



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 55TH WING (ACC)
OFFUTT AIR FORCE BASE, NEBRASKA

7 April 2011

MEMORANDUM FOR ALL USAMS II MAC ID/IQ HOLDERS

FROM: 55 CONS/LGCZ
101 WASHINGTON SQUARE
OFFUTT AFB NE 68113-2107

SUBJECT: USAMS II Task Order Proposal Request (TOPR) No. 11-008, Fair Labor Standards Act (FLSA) Federal Litigation Support for Labor Law Field Support Center (LLFSC)

1. Reference USAMS II MAC ID/IQ Contract, dated 25 July 2008.
2. This is a best value TOPR using the multiple award ID/IQ ordering process IAW FAR 16.505 and utilizing best value trade-off methodology. The contractor's proposal should demonstrate its ability to perform the technical requirements and capabilities to include a pricing breakdown of the attached Performance Work Statement (PWS) titled "Fair Labor Standards Act (FLSA) Federal Litigation Support for Labor Law Field Support Center (LLFSC)". Additionally, the proposal should address the source selection team Evaluation Criteria and the Performance Plan (PP) as attached. Proposals shall be submitted **no later than 1400 hours CDT on 21 April 2011**. The Government highly encourages offerors to submit proposals by e-mail; however, paper submissions will be accepted. If using e-mail, the proposal shall be in Word, Excel, or PDF format and sent to the following addresses: kenneth.leroy@offutt.af.mil, and patrick.foster@offutt.af.mil. Proposals shall be in two parts, Volume I Technical and Volume II Price, as follows:
 - a. The technical proposal shall be fashioned to demonstrate compliance/performance of the PWS taking into account the DoD Contract Security Classification Specification (DD254), PP and the evaluation criteria. **The technical section shall not exceed 20 pages.** A page is defined as one face of an 8.5 x 11 inch sheet of paper containing proposal information (excluding blank pages, title pages, table of contents, tabs, dividers, and indices). The page limitation is implemented to assist with proposal evaluation. Excess pages will not be evaluated. Paper submissions shall be on white or ivory stock only and two pages may be printed on one sheet of paper. The background color of pages containing proposal information shall be white or ivory only. Unless otherwise specified, all material must be contained within the defined page limit for each volume. Type shall be no smaller than Microsoft Word Times New Roman 10 point font, normal proportional spacing. Text lines shall be single-spaced. A Cross Reference Matrix should be included at the beginning of the Technical Proposal. The Cross Reference Matrix and qualification summaries are not included in the page count.
 - b. The hourly rates for the applicable labor categories are set forth in the USAMS II rate schedule of the Basic ID/IQ contract or a voluntary reduced rate may be proposed. All labor costs shall be proposed against the contract rates and applied only to the labor line item(s). A summary sheet with total hours for each period shall be submitted. **The pricing section shall not exceed 10 pages utilizing the above-designated page definitions.** The Government's Schedule B shall also be completed, but will not be included in the overall page count.

- c. Evidence of progress toward or compliance with the small business subcontracting plan of 23% is not required to be submitted as part of the price proposal.
- d. Cross teaming is allowed on this task order, but teaming and subcontractor arrangements shall be included in the OCI identification required in paragraph 6.
- e. Although the Government considers 1920 hours as a work year, the contractor is authorized to propose to their standard work-year numbers.
- f. The period of performance for this requirement is:

Base Period: 25 May 2011 – 24 May 2012
Option Period 1: 25 May 2012 – 24 May 2013
Extension Period*: 25 May 2013 – 24 November 2013

* (Option IAW FAR 52.217-8)

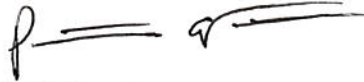
- g. Principal Places of Performance:

- (1) Vandenberg AFB, CA;
- (2) Pope AFB, NC;
- (3) San Antonio, TX;
- (4) Denver, CO;
- (5) Arlington, VA; and
- (6) Joint Base Andrews, MD.

NOTE: The subject TOPR is a new requirement. The Government estimates it will require approximately 12 to 15 FTEs to complete this contract requirement. Please ensure to provide rationale addressing the skill set mix, labor categories and labor hours proposed.

- 3. The contractors shall submit qualification summaries of personnel who are qualified and capable of performing the required work and have the expertise identified within the attached PWS and evaluation criteria. Qualification summaries are required to validate the labor categories and skill sets associated with the proposal.
- 4. CDRLs A001, A002, A003, A005, and A009 are required for this USAMS II task order. Any additional CDRLs deemed to be of benefit to the Government shall be proposed with the anticipated benefit explained. Any reservations being made for software or data rights shall be clearly specified in the proposal.
- 5. The Government anticipates awarding a firm-fixed-price level-of-effort (FFP-LOE) task order. The Government reserves the right to award without discussions; offerors are highly encouraged to submit their best offer in the initial proposal.
- 6. As a reminder, the contractor is required to identify any potential organizational conflicts of interest (OCI) concerning this USAMS II requirement. This identification is to include any and all teaming/subcontractor arrangements. If OCI's are identified, the contractor shall submit a mitigation plan five (5) calendar days prior to the close of this TOPR submission period. The contractor shall flow down this requirement to perspective subcontractors and submit subcontractor mitigation plans with its own. The contracting officer (CO) will review and make a determination of eligibility to compete regarding any OCI issues.

7. The Contracting Officer will also consider past performance under the USAMS II contract and potential impact on other USAMS II orders placed with the contractor IAW FAR 16.505.
8. If issues arise pertaining to this task order TOPR that cannot be resolved to the satisfaction of the contracting officer, the contracting officer reserves the right to withdraw or cancel the proposed task order without award. In such event, the contractor will be notified, via letter or e-mail, of the Contracting Officer's decision and this decision shall be final and conclusive and shall not be subject to the "Disputes" clause or the "Contract Disputes Act."
9. If further information is needed, please contact Mr. Kenneth LeRoy at (402) 294-6750 or the undersigned at (402) 294-6482.



PATRICK O. FOSTER
Contracting Officer

Attachments:

1. Performance Work Statement
2. Schedule B
3. Performance Plan
4. Evaluation Criteria