

CUI

Source Selection Information – See FAR 2.101 & 3.104

---

# ***Contract Field Teams (CFT) Labor Augmentation Support Requirements (LASR) Pre-Solicitation Conference FA8108-24-R-0004***



**Marcus L. Haberichter, Program Manager - AFSC/PZIYA**  
**Ryan McCabe, Contracting Officer – AFSC/PZIEB**

19 March 2024

**Controlled by:** Department of the Air Force  
**Controlled by:** AFSC/PZIEB  
**CUI Category:** SSEL  
**Distribution/Dissemination Control:** FEDCON  
**POC:** ryan.mccabe.2@us.af.mil

---

CUI

Source Selection Information – See FAR 2.101 & 3.104



# *Disclaimer*

- **This briefing/training is to give you an overview of what the Government expects to see in your proposal in order to award without discussions**
- **The Government intends to award without discussions, but reserves the right to conduct discussions if necessary**
- **This conference does not constitute a contract, a promise to contract, or a commitment of any kind on the part of the Government**
- **Any discussions or suggested information at this meeting are for discussion purposes only**



# *Agenda*

---

- **0900-0915: Introduction and Opening Remarks**
- **0915-0930: Program Background**
- **0930-1015: Solicitation Overview**
- **1015-1030: Break**
- **1030-1200: Source Selection Training and Keys to Developing a Good Proposal**



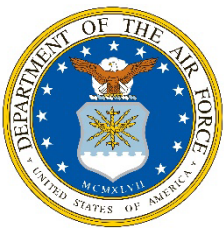
CUI

# ***Rules of Engagement***

---

- **Ask questions in writing**
  - **Submit questions only to the PCO, Ryan McCabe at [ryan.mccabe.2@us.af.mil](mailto:ryan.mccabe.2@us.af.mil) via Attachment 7 to Draft RFP 2 on SAM.gov by 22 March 2024 at 4:00PM CST**
  - **Official written responses will be posted on SAM.gov on a non-attribution basis**
  - **Verbal questions and answers are not binding**
  - **Government reserves the right to contact respondent for further clarification of submitted questions**
  - **Clarification questions to the briefer are permissible when it applies to the general audience and not a specific condition/arrangement for you or your company**
  - **Government may limit or stop oral questions at their discretion**
- 

CUI



CUI

Source Selection Information – See FAR 2.101 & 3.104

# ***CFT LASR Program Background***



***Marcus Haberichter – CFT Lead Program Manager***  
***marcus.haberichter@us.af.mil***

CUI

Source Selection Information – See FAR 2.101 & 3.104



CUI

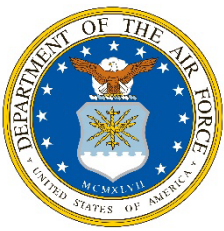
# ***Team Introduction***

---

- **CFT Program Management Branch Chief: Mr. Paul Archer**
- **Contracting Division Chief: Ms. Georgette Strub**
- **Contracting Branch Chief: Mr. Ed Adams**
- **Contracting Section Chief: Ms. Jennifer Russ**
- **Lead CFT Program Manager: Mr. Marcus Haberichter**
- **Procurement Contracting Officer: Mr. Ryan McCabe**
- **Small Business Advisor: Ms. Stacy Cochran**
- **Source Selection Advisors: Ms. Melissa Mitchell & Ms. Jill Graham**

---

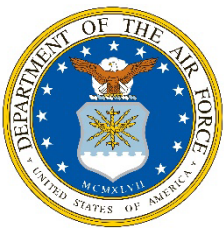
CUI



# ***Program Goals and Objectives***

---

- **Provide rapid labor augmentation capability for all levels of maintenance**
- **Maintain flexible contract types that meet the mission**
- **Viable Small Business set-aside**
- **Ensure robust oversight at all sites**
- **Exceptional customer service**



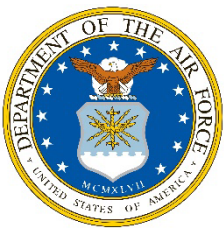
# CFT History

- **1951 – Created to augment USAF organic maintenance capabilities in support of Korean Conflict**
- **1981 – present: Joint Logistics Commander Inter-Service endorsed for responsiveness, fiscal savings and reduced contract lead times**



- **Expanded in 1970's to support DoD and other Federal Agency organic maintenance requirements**
- **In 2007 Director, Defense Procurement and Acquisition Policy expanded CFT to include CFT Program Office**
  - **Effecting Full-service Customer support**

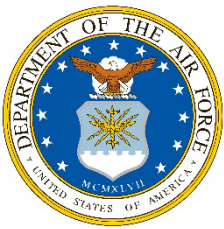




# ***Acquisition Background***

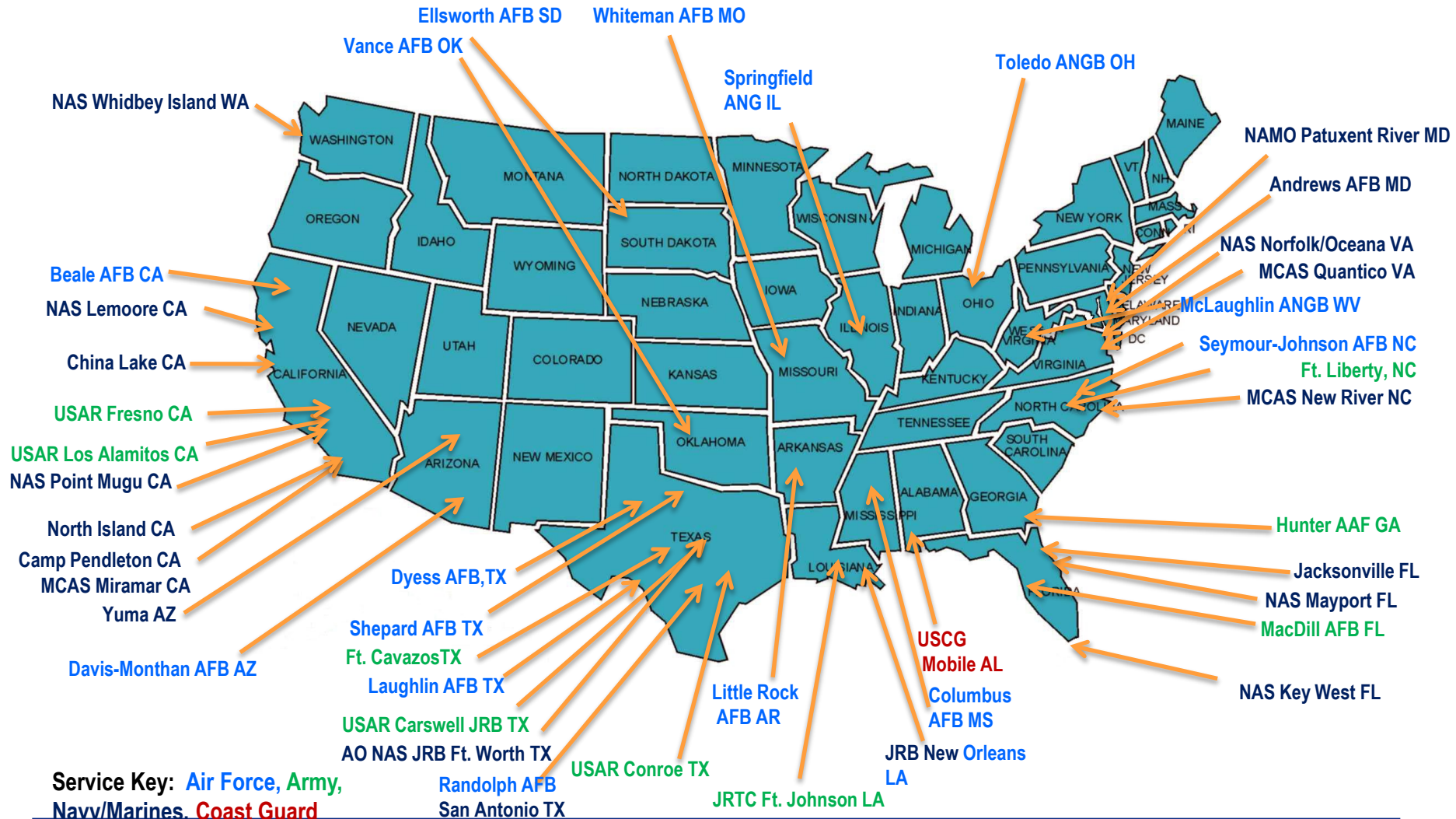
---

- **Customers do not have adequate manpower to fully meet all their requirement**
  - **CFT LASR fills that need**
  - **Organizational, Intermediate and Depot level**
- **CFT is mission essential to training commands. CFT is primary workforce for all launch and recovery activities**
  - **A-76 study driven**
  - **CFT personnel on Unit Manning Documents**
- **CFT rapidly develops requirements documents to fill urgent manpower needs**
  - **<180 total days to award**

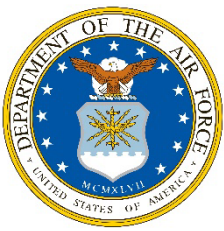


CUI

# CFT Active Task Orders CONUS LOCATIONS



CUI



CUI

# CFT Active Task Orders OCONUS LOCATIONS

El Salvador  
JB Comalapa

United Kingdom  
Lakenheath RAF

Japan  
Iwakuni

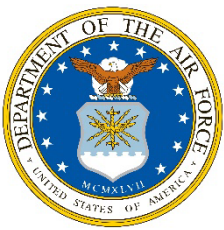
Okinawa  
Kadena AB  
MCAS Futenma

Hawaii  
Kaneohe Bay



Service Key: **Air Force**, **Army**, **Navy/Marines**, **Coast Guard**

CUI



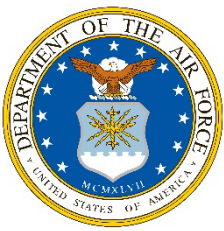
CUI

# CFT Labor Skills

Contract Field Team Labor Categories			
<u>Labor Skills</u>	<u>Labor Skills</u>	<u>Labor Skills</u>	<u>Labor Skills</u>
Production Control Clerk	Shipping/Receiving Clerk	Fabric Worker	Woodworker
Scheduler, Maintenance	Stock Clerk	Ground Support Equipment Mechanic	Technical Order Library Clerk
Supply Technician	Tools and Parts Attendant	Ground Support Equipment Servicer	Technical Order Librarian
Automobile Body Repairer, Fiberglass	Warehouse Specialist	Ground Support Equipment Worker	Non-Destructive Inspection Technician (NDI) I
Automotive, Electrician	Aerospace Structural Welder	Gunsmith I	Non-Destructive Inspection Technician (NDI) II
Automotive Worker	Aircraft Mechanic I	Gunsmith II	Non-Destructive Inspection Technician (NDI) III
Mobile Equipment Servicer	Aircraft Mechanic II	Gunsmith III	Non-Maintenance Test Pilot/Co-Pilot Pilot (non-MTP)
Motor Equipment Metal Mechanic, Motor Vehicle Body Repairer	Aircraft Mechanic III	Heavy Equipment Mechanic	Maintenance Test Pilot, Rotary Wing
Motor Equipment Metal Worker	Aircraft Mechanic Helper	Heavy Equipment Operator	Maintenance Test Pilot, Fixed Wing/Prop
Motor Vehicle Mechanic	Aircraft, Painter	Machinery Maintenance Mechanic	Maintenance Test Pilot, Fixed Wing/Jet
Motor Vehicle Mechanic Helper	Aircraft Servicer	Machinist, Maintenance	Aircraft Logs and Records Technician
Painter, Automotive	Aircraft Worker	Maintenance Trades Helper	Petroleum Supply Specialist
Machine-Tool Operator, Toolroom	Electrician, Maintenance	Pneudraulic Systems Mechanic	Aircrew Survival Flight Equipment Technician I
Tool and Die Maker	Electronics Technician Maintenance	Rigger	Aircraft Survival Flight Equipment Technician II
Forklift Operator	Electronics Technician Maintenance	Sheet-Metal Worker, Maintenance	Media Blaster/Sand Blaster
Material Coordinator	Electronics Technician Maintenance	Welder, Combination, Maintenance	Equipment Cleaner

CUI



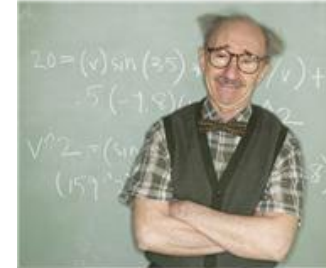


CUI

# Acquisition Background

## ■ CFT Contract may not be used for:

- Facilities Maintenance
- Grounds Keeping
- Construction Work
- Administrative Work
- Engineering Work
- Classroom Training (limited to “over the shoulder” OJT)
- Inactive Systems – no Static Display maintenance
- Contractor Logistics Support (CLS)
- Government Owned Contractor Operated (GOCO)
- Working for Government Contractors
- Turnkey Operations
- Labor hour support
- Non-performance based work
- Personal Services



CUI



CUI

Source Selection Information – See FAR 2.101 & 3.104

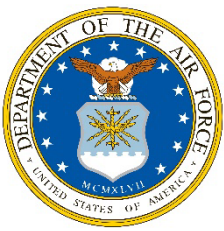
# ***CFT LASR Solicitation Overview***



***Ryan McCabe – Contracting Officer  
Ryan.mccabe.2@us.af.mil***

CUI

Source Selection Information – See FAR 2.101 & 3.104



CUI

# *Milestones*

Event	Milestone	Actual
1 <sup>st</sup> Draft RFP	23 Nov 23	23 Nov 23
2 <sup>nd</sup> Draft RFP	23 Feb 24	28 Feb 24
Pre-Solicitation Conference	3 Apr 24	19 Mar 24
RFP Release	30 May 24	
Proposals Received	2 Jul 24	
Anticipated Award	26 Aug 25	

\*Dates subject to change

CUI



# ***Solicitation Overview***

---

- **Two Competition Pools**
    - **Small Business & Full & Open**
  - **Contract Type**
    - **FAR 15**
    - **Multiple Award Indefinite Delivery Indefinite Quantity (IDIQ)**
  - **Task Orders under IDIQ**
    - **Orders will be competed using FAR 16.5 (FOPRs)**
    - **Firm-Fixed Price, Cost-Reimbursement, Time & Materials**
    - **Minimum Order – Post-Award Conference (Virtual)**
  - **Potential Period of Performance – 10 Years**
    - **5-Year Basic Ordering Period and 5-Year Option Ordering Period**
  - **Anticipated release of RFP – May/June 2024**
-





# ***Solicitation Overview***

---

- **Offerors are required to meet all solicitation requirements**
  - **Terms and conditions**
  - **Representation and certifications**
  - **All factors and subfactors**
    - **AS9100D Certification**
    - **Highest Technically Rated Offeror (HTRO) Minimum Technical Threshold Rating (MTTR)**
    - **Small Business Participation Commitment Document**
    - **Past Performance**
- **Failure to meet a requirement may result in an offeror being ineligible for award**



# *Competition Pools*

- **Small Business**
  - **SB awarded < 100 FTEs CONUS and < 50 FTEs OCONUS**
- **Full & Open**
  - **Larger CFT requirements awarded  $\geq$  100 FTEs CONUS and  $\geq$  50 FTEs OCONUS**
    - **Potential mixture of LB/SB**
    - **Allows SBs option to compete in both pools**
- **Post Award**
  - **H-Clause allows provisions for successfully performing SBs (in SB Competition Pool) opportunity to expand into the F&O Pool for requirements**



# *Competition Pools*

---

- **On-Ramping**
  - **Unilateral**
  - **Additional contractors to either pool as needed**
  - **Same evaluation and selection as original contract awards**
- **Off-Ramping**
  - **Used for non-performing contractors with no active task orders in either pool**
    - **Allowing Contractor's term to expire without exercising Option 1**
    - **Debarment, suspension, or ineligibility**
    - **Termination**



# ***CLIN Structure***

- **Contract CLIN Structure**
  - **X001 – Labor FFP**
  - **X002 – Overtime FFP**
  - **X003 – CAP/CAS CR**
  - **X004 – Labor T&M**
  - **X005 – Overtime (T&M)**
  - **X006 – Mat'l/Non-Mat'l T&M**
  - **X007 – Travel CR**
  - **X008 – Transition “in” FFP**
  - **X009 – Transition “out” FFP**
  - **X010 – Data NSP**
  - **X011 – Post Award Conference C/R (minimum order)**

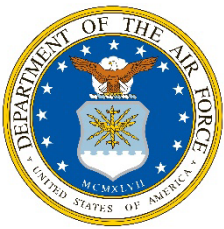


# *Special Requirements*

## ■ H-Clauses

- H-1 Process And Criteria For Issuing Task Orders
- H-2 Competition Pools
- H-3 Shift Differential & Premium Pay
- H-4 Government Provided Support At Government Operated Locations
- H-5 Overtime Procedures
- H-6 Small Business Recertification To Large Business
- H-7 On-ramping
- H-8 Off-ramping
- H-9 Teaming/Cross-teaming
- H-10 Unilateral MTC Increase Or Decrease By Up To 25%

**\*H-Clauses to receive new numbering format before RFP release**



CUI

Source Selection Information – See FAR 2.101 & 3.104

# *Evaluation Factors*



**Ryan McCabe – Contracting Officer**  
***Ryan.mccabe.2@us.af.mil***

CUI

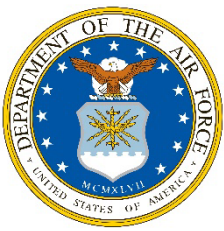
Source Selection Information – See FAR 2.101 & 3.104



# *Evaluation Factors*

---

- **Factor 1 - AS9100D Certification**
- **Factor 2 – Technical**
  - **SF1: HTRO Self Scoring Matrix**
  - **SF2: Small Business Participation Commitment Document**
- **Factor 3 – Past Performance**



# Factor 1

- **Step 1, Factor 1 – AS9100D Certification**
  - **Acceptable/Unacceptable**
  - **To be determined Acceptable, offerors must provide current AS9100D certification**

Rating	Description
Acceptable	Proposal meets the requirements of the solicitation.
Unacceptable	Proposal does not meet requirements of the solicitation.

- **If awarding without Discussions, offerors rated as Unacceptable for Factor 1 will be ineligible for award**
  - **No further evaluation**
- **If Discussions are contemplated, offerors rated as Unacceptable in Factor 1 will be excluded from competitive range and will be ineligible for award**
  - **No further evaluation**
- **Offerors rated as Acceptable for Factor 1 will move on to Step 2**





# Factor 2, Subfactor 1

- **Step 2, Factor 2 – Technical**
  - **Step 2a, Subfactor 1: HTRO Self-Scoring Matrix**
    - **Minimum Technical Threshold Rating (MTTR) – 43,400**
    - **Government validation utilizes Work Samples and Relevant Work Sample Narratives with only downward adjustments**
    - **Offerors that submit an HTRO Self-Scoring Matrix that is not equal to or above the MTTR **will not be validated****

Points Available	61,000
MTTR	43,400
Offerors Self-Score Total	18,000
Government Validated Score	-
Will NOT Proceed to SF2b or remainder of evaluation	



## ***Factor 2, Subfactor 1***

- If awarding without Discussions, offerors that do not have a Government validated MTTR that meets or exceeds 43,400 will be ineligible for award
  - **No further evaluation**
- If Discussions are contemplated, offerors that do not have a Government validated MTTR that meets or exceeds 43,400 will be excluded from the competitive range and ineligible for award
  - **No further evaluation**

Points Available	61,000
MTTR	43,400
Offerors Self-Score Total	45,000
Government Validated Score	43,000
<b>Will NOT Proceed to SF2b or remainder of evaluation</b>	



CUI

## ***Factor 2, Subfactor 1***

- Offerors that meet or score above MTTR after Government validation move on to Step 2b

Points Available	61,000
MTTR	43,400
Offerors Self-Score Total	43,400
Government Validated Score	43,400
Will Proceed to SF2b Evaluation	

CUI



## ***Factor 2, Subfactor 2***

- **Step 2b, Subfactor 2– Small Business Participation Commitment Document**
  - **Acceptable/Unacceptable**
  - **Extent of the proposed participation/commitment to use of U.S. small businesses**
  - **Completion and submission of Small Business Participation Commitment Document**

Rating	Description
Acceptable	Proposal meets the requirements of the solicitation.
Unacceptable	Proposal does not meet requirements of the solicitation.



CUI

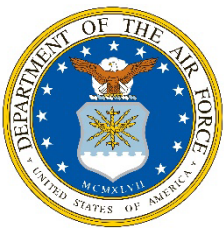
## ***Factor 2, Subfactor 2***

---

- If awarding without Discussions, offerors rated as Unacceptable for SF 2 will be excluded from competitive range and ineligible for award
  - **No further evaluation**
- If Discussions are contemplated, offerors rated as Unacceptable for SF2 will be excluded from competitive range and ineligible for award
  - **No further evaluation**
- Offerors rated as Acceptable for SF2 will move on to Step 3

---

CUI



# Factor 3

## ■ Step 3, Factor 3 – Past Performance

### ■ Acceptable /Unacceptable

### ■ Recency

- Work performed DURING the past five (5) years from solicitation release

- Example: Offeror A provides a Work Sample for a contract that was awarded September 2018 with period of performance of Sep 2018 – Sep 2023.

- Work Sample is recent because Offeror A was performing on contract during the past five (5) years

### ■ Relevancy

RATING	DEFINITION
Relevant	Present/past performance effort involved similar scope and magnitude of effort and complexities this solicitation requires.
Not Relevant	Present/past performance effort involved little or none of the scope and magnitude of effort and complexities.

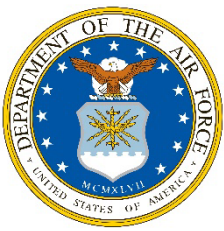


# Factor 3

## ■ Performance Quality

- In-depth evaluation of the past performance questionnaire responses, Past Performance Information Retrieval System (PPIRS) information, Contractor Performance Assessment Reports (CPARS), interviews with Government customers and fee determining officials and, if applicable, commercial clients.

RATING	DEFINITION
<b>Satisfactory (S)</b> <b>Green</b>	During the contract period, contractor performance is meeting (or met) all contract requirements. For any problems encountered, contractor took effective corrective action.
<b>Unsatisfactory (U)</b> <b>Red</b>	During the contract period, contractor performance is failing (or fail) to meet most contract requirements. Serious problems encountered. Corrective actions were either ineffective or nonexistent. Extensive Customer oversight and involvement was required.
<b>Unknown (UK)</b>	Unknown performance rating due to lack of sufficient information to assign a rating.



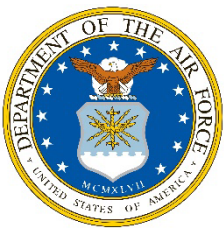
# Factor 3

## ■ Past Performance Confidence

RATING	DEFINITION
ACCEPTABLE	Based on the Offeror's recent/relevant performance record and performance quality, the Government has a reasonable expectation that the offeror will successfully perform the required effort.
UNACCEPTABLE	Based on the Offeror's recent/relevant performance record and performance quality, the Government has no expectation that the Offeror will be able to successfully perform the required effort.

- Offerors rated as Unacceptable for Factor 3 will not be considered in the best value award decision
- Offerors rated as Acceptable for Factor 3 will move on to Step 4

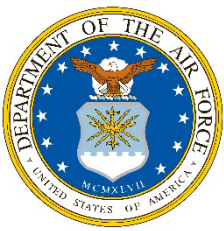




# ***Best Value Award Decision***

---

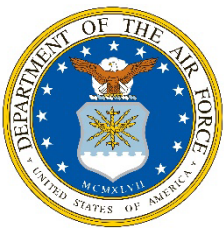
- **Step 4 - Best Value Award**
  - **All Offerors that have Acceptable for Factor 1 AS9100D Certification, Government validated score that Meets or exceeds MTTR, have an Acceptable Subfactor 2 SBPCD and have Acceptable Factor 3 Past Performance**



# ***Proposal Considerations***

---

- **The number of Work Sample submissions SHALL NOT exceed limitations set forth in Column C in the HTRO Self-Scoring Matrix**
- **Offerors shall adhere to page limitations**
  - **Relevant Work Sample Narratives**
    - **Rule: Limited to two (2) pages per contract**
    - **Exception: Work Samples that cover multiple evaluation criteria (See Section L 4.4.2)**
      - **Example: Work Sample that covers four (4) evaluation criteria may have a Relevant Work Sample Narrative that exceeds the maximum of two (2) pages to fully describe relevancy.**



# ***Proposal Considerations***

---

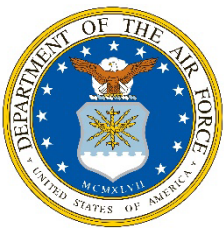
- **Small Businesses competing in both Small Business and Full and Open Competition pools shall submit two (2) proposals (Section L 1.0)**
- **Small Business Participation Commitment Document submitted by ALL offerors submitting proposals. (Section L 4.4.4)**
- **Subcontracting Plans submitted by other than Small Businesses only (Section L 6.1)**



# ***Proposal Submittal***

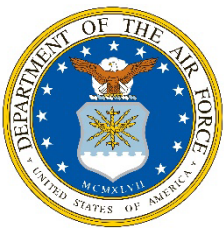
---

- **Secure Access File Exchange (SAFE)**
    - **All proposals shall be submitted using DoD SAFE, <https://safe.apps.mil/> . All interested offerors must e-mail Ryan McCabe at [ryan.mccabe.2@us.af.mil](mailto:ryan.mccabe.2@us.af.mil) in order to receive a request code to drop-off (upload) files in DoD SAFE IAW ITO 2.1.6**
      - **Email PCO to receive a request code to drop-off (upload) files in DoD SAFE**
      - **Upload proposal files via DoD SAFE**
      - **Notify PCO by email that files have been uploaded**
        - **Provide a copy of the DoD Safe upload confirmation screen shot**
    - **Proposal will be considered timely, even if the files are not accessible to the PCO in DoD SAFE until after the proposal closing date and time**
-



# *Hot Topics*

- **Discussion on AS9100D Certification**
  - **Require AD9100D for evaluation and award**
  - **Maintained throughout contract period**
  - **HTRO “credits” AS9100C work**
- **HTRO Matrix feedback**
  - **Addresses emerging workloads**
    - **Drone and UAV**
    - **Low Observables and specialty coatings**
- **H-Clause Considerations**
- **MTC comments**
  - **Assigned defined as “Onsite and available to work”**
    - **Without regard for employment status**
  - **Offset payment for vacancies**
- **Cross-Reference Matrix**



CUI

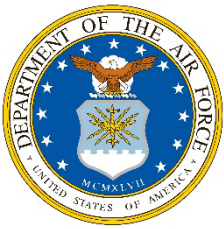
---

# Break

## Back at 1030 for Source Selection Training and Keys to Developing a Good Proposal

---

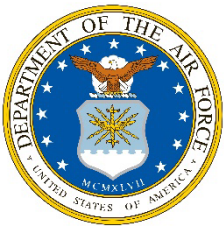
CUI



# ***Source Selection Training***



**Melissa Mitchell**  
**AFSC/PZCAB**



# *Topics*

---

## ■ **SOURCE SELECTION**

- **What Is It**
- **Best Value**
- **Main Members**
- **Exchanges with Offerors**

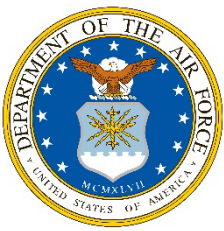
## ■ **EVALUATION FACTORS AND RATINGS**

- **Technical**
- **Past Performance**

## ■ **AWARD DECISION**

## ■ **CONCLUSION**





# <sup>CUI</sup> ***Highest Technically Rated Offeror (HTRO)***

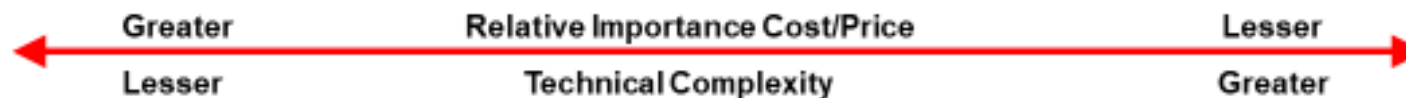
---

## ■ What is HTRO?

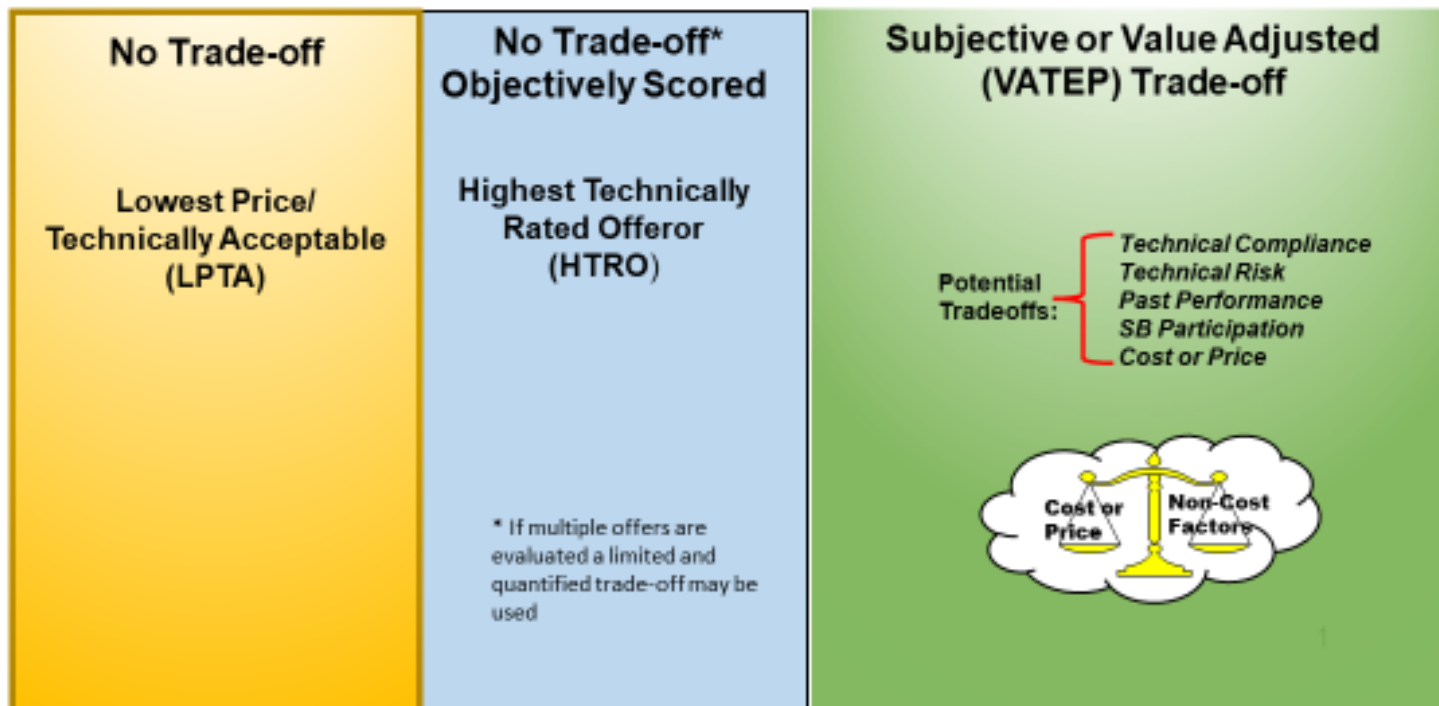
- HTRO is a source selection process that is neither tradeoff nor Lowest Price Technically Acceptable (LPTA)
- Is suitable for any competitive acquisition where the Government can establish objective scoring criteria
  - Ideal for services efforts where the technical/non-price factors are the most critical aspect of the award decision
  - Focuses on prior experience in performing same or similar work
- Best value is defined as the offeror with the highest Government-validated technical score (and where applicable, price and/or past performance)
  - Use of price and/or past performance as additional evaluation factors is at the discretion of the CO

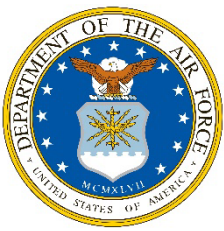


# CUI *Highest Technically Rated Offeror (HTRO)*



FAR Part 15.101, FAR Subpart 15.3, as supplemented





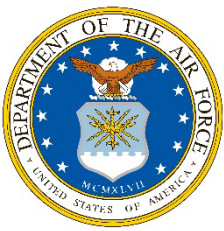
# <sup>CUI</sup> ***Highest Technically Rated Offeror (HTRO)***

---

## ■ **Common Structure**

- **Source Selection Team (SST) typically uses objectively verifiable evaluation criteria focused on quality of offerors previous experience/past performance**
  - **RFP includes weighted scoring matrix**
  - **Offerors self-score and submit with proposal**
  - **Government performs evaluation to validate technical score**

**Note: The most common structure discussed here is not intended to reflect the only approach. The HTRO concept can be modified, as needed, to meet the acquisitions team's needs.**



CUI

# ***Highest Technically Rated Offeror (HTRO)***

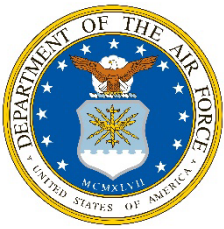
---

## ■ **Advantages**

- **Can expedite source selection process**
  - **Simplifies evaluation process reduced evaluation time**
    - **“days versus weeks”**
- **Provides objectively rated evaluation criteria**
- **Provides transparency throughout the process**
- **Allows for flexible approaches:**
  - **HTROs (without price or other non-technical factors)**
  - **HTRO Realistic and Reasonable Price (with price or other non-technical factors)**
  - **2HTRO (with price or other non-technical factors)**
  - **Other modified HTRO concepts**

---

CUI



CUI

# ***Source Selection Team Main Members***

---

## ■ **Source Selection Authority (SSA)**

- Makes the award decision
- Approves entering and closing discussion

## ■ **Procurement Contracting Officer (PCO)**

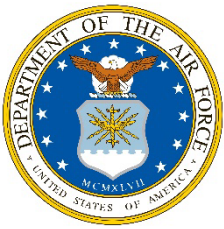
- Directs the evaluation of proposals
- Source of all direct communication between the Government and offerors

## ■ **Source Selection Evaluation Board (SSEB)**

- Evaluate Proposals
- Assign ratings
- Present evaluation results to the SSA

---

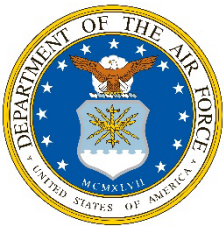
CUI



# ***Exchanges with Offerors During Source Selection***

---

- **Exchanges with offerors are conducted through Evaluation Notices (ENs)**
- **Three types of ENs**
  - **Clarifications** – limited exchanges when award without discussions is contemplated
  - **Communications** – exchanges leading to the establishment of a competitive range
  - **Discussions** – formal negotiations conducted after the establishment of a competitive range
- **Conducted with every offeror within the competitive range**
- **Tailored to each offeror, based on deficiencies and other issues within the proposal.**



CUI

# ***Request For Proposal***

## **Section L** **INSTRUCTIONS** **TO** **OFFERORS**

### **INSTRUCTIONS REGARDING PROPOSAL** **CONTENT AND FORMAT**

- Describe technical approach
- Provide past performance information
- Provide pricing data
- Includes format requirements, accepted document types, page limitations, etc

## **Section M** **EVALUATION** **FACTORS FOR** **AWARD**

### **EVALUATION CRITERIA**

- Criteria for award selection
- Evaluation factors and subfactors, and order of importance in relation to each other
- Factor rating definitions
- Proposals will be evaluated against stated criteria

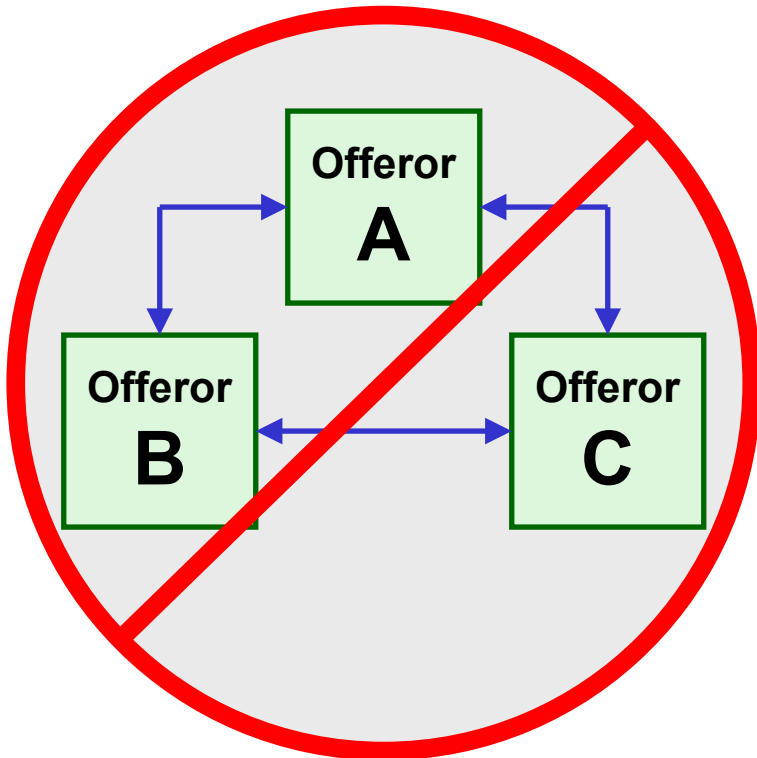
CUI



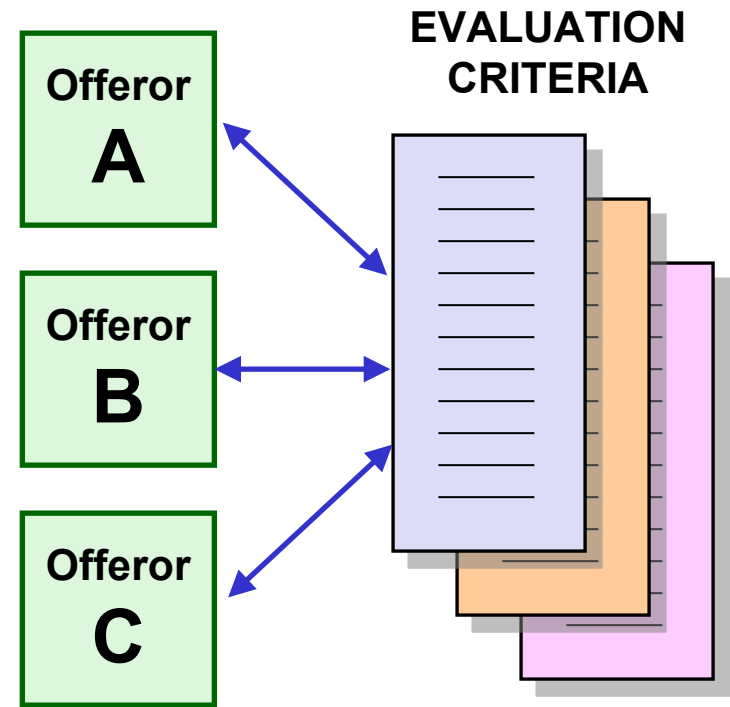
CUI

# Source Selection Evaluation

**SSEB does not**  
compare proposals  
against each other



**SSEB evaluates**  
each proposal against  
the stated evaluation criteria



CUI

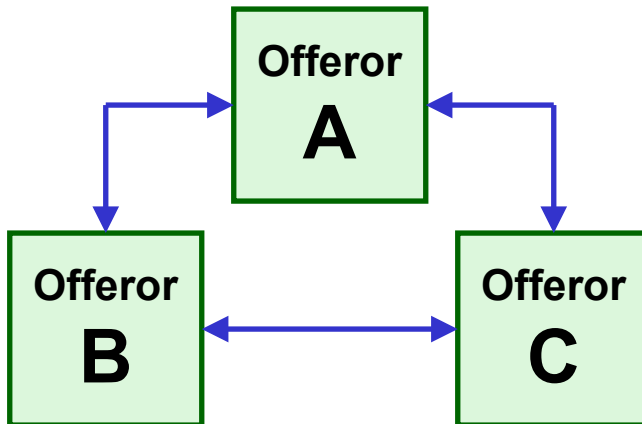




CUI

# Source Selection Decision

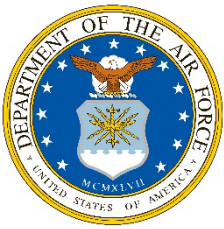
**SSA does  
compare proposals  
against each other**



For the best value award decision, the SSA will assess the Factor 1 AS9100D Certification and Factor 2 Technical and Factor 3 Past Performance evaluation results, along with supporting information to make an integrated assessment of which offeror(s) provides the overall best value

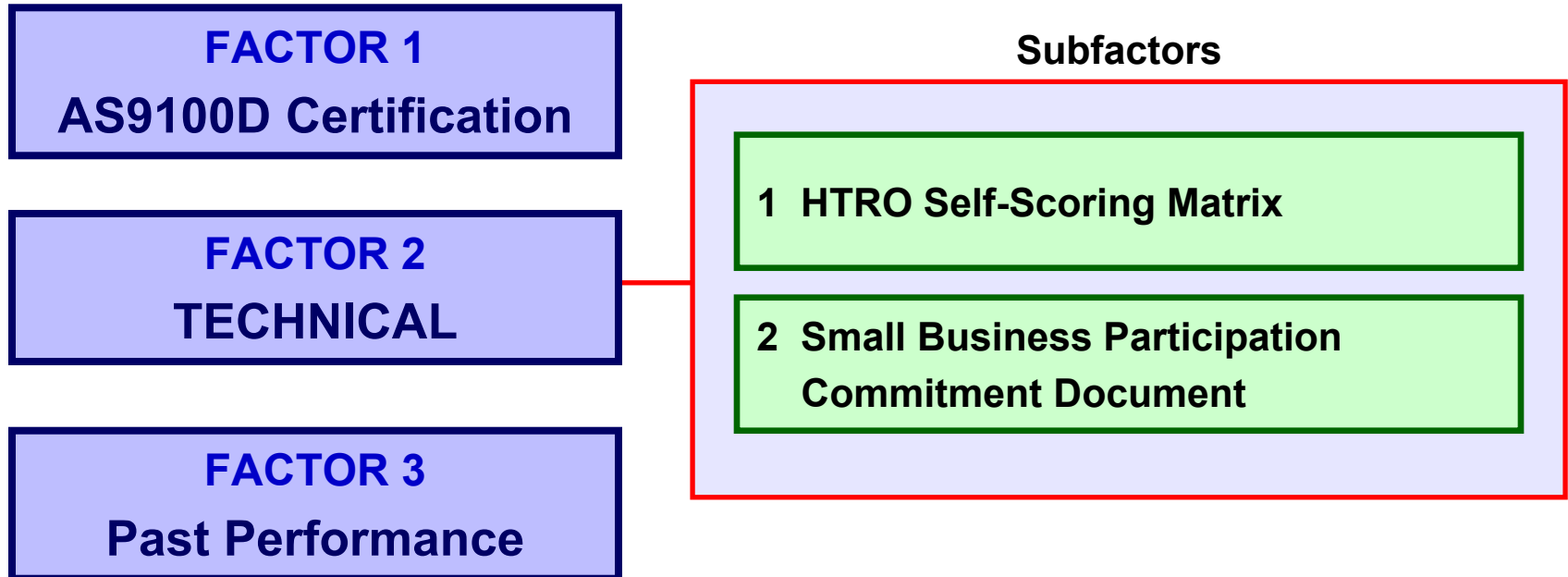
For this acquisition, in order to be eligible for award an Offeror must be determined Acceptable for Factor 1 AS9100D Certification, must have a validated score at or above the MTTR of 43,400 points, must be Acceptable for Subfactor 2 SBPCD and must be determined Acceptable for Factor 3 Past Performance.

CUI

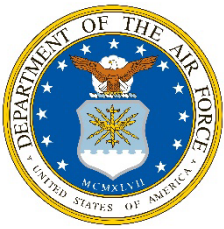


CUI

# *Evaluation Factors*



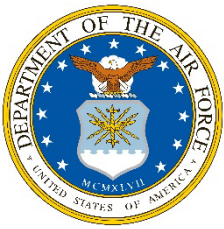
CUI



# <sup>CUI</sup> *Evaluation Factors and Ratings for HTRO Process*

---

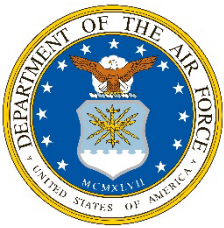
- **Factor 1 AS9100D Certification**
  - Acceptable
  - Unacceptable
- **Factor 2 Technical**
  - **Subfactor 1 - HTRO Self-Scoring Matrix**
    - MTTR is 43,400 points
  - **Subfactor 2 – Small Business Participation Commitment Document (SBPCD)**
    - Acceptable
    - Unacceptable
- **Factor 3 Past Performance**
  - Acceptable
  - Unacceptable



# *Evaluation Methodology*

---

- **The Government will conduct evaluations in accordance with Section M, paragraph 2.2.1 Evaluation Methodology**
- **Factor 1 AS9100D Certification will be evaluated IAW Section M, paragraph 2.2.1, Step 1. Step 1 is a prerequisite in order to proceed to Step 2.**
- **Factor 2 Technical will be evaluated IAW Section M, paragraph 2.2.1, Step 2 (to include Step 2a and Step 2b.)**
  - **Offerors who are determined Acceptable as a result of STEP 1 for Factor 1 AS9100D Certification are eligible for the remainder of the evaluation for Factor 2 Technical and Factor 3 Past Performance as described in STEPs 2a, 2b, and Step 3 below.**
  - **Initial ratings for the factors will be established for each offeror.**



# *Evaluation Methodology*

---

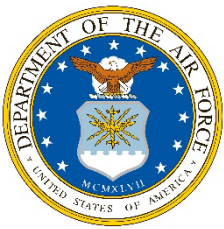
- **Offerors who are determined Acceptable as a result of STEP 1 for Factor 1 AS9100D Certification, will be evaluated Factor 2 Technical, Subfactor 1 HTRO Self-Scoring Matrix IAW Step 2a. Offerors who are determined to have a validated score at or above the MTTR of 43,400 points in Subfactor 1 will be eligible for the evaluation for Subfactor 2 as described in STEP 2b below.**
  - **Offerors who are determined to have a validated score at or above the MTTR of 43,400 points Factor 2 Technical, Subfactor 1 HTRO Self-Scoring Matrix will be evaluated for Subfactor 2 Small Business Participation Commitment Document (SBPCD) IAW Step 2b.**
  - **Factor 3 will be evaluated IAW Section M, paragraph 2.2.1, Step 3**
    - **Offerors who are determined Acceptable as a result of STEP 2b for Subfactor 2 SBPCD, will be evaluated Factor 3 Past Performance.**
-



# *Evaluation Methodology*

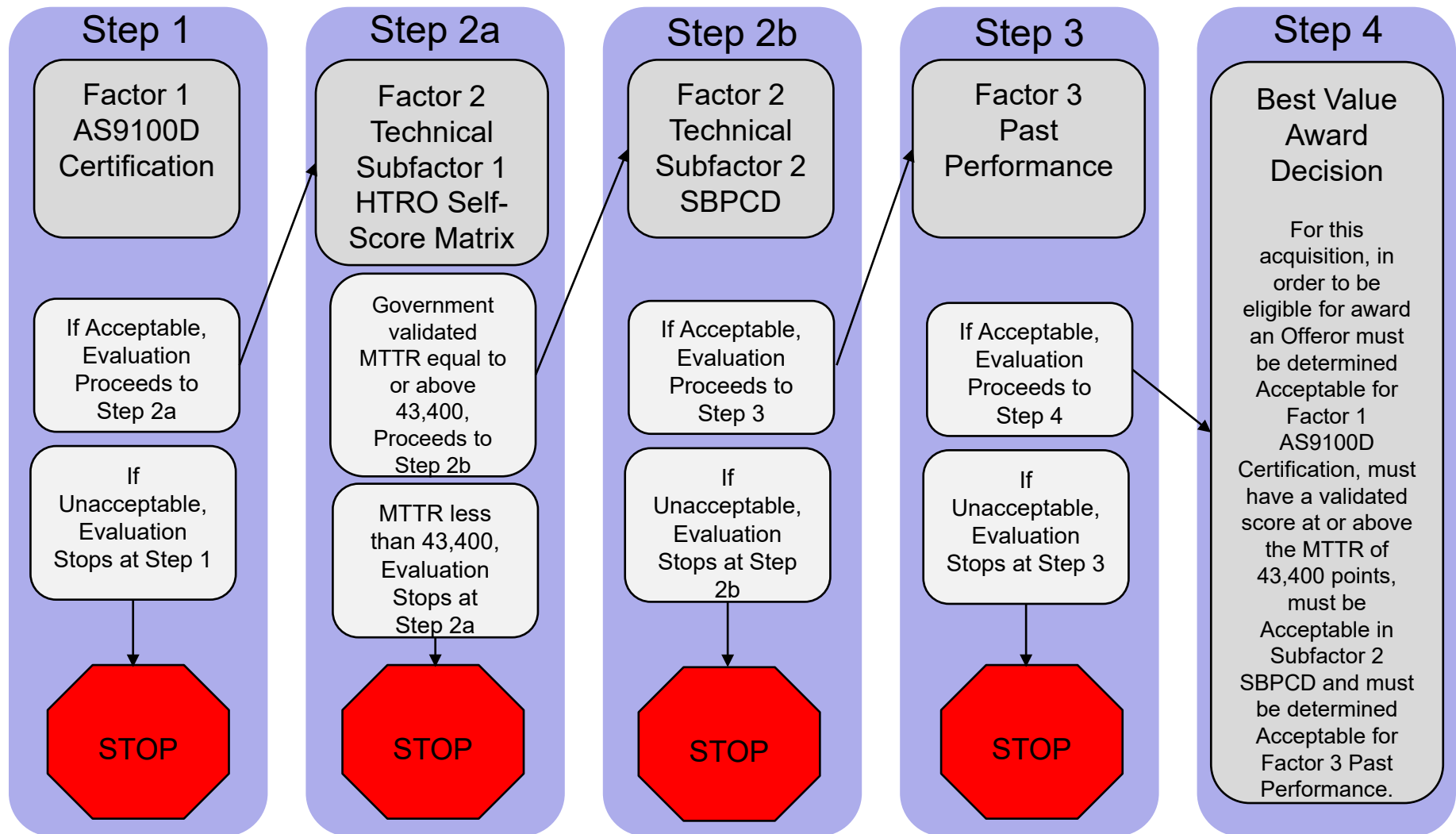
---

- **For the best value award decision, the SSA will assess the Factor 1 AS9100D Certification and Factor 2 Technical and Factor 3 Past Performance evaluation results, along with supporting information to make an integrated assessment of which offeror(s) provides the overall best value IAW Section M, paragraph 2.2.1, Step 4.**
- **For this acquisition, in order to be eligible for award an Offeror must be determined Acceptable for Factor 1 AS9100D Certification, must have a validated score at or above the MTTR of 43,400 points, must be Acceptable for Subfactor 2 SBPCD and must be determined Acceptable for Factor 3 Past Performance.**



CUI

# Evaluation Methodology Summary



CUI



# *Evaluation Methodology*

---

- **At the conclusion of the initial evaluation, in the event the Government conducts an award without discussions, Offerors who are determined to have any of the following evaluation results, will be considered unawardable and will not be considered in the best value award decision:**
  - **Unacceptable for Factor 1 AS9100D Certification, based on a deficiency in Factor 1,**
  - **Offerors who are determined to be below the MTTR of 43,400 points**
  - **Unacceptable for Subfactor 2 SBPCD, based on a deficiency in Subfactor 2**
  - **Unacceptable for Factor 3**





CUI

# *Evaluation Methodology*

---

- **In the event the Government determines discussions are necessary, Offerors who are determined to have any of the following evaluation results, will be excluded from the Competitive Range:**
  - **Offerors with an evaluated deficiency in Factor 1**
  - **Offerors who are determined to be below the MTTR of 43,400 points**
  - **Offerors with an evaluated deficiency in Subfactor 2**

---

CUI



CUI

# *Technical Rating Definitions*

---

Rating	Definition
Acceptable	Proposal meets the minimum requirements of the solicitation.
Unacceptable	Proposal does not meet the minimum requirements of the solicitation.

**Deficiency:** A material failure of a proposal to meet a Government Requirement.



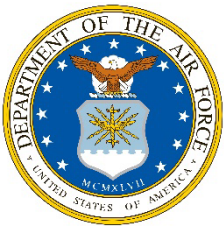
CUI

---

## ***Factor 3 – Past Performance***

---

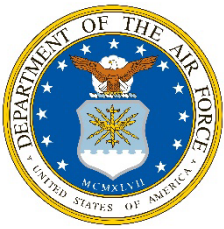
CUI



# *Past Performance*

---

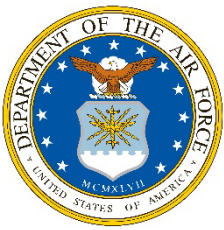
- Each offeror shall submit a Past Performance volume with its proposal, containing Past Performance Information (PPI) IAW the format contained in Attachment 1.1 of the ITO.
- The Past Performance volume shall include a team list, which includes the prime contractor, all significant subcontractors, teaming partners and/or joint venture partners proposed to perform the work outlined in the solicitation.
- For the work samples provided IAW Section L 4.5 and 4.5.1 in Volume II, the Government's evaluation for Past Performance will be conducted in three phases, 1) recency assessment, 2) relevancy assessment and 3) performance quality assessment.
  - Offerors shall not provide additional work samples not identified in Volume II.
  - However, the Government also reserves the right to identify additional work samples to be utilized in its evaluation of Past Performance.



# ***Performance Confidence Assessment Rating***

---

- **Measures the level of confidence the Government has in the offeror's likelihood of successfully performing the proposed effort.**
- **Rating is established through a review and analysis of the offeror's recent, relevant, and past performance.**
- **Performance evaluation focuses on portion of effort the offeror accomplished on previous/current contracts compared to the portion to be performed on the proposed effort.**
- **Emphasis is on demonstrated performance**



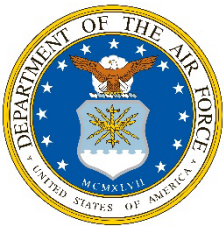
CUI

# Confidence Definitions

Rating	Definition
<b>ACCEPTABLE</b>	<b>Based on the Offeror's recent/relevant performance record and performance quality, the Government has a reasonable expectation that the offeror will successfully perform the required effort.</b>
<b>UNACCEPTABLE</b>	<b>Based on the Offeror's recent/relevant performance record and performance quality, the Government has no expectation that the Offeror will be able to successfully perform the required effort.</b>

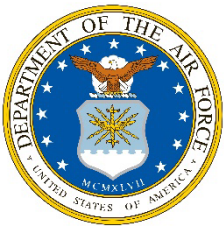
NOTE: Offerors who are determined to have an overall Unacceptable rating for Factor 3, Past Performance will not be considered in the best value award decision.

CUI



# Recency

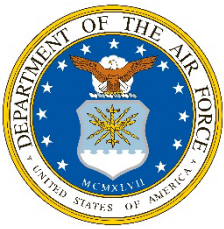
- **Recency, as stated in Section M, paragraph 2.4.1**
  - The effort must have been performed during the past five (5) years from the date of issuance of the current RFP
  - If any part of the performance falls within the recency timeframe, the contract in its entirety may be evaluated for past performance
  - **Example A:**  
**Contract Period of Performance: 2011– 2016. Not Recent.**  
**Contract will not be considered in the evaluation**
  - **Example B:**  
**Contract Period of Performance: 2017 – 2023. This contract is Recent. The entire contract may be considered in the evaluation.**



# *Relevancy*

- In determining relevancy for each contract reference determined to be recent, consideration will be given to the effort, or portion of the effort, being performed by the Offeror, joint venture, teaming partner or subcontractor whose contract is being reviewed and evaluated.
- Relevancy considerations
  - Similar Scope
  - Similar Magnitude
  - Similar Complexity



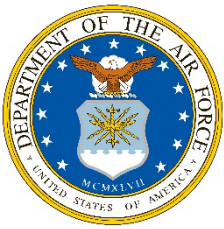


CUI

# ***Relevancy Definitions***

Rating	Definition
<b>Relevant</b>	<b>Present/past performance effort involved similar scope and magnitude of effort and complexities this solicitation requires.</b>
<b>Not Relevant</b>	<b>Present/past performance effort involved little or none of the scope and magnitude of effort and complexities.</b>

CUI

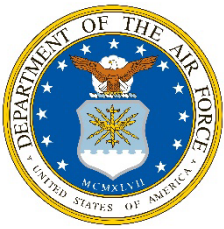


CUI

# *Performance Quality*

- **The Government will consider the performance quality of recent, relevant efforts.**
- **Performance Quality consists of an in-depth evaluation of the past performance questionnaire responses, Past Performance Information Retrieval System (PPIRS) information, Contractor Performance Assessment Reports (CPARS), interviews with Government customers and fee determining officials and, if applicable, commercial clients**
- **Performance Quality may result in positive or adverse findings.**
  - **Adverse is defined as past performance information which the Government determines to be less than satisfactory performance quality.**
    - **For adverse information identified, the evaluation will Consider the number and severity of the problem(s), mitigating circumstances, and the effectiveness of corrective actions that have resulted in sustained improvements when determining the quality assessment. Taking mitigating corrective actions may or may not result in a higher quality rating.**

CUI



CUI

# ***Performance Quality Definitions***

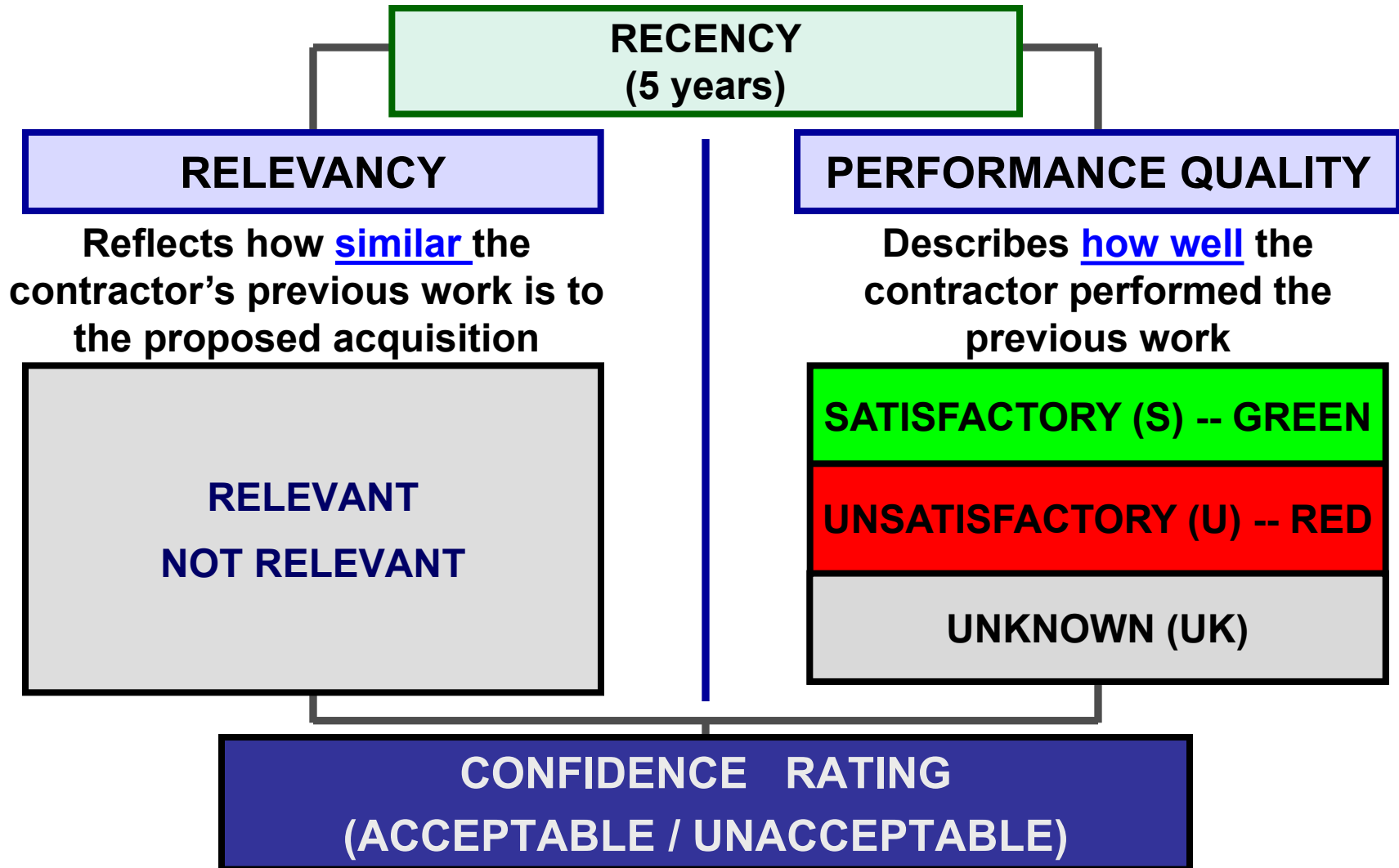
Rating	Definition
<b>Satisfactory (S)</b> <b>Green</b>	During the contract period, contractor performance is meeting (or met) all contract requirements. For any problems encountered, contractor took effective corrective action.
<b>Unsatisfactory (U)</b> <b>Red</b>	During the contract period, contractor performance is failing (or fail) to meet most contract requirements. Serious problems encountered. Corrective actions were either ineffective or nonexistent. Extensive Customer oversight and involvement was required.
<b>Unknown (UK)</b>	Unknown performance rating due to lack of sufficient information to assign a rating.

CUI



CUI

# Past Performance Evaluation



CUI



CUI

# Past Performance Evaluation

			Ratings	
	Program Title	PPQ / CPARs	Relevancy	Performance Quality
<b>BETA, INC. (Prime)</b>				
1	ABC AFB FAXXXX-16-C-0001	2 / 3	NR	
2	XYZ Corp ZZZZ-17-0500	2 / 0	R	U
3	VFY AFB FAAAB-18-C-0005	1 / 1	R	S
<b>ZETA CORP (Subcontractor)</b>				
4	Beta, Inc. 13313-06-45	0 / 0	R	UK
5	ABC AFB FAAAA-15-C-0014	1 / 4	NR	
TOTAL:		6 / 8	ANY CPARS LESS THAN SATISFACTORY? Y:                      N: X	

R -- Relevant

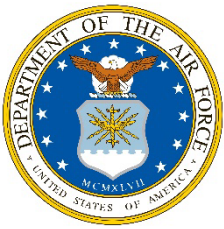
NR -- Not Relevant

■ -- Satisfactory

■ -- Unsatisfactory

□ -- Unknown

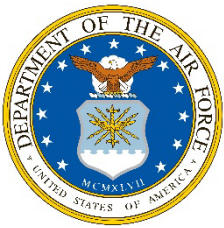
CUI



# **CUI *Past Performance Data Sources***

---

- **Past Performance volume of the offeror's proposal**
  - **Past Performance Information Forms (Prime and Subcontractors)**
    - **Provided by contractor as part of proposal**
  - **Questionnaires**
    - **Included as part of the RFP package**
    - **Completed by contractor references**
    - **Submitted directly to Contracting Officer**
  - **Contractor Performance Assessment Reporting System (CPARS)**
    - **Government database of contractor performance records on government contracts**
  - **Other sources as needed**
-

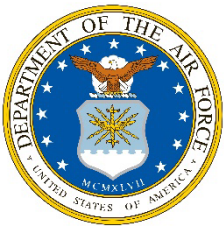


CUI

# ***Past Performance Additional Notes***

- **Attachment 1.4 Consent Letter.** This letter shall be executed and signed by each subcontractor, teaming partner, and/or joint venture partner. The letter authorizes the release of adverse past performance information to the Offeror so the Offeror can respond to such information.
- **Attachment 1.5 Client Authorization Letter.** For each identified effort for a commercial customer, the Offeror shall submit a client authorization letter (Attachment 1.5) authorizing release to the Government of requested information on the Offeror's performance.
- **Attachment 1.6 Commitment to Perform as Proposed Letter.** This letter shall be executed and signed by the Prime contractor and each Subcontractor. The letter states that, in the event a contract is awarded to the Prime Contractor, the Prime Contractor and Subcontractor (to include teaming partners, and/or joint venture partners) commit to joint contract performance as described in the proposal. A separate letter shall be completed for each subcontractor separately. If the signed commitment is not fully executed by both parties and provided with the Past Performance Proposal, the subcontractor references will not be evaluated or considered. In the event the signed letter is not submitted with the initial proposal, but is later submitted during the evaluation, the subcontractor references will be considered at that point.

CUI



CUI

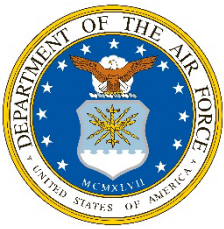
---

# ***SOURCE SELECTION PHASES AND AWARD***

---

CUI





CUI

# *Three Phases of Source Selection Evaluation*

## **INITIAL EVALUATION**

Initial evaluation of  
each offeror's proposal

ENs prepared  
and finalized

Initial ratings  
established for  
each offeror

### **RESULT**

Award w/o discussion  
Competitive Range  
Release ENs to offerors

## **DISCUSSIONS**

Discussion briefings  
with each offeror

Evaluation of  
EN responses and  
follow-up ENs

Potential Draft FPR

Rating adjustments  
based on EN responses

### **RESULT**

Request for  
Final Proposal  
Revisions (FPR)

## **FINAL EVALUATION**

Receive FPRs  
from offerors

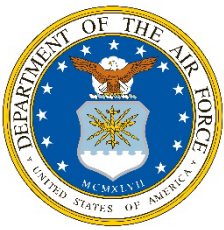
Final evaluation  
of proposals

Final ratings  
established for  
each offeror

### **RESULT**

SSA Best Value  
Decision

CUI

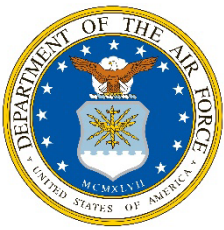


CUI

# *Evaluation Summary*

		ABC CO
Factor 1	AS9100D Certification	Acceptable
Factor 2, Subfactor 1	HTRO Self-Score Matrix	Offeror's Self Score: 45,000
		Government Validated Score: 38,000
Factor 2, Subfactor 2	SBPCD	
Factor 2 Past Performance		

CUI



CUI

# *Evaluation Summary*

		ACME LLC
Factor 1	AS9100D Certification	Acceptable
Factor 2, Subfactor 1	HTRO Self-Score Matrix	Offeror's Self Score: 57,000
		Government Validated Score: 55,000
Factor 2, Subfactor 2	SBPCD	Unacceptable
Factor 2 Past Performance		

CUI



CUI

# *Evaluation Summary*

		ALPHA INC
Factor 1	AS9100D Certification	Acceptable
Factor 2, Subfactor 1	HTRO Self-Score Matrix	Offeror's Self Score: 47,000
		Government Validated Score: 44,000
Factor 2, Subfactor 2	SBPCD	Acceptable
Factor 2 Past Performance		Acceptable Confidence

CUI

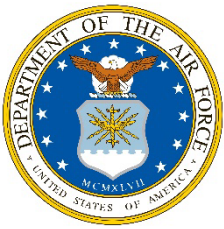


CUI

# Evaluation Summary

		ABC CO	ACME LLC	ALPHA INC
Factor 1	AS9100D Certification	Acceptable	Acceptable	Acceptable
Factor 2, Subfactor 1	HTRO Self-Score Matrix	Offeror's Self Score: 45,000	Offeror's Self Score: 57,000	Offeror's Self Score: 47,000
		Government Validated Score: 38,000	Government Validated Score: 55,000	Government Validated Score: 44,000
Factor 2, Subfactor 2	SBPCD		Unacceptable	Acceptable
Factor 2 Past Performance				Acceptable Confidence

CUI



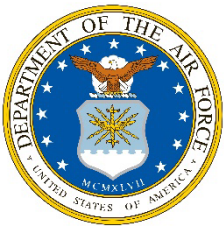
# Summary

- Source Selection is a Subjective process
- Source Selection Evaluation Team (SSET) strives for consistency with each offeror
- SSET evaluation is based on stated factors and written criteria listed in the RFP, not a comparison of offeror proposals
- SSA determines which offerors represents the best value to the Government based the Factor 1 AS9100D Certification, Factor 2 Technical and Factor 3 Past Performance evaluation results, along with supporting information to make an integrated assessment



# ***Keys to Developing a Good Proposal***

**Melissa Mitchell**  
**AFSC/PZCAB**

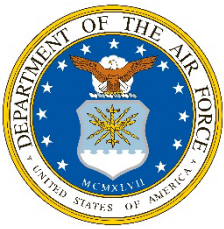


# *Typical Proposal Shortfalls*

---

- **Proposal instructions are not followed**
    - Information not provided in the way it was requested
    - Too little or too much information
  - **Statements in the proposal are not well supported**
  - **Proposals are not well organized**
    - Does not follow proposal instructions structure, makes the evaluator hunt for the information
  - **DUNS/CAGE code references do not match**
  - **Deficiencies – preclude award**
    - Information provided does not support claims of compliance
    - Proposal is non-compliant to the requirements
  - **Not signing the RFP and all amendments**
-

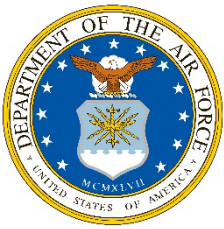




# *Keys to Developing A Good Proposal*

---

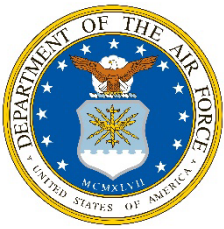
- Demonstrate a **thorough understanding** of requirements and inherent risks
- Demonstrate **sufficient resources** to meet the requirements
- Support your statements with facts, analysis and substantiating data to illustrate that you have **valid and practical solutions** for all requirements



# *Keys to Developing A Good Proposal*

---

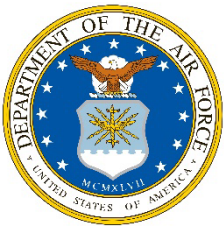
- **Substantiate**, don't simply make claims
  - Tell the who, what, when, where, how, how often, etc.
  - Give us a reason to believe you; provide information to allow an independent assessment
  - Don't repeat the language in the PWS, just reference the section of the PWS to which you are referring
  - Tell the benefit to the Government of your proposed plan



# *Keys to Developing A Good Proposal*

---

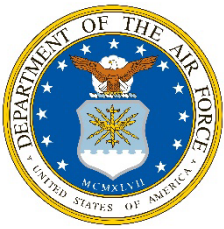
- **Understand the RFP requirements**
- **Understand the PWS**
- **Understanding the evaluation criteria will help you know where to place emphasis in your proposal**
- **Follow the proposal instructions – provide material where requested**
- **Tab the information**
  - **Don't make us have to guess or search for answers**
  - **Follow the exact numerical outline in the instructions**



# *Keys to Developing A Good Proposal*

---

- **Don't make changes to the PWS and submit a new versions**
  - Document stands as written
  - Don't submit a Contractor's Statement of Work (CSOW)
- **Don't make changes to the RFP and submit a new version**
  - Document stands as written and amended by PCO only



# Summary

---

- This briefing/training was designed to give you an overview of what the Government expects to see in your proposal in order to award without discussions
- The formal solicitation is the only document that should be relied upon in determining the Government's requirements
- The Government intends to award without discussions, but reserves the right to conduct discussions if necessary
- Submit questions to the PCO; questions and answers will be posted to [www.sam.gov](http://www.sam.gov)