-certified, the Offeror shall provide either a written representation from the firm or a copy of the firm's SAM certifications, as detailed by FAR 52.219-8(d)(1) and (2). For specific proposed firms representing themselves as HUBZone-certified, the Offeror shall provide either the firm's SAM certifications or verification from the Small Business Administration, as required by FAR 52.219-8(d)(5).
- C. *Commitment to Small Business*. For each project referenced under section III.4. of this document, address the following elements (as applicable):
- i. Compliance with FAR 52.219-8, Utilization of Small Business Concerns. Include procedures established to ensure timely payments to small business subcontractors.
 - ii. Compliance with FAR 52.219-9, Small Business Subcontracting Plan.
 - iii. Actual small business utilization compared to small business participation goals identified in the approved subcontracting plan. Include the date of the last submitted Individual Subcontracting Report.
 - iv. Appropriate mitigating information if any of the foregoing requirements were not met.
 - v. Supplemental information such as bilateral teaming arrangements, an explanation of internal controls, documentation, and/or systems, and/or any other documentation the Offeror feels demonstrates a commitment to small business. Include a brief explanation as to how the information demonstrates a commitment to small business.

6. Price

Offerors shall complete and submit the *Price Workbook*. The rates inserted into the *Price Workbook* are Offerors' proposed firm-fixed prices corresponding to Technical Exhibit K. Although the Government is not requesting a cost breakdown, Offerors are advised that wages and fringe benefits must be in accordance with the attached wage determination, as required by the Service Contract Labor Standards (41 U.S.C. Ch. 67).