

PROJECT NAME HERE

Solicitation # NUMBER HERE
 Due Date DATE HERE

Key Dates
 Feb 8th QUESTIONS DUE
 Feb 11th ORG CHART AND BASIS OF ESTIMATE DUE
 Feb 18th EQUIPMENT AND MATERIAL IDENTIFIED
 Feb 22nd FINAL DRAFT
 Feb 28th FIRST REVIEW
 Feb 29th PRICE REVIEW
 March 3rd PRICING COMPLETE
 March 5th DOCUMENT PRINTING

Government Copies
 Section A: Representations - 1 Hard Copy, 1 Electronic
 Section B: Quality Proposal - 4 Hard Copies, 1 Electronic
 Section C: Past Performance - 4 Hard Copies, 1 Electronic
 Section D: Cost - 4 Hard Copies, 2 Electronic
 Section D: Cost (Costs Deleted) - 4 Hard Copies, 2 Electronic

Formatting Information
 11x17 Pages count as 1 page
 Cost Proposal Must be Printed on 8.5x14
 Text Font: Arial 12
 Graphic Font: Arial 10
 Margins: 1" All Around
 TOC and Index Pages Not Counted
 Tabs Must Be Blank

#	Section	RFP Language Requiring Section	Writer	Pages	Draft	Status
Section A Representations						
1	SF-33					
2	Acknowledgement of Amendments					
3	Reps and Certs (Section K)					
Section B Quality Proposal						
				175 Page Limit	175	180
TOC						
ES Executive Summary						
<i>IF REQUIRED</i>						
ES	Executive Summary		NAME HERE	12	12	95%
Part I Technical Proposal						
1.1	Technical Approach			79	84	
1.1.1	Staffing Approach (Org Chart)	Offerors shall clearly set forth the proposed manning and the methodology for utilizing the proposed skills and quantities of skills, job classification, or assignment of contract personnel.	NAME HERE	10	13	85%
1.1.2	Staffing Matrix	The offerors will be required to provide staffing charts for all positions identified for each organizational element, including Full Time Equivalents (FTEs), Part Time Positions (PTP), and any proposed dual hatted positions.	NAME HERE	4	4	95%
1.1.3	Qualifications of Key Personnel	The offerors will be required to provide qualifications (company job description) of key personnel, including the Program Manager and all personnel classified as supervisors.	NAME HERE	8	13	75%
1.1.4	Equipment, Supplies & Material	The offerors will also provide a listing of equipment, supplies, and material, to include type, quantity, age, condition, and cost; if applicable required to accomplish the services identified in the PWS that the Government is not providing as Government Furnished Property.	NAME HERE	15	15	95%
1.1.5	Cross Training and Utilization Plan	The offerors will provide a plan that describes those job positions that are similar in nature that will allow one employee to work in another job position for training purposes. The plans will also demonstrate how the offeror will reduce contract costs by having a pool of employees, including cross-trained employees who can be used where the workload dictates.	NAME HERE	6	3	95%
1.2	Methodology					
1.2.1	Methods of Operation (concept of ops)	The offeror shall provide the procedures and control methods for the operation of the contract.	NAME HERE	12	15	95%
1.2.2	Methods of Performing the Work	The offeror shall provide the methodology for performing all work described in the solicitation; and the specific work resources in support of the work, i.e., people, equipment, and materials.	NAME HERE	18	17	95%
1.3	Innovations	Proposal must discuss how the offeror plans to use innovative procedures or techniques which would generate in reduction of contract staffing, more efficient operations, or other resources reducing cost of the contract.	NAME HERE	6	4	90%
Part II Management Proposal						
2.1	Technical Management	The proposal must demonstrate an organization structure that promotes the efficient and flexible use of personnel and equipment; provide authority at the most beneficial level and evidence of a clear understanding of organization, personnel management, transitioning and administrative requirements for providing the required services.	NAME HERE	11	17	90%
2.2	Contract Administration	The proposal must address the offerors plan to provide for: Financial Management, Subcontract Management, Personnel Plan, Contingency Plan, and Phase-In Plan and the methods of providing information within and between the various functions	NAME HERE	2	2	95%
2.2.1	Financial Management	Requires the offeror to discuss in detail the proposed financial accounting system which will be used to ensure control, accountability, and reporting of financial information. In addition, discuss the methods used to keep various line items separated for costing purposes.	NAME HERE	6	3	90%
2.2.2	Subcontract Management	Requires the offeror to describe the extent of subcontracting that shall be used to satisfy the requirements in this solicitation. Identify proposed subcontracting support by functional areas depicted in the Performance Work Statement.	NAME HERE	6	4	90%
2.2.3	Personnel Plan / Resumes	Requires the Offeror's plans and programs to be used for obtaining and retaining a quality workforce through Phase-Out operations. The Government is concerned with the quality and stability of the workforce to be employed on the contract. The offeror shall submit a personnel policy plan that describes in detail the offeror's personnel policies and programs. The plan shall address as a minimum: Scope, Responsibilities, Policies, Hiring Procedures, Termination Procedures, Compensation policies, to include, but not limited to: Uncompensated overtime or effort, leave, compensatory time, sick leave, health benefits, bonuses, and severance pay. Additionally provide copies of resumes of proposed key personnel. Key personnel are defined as the Project Manager, Quality Control Officer, Supervisor of Operations and Maintenance, Plans Engineer and Supervisor of Engineer Resources Management.	NAME HERE	14	18	85%
2.2.4	Contingency Plan	The offeror shall discuss in detail those management actions to be taken during crisis situation, e.g., work stoppage, severe weather, mobilization, and troop deployment.	NAME HERE	8	7	90%
2.2.5	Phase-In	Proposal must address those actions, plans and procedures necessary to insure a smooth transition from contract award to full operation status. Present a detailed plan for the Phase-In period which includes mobilization, training, and orientation of the work force, assumption of responsibility of Government Furnished Property and full operational responsibility for the PWS. Phase-Out plan must address those actions, plans, procedures necessary to complete the contract without impacting service or response in the functional areas discussed the PWS. Further the phase-out plan must demonstrate the retaining of required staffing levels to include key personnel necessary to provide complete contractual support through the expiration of the contract.	NAME HERE	12	15	95%
2.2.6	Risk Management		NAME HERE	2	2	90%

Part III	Quality Control Proposal			23	16	
3.1	Inspection Techniques & Process Control Methods	These techniques include 100 percent inspection, random sampling, and planned sampling. These techniques shall be tailored, if necessary, for each major functional area. The use of these inspection techniques should be simple and practical, consistent with the quality control concepts, and provide an effective measure of contract performance. Inspection techniques shall be included for subcontractors. Address the methods to be used to ensure subcontractor compliance with the Quality Control Plan. In addition, provide a description of the resources to be utilized in the performance of quality control. Sample Quality Control Inspection Sheets should be included with the Quality Control Proposal.	NAME HERE	9		95%
3.2	Corrective Actions & Continuous Improvement	Corrective action includes deficiency identification and control. It shall include the methods the offeror chooses to pinpoint problems or deficiencies in the performance of the functions of the solicitation. Reports and records of corrective action should be described, and actions which will be taken to prevent similar occurrences in the future. It shall discuss and provide a customer feed back form and the offeror shall provide a discussion of how the form will be evaluated, responses provided to customers, and the management of the corrective actions. It shall include a discussion of usage of long term and short term corrective actions and examples of each.	NAME HERE	9		95%
3.3	Quality Control Documentation	The offeror will provide information on how automation will be used to collect, maintain, analyze, and provide to the Government quality control documentation (i.e., reports, corrective actions, recommendations for publications changes, etc.)	NAME HERE	5		95%
ORG CHART	Large Org Chart					
Section C	Past Performance			25 Page Limit		
1	Past Performance and Past Experience	Provide information on current or prior contracts that reflect relative past experience in providing the services stated herein. Limit information to the last three years. Contractor shall provide a listing of the organizations requested to provide information to include POC, address, telephone number, e-mail, and fax number.	NAME HERE	25		
2	Past Performance Questionnaires	Obtain a past performance rating from relative Government sources. The form at Attachment 1, past performance record and Attachment 2, past performance survey, may be used for this purpose. The activity performing the rating shall fax (NUMBER HERE) or email (E-MAIL HERE) the document(s), to this office no later than the solicitation closing date.	NAME HERE			
3	Past Performance Authorization Letters	Contractors providing commercial and private sector customers shall send the business reference (by email or fax) a letter authorizing the release of past performance information to the Government. Include a copy of the authorization in the Past Performance Proposal.	NAME HERE			
Section D	Cost Proposal			No Page Limit		
ES	Executive Summary					
1	Schedule B	Offerors shall include a copy of the schedule located in Section B, Supplies or Services and Prices/Costs of the solicitation filled out for all years along with their supporting cost information. Information for each cost element must be adequate.	NAME HERE			
2	SPECIAL BREAKOUT	Offerors shall provide individual cost breakouts for SPECIAL ITEMS	NAME HERE			
3	SPECIAL BREAKOUT	Offerors shall provide individual cost breakouts SPECIAL ITEMS	NAME HERE			
4	Labor / Wage Chart	The Service Contract Act (SCA) and Davis Bacon (DB) wage determinations and the Collective Bargaining Agreement (CBA) have been attached. In the form of a chart, offerors shall list each labor category using labor classification in one column with the wage determination code and title in others.	NAME HERE			
5	Cost Narrative	Narratively, the offeror shall tie in the fringe benefits with the minimum required by the Service Contract Act as applicable. Payroll burdens include FICA, FUTA, SUTA, and Workmen's Compensation Insurance. The narrative shall also discuss the appropriate rates, application bases and salary caps as applicable. Each labor category must indicate the CLIN to which it applies. The offeror is to provide a narrative to explain the flow of data from the summary to the detailed calculations within the electronic proposal. Explanations should address the mechanics of the detailed calculations, (i.e. pivot tables, lookup tables, cell name definitions).	NAME HERE			
6	Equipment, Materials & Supplies	Offerors shall indicate proposed materials, supplies, and equipment using quantities and unit prices as appropriate or feasible.	NAME HERE			
7	Financial Statements	The latest available complete financial statements for the most recent fiscal year and a detailed statement of any financial aid (e.g., bank loans, other liabilities, SBA assistance, etc.) now in existence shall be included as part of the cost proposal. (Prime & Sub)	NAME HERE			