

ITSS-4 Guidelines for Pre-Award Events

ITSS-4 is a Multiple Award Contract (MAC) Program under which DOJ has awarded nineteen prime contracts, each of which is an Indefinite Delivery / Indefinite Quantity (IDIQ) contract with a schedule of fixed unit price Labor Hour rates and ODC line item categories. Task orders are awarded on a fixed-price, labor hour, or time and materials basis, as appropriate. The ITSS-4 contracts may be used for a wide range of requirements in the Systems Development Life Cycle (SDLC) areas. Please see Appendix A for a list of support service areas, labor categories and prime contractors.

A. Work Plan Request (WPR) / Statement of Work (SOW)

All new task orders will be initiated by a Work Plan Request (WPR) assigned by the ITSS-4 COTR. The requiring Program Office will prepare a draft Statement of Work (SOW) to define the need. An SOW describes the work to be performed and usually includes a timeline and level of effort so that bidders can respond to the WPR with a proposal and cost estimate. The SOW will be reviewed, pertinent comments will be made and incorporated as necessary, and the final SOW will be approved by the ITSS-4 COTR and Contracting Officer prior to release. Minimum content requirements for the SOW include the following:

1. Program Office mission statement and detailed description of the work to be performed.
2. Required deliverables and the dates or number of days due for each.
3. Reporting requirements (e.g. progress reports) and due dates.
4. The Period of Performance and timeline for the order. Includes the Base Period and one or more option periods. The ITSS-4 contract term covers the period March 2011 through September 30, 2017. Option periods under the base contract run on a fiscal year basis, from October 1, through September 30. It is not necessary that requirements be written to correspond to the base contract's fiscal year basis, i.e., a task order's period of performance may actually cross the base contract's fiscal years.
5. Location of the work – contractor or Government site. Work to be performed on a continuous regular basis at a Government controlled site to include basic office space, office equipment, and office supplies provided by the Government will be bid using the contractor's schedule of fixed unit price Government-site labor hour rates. Work performed at the contractor's site will include the contractor's schedule of fixed unit price contractor-site labor hour rates.
6. Type of order anticipated (firm fixed price, time-and-materials, or labor-hour).
7. The style of order, for example a "term style" or a "completion style". The majority of work performed under ITSS-4 is term style, i.e., continuing support services type of effort. This differs from the "completion" type effort in that completion efforts are not on-going, or continuing in nature. Completion effort means that a quantifiable end product is anticipated, after which the task order ends (or is completed). Feasibility studies and cost benefits analyses are examples of completion type efforts.
8. Special requirements:
 - a. Security clearances. The level of security clearance required should be stipulated in the SOW.

ITSS-4 Guidelines for Pre-Award Events

- b. Travel. Includes all non-local travel expenses. A travel estimate is usually provided to the contractors for bid purposes in the event non-local travel is anticipated. Additionally the location of any anticipated travel should be identified in the SOW if known. Local travel and travel time is not reimbursed under the ITSS-4 contracts.
 - c. ODC's including software or hardware requirements that are known at the time of SOW development should be identified in the SOW. If the SOW or the contractor's proposal includes purchasing software licenses the contractor will be required to provide the Software License Agreement with its bid. Program offices are hereby notified that negotiation of third party software licenses can be a lengthy and time consuming effort. It is to the benefit of the program office to consider the time required for negotiation of any software license agreement in its anticipated milestone schedule, or explore other avenues for obtaining software required.
 - d. Conflict of interest statement. Includes organizational conflicts of interest and limitations on future contracting.
9. Key Personnel. Program offices may identify certain labor categories as key personnel positions in the SOW. These may include Program Manager, Task Manager, or other technical staff personnel deemed important to the success of the task.
10. Special skills or knowledge, e.g., Expert Consultants may be identified in the SOW if required.
11. If the requirement is performance based, the SOW shall include the applicable performance based incentive criteria (positive and negative), any Service Level Agreement standards, or other indicia necessary to objectively measure and survey the Contractor's performance.
12. Proposal instructions, technical evaluation factors, and Award Determination (see Appendix C for examples):

B. Government Cost Estimate

The Independent Government Cost Estimate (IGCE) is the Government's estimate of the resources and their projected costs that a contractor would incur in the performance of a task.

The IGCE should be completed prior to receiving proposals from the contractor(s).

The method for preparing the IGCE includes two extremes with lots of variations in between.

The most common method is simply using the previous contract price with adjustment for economics. The other end of the spectrum is a bottom up/detailed estimate. Detailed estimates for labor-hour tasks should identify labor categories and provide ceilings (the maximum number of hours to be worked) for each category. Determine the hourly rate for each labor category and multiply by the Labor Hours to determine the estimated direct labor cost. Estimate may be further broken down at the sub-task level. Other Direct Costs (ODCs) include travel costs, hardware and software purchases, and other material costs. Estimate travel and per diem costs for off-site travel expressed as the number of round trips per individual.

ITSS-4 Guidelines for Pre-Award Events

C. Pre-proposal Conference

The SOW will be distributed to all ITSS-4 contractors in softcopy format with the announcement of a pre-proposal conference. The pre-proposal conference will be hosted by the COTR, Contracting Officer and PM. The PM will provide a brief overview of the requirement and then allow contractors in attendance to ask questions. The COTR will document action items from the conference. In the event there are changes to the SOW as a result of the question and answer process, the COTR will facilitate the update process and reissue the SOW to the contractors usually within 24 hours. Ordinarily, there is no change to the proposal due date, so long as questions/issues can be resolved in a timely manner.

D. Bidder's Proposal

The due date and time for proposal submission will be identified in the SOW. Contractors will submit technical and price proposals in either hardcopy or softcopy format to the COTR based on proposal instructions in the SOW.

E. Technical Panel Evaluation

The COTR will provide the technical panel chairman with all technical proposals received and the evaluation instructions including the Technical Evaluation Panel (TEP) report template. The chairman will distribute proposals to each member of the technical panel. All proposals are evaluated and rated against the technical factors established in the task SOW. Tasks are awarded using a "best value" approach based on the offering firms experience, capabilities, technical merit, and evaluated price. The following items are required from the technical panel:

1. The completed ratings of each contractor (numeric, adjectival, or coded) based consensus of the technical panel. Evaluation factors used for rating will be as defined in the SOW.
2. Evaluation comments on the Contractor's proposal from all technical evaluators. This includes taking each of the evaluation factors and judging the proposal against the criteria, then documenting the strengths, weaknesses, deficiencies and risks associated with the proposal. This should include preparing any questions, or requesting (through the Contracting Officer) any additional documentation, if necessary, from the Contractor.
3. A TEP report that provides a consensus evaluation rollup of all the findings. This means taking all the comments/findings and rolling them up into a coherent, well written document that clearly describes the proposals in terms of the evaluation factors. This report provides the narrative to support the ratings/scores. This report must be signed by all of the evaluators. NOTE: As this is a streamlined process, the technical report does not have to be a lengthy discussion of every single aspect of the proposal; however, it should concisely and adequately describe the important discriminators offered (or lacking) in each proposal. These discriminators must be tied to the evaluation factors, meaning that, if we did not put the contractor on notice that we were judging a particular "thing" (via the

ITSS-4 Guidelines for Pre-Award Events

factors), then that “thing” should not find its way into the report. Additionally, it is important that the report set forth any “value added” benefits of a proposal.

F. Joint Technical and Cost Review

Once the technical panel completes the technical evaluation the COTR will provide the panel chairperson with a copy of each bidder’s price proposal. The COTR and chairperson will determine if an outright award is recommended or if a request for clarifications/questions to any bidder is recommended.

G. Request for Clarifications

The technical panel chairperson will draft the list of questions and will review with the COTR. There should be a unique list of questions per bidder. In most cases, all bidders will be afforded an opportunity to respond. The COTR will present the list to the Contracting Officer with rationale for other than an outright award. The approved questions will be provided by the COTR to each contractor in electronic format. Normally the due date is one or two business days.

The contractor’s electronic response will be forwarded by the COTR to the technical panel chairperson. Revisions to the price proposal will be held by the COTR. The technical panel will update and submit the evaluation comments, and evaluation report, if, based on the response, it is necessary to do so. The COTR and chairperson will determine if an award is recommended or if follow-up questions are required.

H. Recommendation for Award

The technical chairperson and COTR will draft a recommendation for award and submit to the Contracting Officer along with the evaluation comments, and technical evaluation report. The recommendation should address the merits of each contractor’s price and technical proposal based on the criteria for award determination. The Contracting Officer will review all documentation for completeness and determine if the recommendation is the most advantageous to the Government.

I. Award

Once the Contracting Officer has approved the recommendation for award, the COTR will work with the program office to identify the funding amount (incremental or full funding) and funds source for initiating the task. The COTR will prepare the Reimbursable Agreement (RA, DOJ-216 Form) for review and approval by the program office. The approved RA is authorization for the COTR to prepare the requisition document (Form-OBD-186) and submit to the Contracting Officer. The Contracting Officer will prepare and sign the OF-347 order document. The COTR will send via email to the successful contractor and program office the signed OF-347, the final SOW, and the pricing reflecting the contractor’s labor categories, hours, rates, and total pricing bid.

ITSS-4 Guidelines for Pre-Award Events

Appendix A – List of Support Services, Labor Categories and Prime Contract Holders

List of Support Services - Systems Development Life Cycle (SDLC) Support

1. Service Development
2. Service Operations
3. Service Management
4. IT Planning
5. Program Management Support
6. Requirements Analysis
7. Joint Requirements Planning (JRP)
8. Joint Applications Development (JAD)
9. Rapid Applications Development (RAD)
10. Feasibility Study
11. Cost-benefit Analysis
12. Business Process Re-engineering
13. Systems and Information Engineering
14. Systems and Database Design
15. Systems Procedures and Standards
16. Systems Development and Testing
17. Systems Installation and Acceptance
18. Systems Programming
19. Systems Integration
20. COTS Integration
21. Interoperability Verification and Testing
22. Systems Conversion
23. Systems Enhancements, Support and Maintenance
24. Systems Documentation
25. Systems Configuration Management
26. User Training
27. Database Administration
28. Web Development
29. Information and Cyber Security
30. Technical Refreshment
31. Technology Infusion
32. Workflow Processing
33. Contingency Planning - (Continuity of Operations)
34. End User Support
35. Independent Verification and Validation
36. Data Warehousing / Data Mining
37. Field Site Operational Support - (Short and Long-Term)
38. Records/Document Management and Information Distribution
39. Data Conversion

ITSS-4 Guidelines for Pre-Award Events

40. Data Entry
41. Other IT-Related Services (examples – technical and quality reviews, IT training, data collection, IT standards and procedures)

List of Labor Categories

1. Program Manager
2. Task Manager
3. Business Process Reengineering Specialist
4. Program Management Specialist
5. Enterprise Architect
6. Configuration/Data Management Analyst
7. Information Systems Security Specialist
8. Computer Security Systems Specialist
9. Data Security Specialist
10. Information Systems Security Engineer
11. Cyber Security Specialist
12. Systems Security Architect
13. Systems Engineer
14. Systems Programmer
15. Systems Analyst
16. Software Engineer
17. Programmer Analyst
18. Programmer
19. Management Analyst
20. Integration & Test Engineer
21. Communications Specialist
22. Telecommunications Engineer
23. Network Engineer
24. Network Administrator
25. Quality Assurance Analyst
26. Software Tester
27. IV&V Test Engineer
28. Systems Administrator
29. Database Administrator
30. Web Designer
31. Web Software Developer
32. Web Content Administrator
33. Data Warehousing/Mining Specialist
34. Technical Support Specialist
35. Help Desk Manager
36. Help Desk Specialist

ITSS-4 Guidelines for Pre-Award Events

37. Training Specialist
38. Computer Operator
39. Administrative Specialist
40. Technical Writer
41. Graphics Specialist
42. Data Entry Specialist
43. Expert Consultants - Various Disciplines and Skills

Prime Contract Holders

Accenture National Security Services, LLC
Ace Info Solutions, Inc.
Booz Allen Hamilton
CACI-ISS, Inc.
Citizant, Inc.
Dell Services Federal Government
General Dynamics Information Technology, Inc.
HP Enterprise Services, LLC
IBM US Federal
IntelliDyne, LLC
ManTech Information Systems & Technology Corporation
NCI Information Systems, Inc.
Northrop Grumman Systems Corporation
Phacil, Inc.
QinetiQ North America, Inc.
Science Applications International Corporation
Systems Research and Applications Corporation
Unisys Corporation
Vangent, Inc.

ITSS-4 Guidelines for Pre-Award Events

Appendix B – Timeline of Events

1. Release final SOW (includes comments from ITSS-4 Contracting Officer and COTR)	Work Day 1
2. Pre-Proposal Conference	Work Day 3
3. Contractor submits Proposal (varies from 1 to 4 weeks)	Work Day 17
4. Complete Evaluation of Technical Proposals	Work Day 37
5. Submit Tech Panel Score-sheet and supporting documentation	Work Day 38
6. Joint Tech / Cost Proposal Review	Work Day 40
7. Complete Evaluation Report	Work Day 45
8. Submit Recommendation for Award to CO	Work Day 46
9. CO completes award determination	Work Day 50
10. COTR prepares and PM approves the Reimbursable Agreement	Work Day 54
11. COTR prepares the Requisition Document (DOJ Form 186)	Work Day 55
12. CO completes award document (Form 347)	Work Day 60

Optional Events

1. Request for Clarifications / BAFO	Add 2 Days
2. Revised Cost/Technical Proposal Due Date	Add 5 Days
3. Update Score-sheet and supporting documentation	Add 5 Days

Please note: The example presented above is a typical timeline of pre-award events. Days to completion may vary significantly depending on complexity of task, availability of technical panel members participating in the review process, and the results of the proposal evaluation.

ITSS-4 Guidelines for Pre-Award Events

Appendix C – SOW content; Proposal Instructions and Award Determination

Proposal Instructions

The proposal shall be submitted in two separate electronic files, with one file consisting of the vendor's technical proposal, and the other file consisting of the vendor's price proposal. The proposal shall be received not later than 12:00 Noon ET, *month dd, 201x*, at the following email address in order for it to be considered:

Mr. Douglas Wooldridge, U.S. Department of Justice
Email: Douglas.M.Wooldridge@usdoj.gov

The name of the vendor and the date of the proposal shall be clearly identified on both the Technical and Price proposals.

Proposals submitted in response to this SOW must be formatted according to the instructions provided herein. **Do NOT include any price information in the technical proposal, such as hourly rates or discounts.**

Vendors are cautioned that the quality of their proposal and adherence to SOW response requirements and/or restrictions are considered reflective of the manner in which the vendor could be expected to conduct this Task Order business and will be given due consideration throughout the evaluation process.

The Government's evaluation of the Technical proposal will be done separately from the evaluation of the Price Proposal.

Technical Proposal

At a minimum, the Technical Proposal shall include the information described below. Each section of the proposal is subject to the page limitation shown in bracket after the section title. All page limitations are based on one side of 8.5" by 11" paper and font size shall be 12 point with no reduction. All pages shall have a one-inch minimum margin on each side, including top and bottom. Proposals submitted that do not adhere to the page limitations will have the extra pages removed as additional pages above the page limit will not be reviewed or evaluated.

Tab A - Executive Summary; not more than two (2) pages. Provide a concise narrative summary of your technical quotation highlighting any key or unique features. If any portion of the work will be subcontracted, identify the subcontractor(s) or team member(s) and their DUNS Numbers, and respective role(s).

Tab B – Technical Proposal

ITSS-4 Guidelines for Pre-Award Events

Maximum: xx pages, not counting cover page, indexes, resumes and corporate references (*plus 3 pages for rationale other than xx FTE's, if necessary*). Resumes must not exceed two pages per individual. The Government will evaluate each vendor's technical proposal using the following evaluation factors which are listed in descending order of importance. **Example text: Factor B.1 is <significantly, slightly> more important than factors B.2 and B.3. Factors B.2 and B.3 are of equal importance.**

(The following includes examples of Evaluation Factors that may be used under ITSS-4):

TAB B.x Technical Approach and Staffing Plan: The vendor shall describe the technical approach and proposed solution to be utilized to accomplish the requirements defined in the Statement of Work. The Contractor shall emphasize activities, techniques, tools, processes, procedures, and resources that will be used to operate, maintain, and enhance the quality of the deliverables/services, and how it would identify solutions to potential problems or constraints that may be encountered in performing the work.

Staffing Plan: The vendor shall describe its staffing plan to be utilized in accomplishing the requirements defined in the Statement of Work. This plan shall be developed relative to the proposed technical approach/solution.

Additionally, the vendor shall provide a staffing chart, broken out per SOW Tasks identified in SOW section C. This chart shall depict the vendors staffing plan in terms of level of effort (staffing mix, skill levels, and number of hours per labor category) that will be utilized to complete each task identified in the SOW.

The vendor shall also describe the general qualifications, certifications, education, experience levels and security clearances of the personnel that the vendor will actually utilize in each labor category after award. NOTE THAT NAMES OF INDIVIDUAL PERSONNEL ARE NOT REQUIRED; however, the Government plans to evaluate the general skill sets, experience, qualifications and clearances that the vendor intends to bring to each task. Once awarded, the vendor agrees that ONLY those personnel w/the proffered skills, education, qualifications and clearances shall be assigned to the respective labor categories/tasks specified in the task order.

Finally, the vendor shall provide resumes for all staff it designates as "key" under this task order. For purposes of this order, the <**Government labor category, Government labor category, etc**> are anticipated as "key;" however, the Government will consider the vendor's proposed "key personnel" relative to the technical approach proposed. The following information should be included in the resume of the individual:

- Professional Title
- Education: Academic and Professional, Relevant Certifications

ITSS-4 Guidelines for Pre-Award Events

- Professional Experience: Must include those experiences that relate to requirements as outlined in this SOW. Include name and telephone number of immediate supervisor, and the starting and ending dates for each work experience.
- Security Clearance level (if any)

If an individual proposed is not presently an employee of your firm, the resume must be accompanied by a signed letter of commitment to join the firm should you be awarded the task order. Letters of commitment are excluded from the overall page limit.

The Government will evaluate the sufficiency of the proposed technical approach and staffing plan and their likely success in accomplishing the SOW requirements in a satisfactory (or better) manner. Note that technical certifications and current security clearances will be viewed as favorable discriminators by the Government. It should be noted that the Government is interested in garnering economy and efficiency in performance and is open to considering any solution proposed.

TAB B.x Technical Approach: The vendor shall describe its approach to performing and managing all tasks delineated in SOW Section C of this order. Emphasize any unique tools, processes, procedures and resources that you will utilize to enhance the quality of the deliverables/services and your ability to meet tight schedules.

The vendor shall describe its plan for transitioning all ongoing efforts from the current task order while minimizing risk and disruption of service to DOJ. The vendor shall provide a detailed transition schedule and describe how it will ensure that all staff have been cleared, are fully trained and prepared to assume all duties at the close of the transition period.

The Government will evaluate the sufficiency of the proposed technical approach and their likely success in accomplishing the SOW requirements in a satisfactory (or better) manner, and the adequacy of the vendor's transition plan to ensure a smooth transition with minimal disruption of service. The SOW tasks are listed as follows in descending order of importance: *<List SOW tasks>*

TAB B.x Proposed Personnel Qualifications/Experience and Availability: The vendor shall provide a staffing chart that shows the level of effort and labor mix to accomplish the work delineated in Section C of the SOW. For each proposed labor category, the vendor shall provide a general description of the level of experience and qualifications the Government can expect the contractor to bring to the job. Note any existing security clearances for proposed personnel. The Government will consider more favorably any contractor with employees that have *<TS, Secret>* clearances. Staff proposed shall have the actual skill sets for the position as set forth in *Section x* of the SOW.

The vendor shall identify positions of key personnel and provide a resume for each proposed employee's education, qualifications, years of relevant experience, and any security clearance. For purposes of this order, *<list the Government Labor Categories>* are anticipated as Key;

ITSS-4 Guidelines for Pre-Award Events

however, the Government will consider the vendors proposed “key personnel” relative to the technical approach proposed. In addition, the resume of proposed individuals who are not currently employed by the contractor shall be accompanied by a Letter of Commitment signed by both the vendor and the employee acknowledging acceptance of an employment offer under the resulting order. As these individuals will be Key Personnel under the proposed order, submission of these resumes is considered a commitment on the part of the vendor the proposed individuals will be assigned to perform it.

The Government will evaluate the degree to which the staffing plan and key personnel proposed will ensure adequate coverage and successful completion of the SOW requirements. This includes evaluation of the qualifications, experience, and certifications of the key personnel to be used to accomplish the SOW requirements. Credit will not be given under this factor for proposed-but-not-yet-hired staff for which no letter of commitment is provided. Note that current security clearances and level will be viewed as favorable discriminators by the Government.

TAB B.x Understanding of the Requirements: The vendor shall demonstrate its complete understanding of all requirements of the task order including the unique challenges, risks, and opportunities related to meeting the goals and objectives outlined in the SOW. The vendor shall emphasize activities, techniques, tools, processes, procedures, and resources that will be used to enhance the quality of the deliverables/services, and how it would identify solutions to potential problems or constraints that may be encountered in performing the work. In addition, the vendor shall provide its transition approach. The transition approach shall describe at a minimum the vendor’s intake plan to receive and disseminate information, and the transition risks and associated mitigation strategies.

The Government will evaluate the degree to which the vendor demonstrates its understanding of the requirements described in the SOW and its approach for transition of responsibilities from the incumbent. Preferably the contractor will have a <Labor Category> and <Labor Category> in place from date of award or, if necessary, the contractor must furnish all required data for Security Investigations in accordance with *Section x* of this SOW within two days of task award.

Tab B.x - Management Approach: The vendor shall describe the approach to be applied to the management of this effort. The proposed management approach shall delineate staff and functional relationships and illustrate communication and reporting requirements. The management approach shall show how the vendor can respond quickly to unanticipated tasks, changes, or problems and what types of assistance the vendor can offer that are tailored for various situations. If applicable, the vendor shall describe the approach to securing and selecting competent consultant and subcontractor services.

The Government will assess the degree to which the vendor’s proposed management plan meets the requirements of the SOW. In addition, the Government will further assess the vendor’s understanding of its proposal and the ability to manage and administer it.

ITSS-4 Guidelines for Pre-Award Events

TAB B.x Corporate Experience: The vendor shall describe its experience in successfully performing projects of similar size, scope and complexity to the SOW requirements. For the prime Contractor, a list of three (3) directly relevant past (completed within the last 3 years) or present contracts or projects shall be provided, not more than one (1) page in length per contract. For any subcontractor and/or teaming partner proposed that will perform more than a minor role, the vendor shall submit, for each subcontractor or teaming partner, one (1) directly relevant past or present contract or project, not more than one (1) page in length per contract. Information shall include the following:

- Customer name, address, and telephone number
- Contract Number and Type of Contract
- Contract/Project Dollar Value. If performed as part of a team then provide the dollar value of your firm's contribution
- Place and Period(s) of Performance
- Description of work performed, including size, scope, complexity and responsibilities

The Government will evaluate the vendor's experience in providing services similar in size, scope and complexity to those requirements specified in the SOW. The Government may use information provided by the vendor in its proposal as well as information obtained from other sources. While the Government may elect to consider information obtained from other sources, the burden of providing thorough and complete information rests with the vendor.

TAB B.x Transition Plan: As part of the technical proposal, the vendor must describe its approach and plan to transition/start-up for each area of the work to be performed. The transition plan must depict the tasks, subtasks, activities, and proposed deliverables, including time lines/duration. The final agreed to transition plan will be incorporated by reference as part of the task award. Assume a 60-day transition period commencing the date of task award. In the proposal, the vendor must provide a schedule to complete all required tasks and describe how they will ensure that their company staff is fully trained and prepared to assume all duties by the close of the start-up period.

The Government will evaluate the sufficiency of the vendor's transition plan and its likely success in transitioning the project with minimum disruption in service.

Price Proposal

In preparing its price proposal, the vendor shall:

- Provide the name, title, telephone number, fax number, and e-mail address for the individual designated by the vendor as the central point of contact for this proposal.
- Clearly identify any discounts that are included in the proposal. The vendor is hereby notified that any pricing discounts offered shall be applicable throughout the term of the task order. The vendor's proposed hourly rate(s) must be INCLUSIVE of any discounts.

ITSS-4 Guidelines for Pre-Award Events

- Set forth any assumptions used in development of its price proposal.
- Include labor categories, labor hours, labor rate, and total amount for each labor category, using *<exp. 1,920>* annual hours for each FTE proposed.
- The vendor shall note a price of *\$xx,000* has been inserted in the travel CLIN for evaluation purposes. Vendors shall not alter this dollar amount. Note that this figure is for evaluation purposes only and may, or may not be the actual amount funded for non-local travel.
- The vendor shall replicate the attached pricing table and use it in preparing its price proposal. The price proposal shall include a breakout of labor hours by labor category, labor rate, and total amount for the total life cycle (base and option periods) of this task order.
- In addition, the vendor shall use *<number>* FTE's but, may propose a different labor mix from that identified in the pricing table; however, the proposed labor categories and hours must include all resources necessary to perform all the services described in the SOW. Vendors who propose a labor mix that does not match the breakout identified in the pricing table shall include supporting rationale in the *<section title>* section of the technical proposal.

ITSS-4 Guidelines for Pre-Award Events

A. AWARD DETERMINATION

The Government will perform an evaluation of each offeror's technical and price proposals in order to determine which proposal is the most advantageous to the Government. In performing this evaluation, the relative importance of price and technical merit will be determined as follows:

- Between substantially equal technical proposals, the proposed price will be the determining factor in selection of a proposal for award.
- The Contracting Officer has the right to determine whether two or more technical proposals are "substantially equal" or whether any differences in technical score are "significant" for purposes of evaluating the overall merit of proposals.
- Between acceptable proposals with a significant difference in technical weighting (and/or merit), a determination will be made as to whether the difference in technical merit reflected by a proposal from other than the low acceptable offeror warrants payment of a premium in price. The term premium, as used herein, means the difference in price between the low acceptable offer and that offer deemed superior from a technical standpoint. In determining whether a premium is warranted, the importance or weight given to price will be *<significantly or somewhat>* less than the importance or weight given to technical factors for which a comparative evaluation will be conducted. Notwithstanding this price/technical ratio, for determining whether a premium is warranted, the Government will only award a contract to other than the low acceptable offeror if specific technical advantages can be identified and the Contracting Officer determines that those specific technical advantages are worth the amount of any premium in price.
- The Government intends to award without discussions (however reserves the right to hold discussions if determined necessary by the Contracting Officer). Therefore, each initial offer should be submitted on the most favorable terms from a price and technical standpoint which the offeror can submit to the Government.
- Any quotation received that fails to comply with the requirements of this request for quotations may be determined to be unacceptable and eliminated from further consideration.