

Questions and Answers for W911S0-14-R-ERAP (ERAP)
Strategic Studies Institute (SSI)
Addendum 1

(21 August 2014)

Question: Please provide specific guidance on the required formats and limitations for the technical portion of the proposal. Please provide specific instruction regarding how it should be submitted. How do I send in my application? The information on the website is unclear. To which address should the proposals be sent?

Government Response: All proposals are to be electronically submitted to:

Dascine.O.Drumgold.civ@mail.mil

Cc'd

Mason.K.Morris.civ@mail.mil

Hard Copies will not be accepted.

Question: I was unable to find a 'Table of Contents' laying out the component pieces of the proposal, i.e. 'Mission Capability (Technical) Proposal, Past Performance, Price Proposal.' The current "Statement of Objectives (SOO)" attached to the online FedbizOps suggests topical areas that must be addressed but nothing detailed as in previous solicitations to which I have applied.

Government Response: Please see the Instructions to Offerors below for the table of contents and additional information.

Question: If the offeror submits its technical proposal consistent with format requirements in the 2013 Solicitation will that be acceptable to the Government?

Government Response: Yes.

Question: Is there a PhD or other academic pre-requisite to apply?

Question: Is there a set amount allocated for the research or should I calculate my projected expenses such as travel to the region for research etc.?

Question: Is there a format or a sample of a past proposal for reference?

Question: The SOO v.1 states that the Government intends to award efforts that will have periods of performances not to exceed twelve months. Given the potential period of performance, will the Government consider allowing pricing format units in months and quantity in number of months?

Government Response: No. One payment will be made upon final delivery and acceptance of the document.

Question: Please provide the specific evaluation criteria for the proposal as it relates to technical, past performance, and price. Please rank each of the evaluation criteria categories in order of importance. Please clarify the basis of award (e.g. LPTA, Best Value, etc.)

Government Response: Evaluations will be based on offers most advantageous to the Government considering the objectives outlined in the Statement of Objectives (SOO).

1. Relevance to the Army
2. Topic is to be balanced between Foreign Policy Focus and Military Strategic/Operational-level
3. Clearly Written and Articulated Topic
4. Credentials of the Author(s)
5. Important Issue to the Government, Department of Defense (DoD), and/or Army that is not fully covered by SSI's organic resources.

Question: Referencing Seller Attachment(s), the statement "Sellers MUST include certain non-pricing information as documents attached to their bid". Please provide a list of the documents required to be attached.

Government Response: The contractor is to research and write a rigorous, scholarly manuscript that develops policy and strategy relevant recommendations. For individual authors, the product range is approximately 8,000-15,000 words. For an organization or a group of scholars undertaking a larger more thorough research project or workshop, the end product is a compilation of professional papers that usually numbers several hundred pages. The subject of the monograph shall be proposed by the offeror from the list of topics provided in the SSI Army Priorities for Strategic Analysis (APSA) or the Key Strategic Issue List (KSIL) web site. Links to both sites are provided Section VIII. The offeror may elect to submit a timely study on a strategic topic that is not captured in either of the two documents mentioned above (indicated in the background). Such a submission needs to cite specifically why the offeror's subject is of critical strategic importance to the US Army.

Question: Seller Attachment(s): the statement "Sellers MUST include certain non-pricing information as documents attached to their bid". Please provide a list of the documents required to be attached.

Government Response: Please see Attachment 1 below.

Question: If the offeror intends to submit multiple proposals per the SOO to address more than one area, please explain the process for submitting more than one proposal in response to this RFQ within the FEDBID system.

Government Response: Multiple proposals can be submitted in FEDBID. The contractor must submit each proposal as a separate document for review and consideration. Documents must be identified by subject matter.

Question: Before a proposal is submitted, does a vendor:

- a) Need to obtain a DUNS number
- b) Register to use WAWF
- c) Complete Level I AT Awareness Training on an annual basis and receive a certificate of completion

Government Response: Before an award is made all vendors must receive a Government Cage Code and be registered with System Award Management (SAM). This does not need to be completed to submit a proposal, however to receive an award the vendor must be registered. This

can be done by going to SAM.gov. A vendor DOES NOT need to complete Level I AT Awareness Training for this requirement.

Question: Do vendors need to submit the solicitation document on pages 1-2? If yes, would it be possible for you to provide instructions?

Government Response: No. The solicitation will be completed by the government at time of award.

Question: “For each identified effort for a commercial customer, the offeror shall also submit a client authorization letter, authorizing release to the Government of requested information on the offeror's performance.” Would a simple one-two sentence letter suffice in this situation? It would say “xxx authorizes release to the Government of requested information on xxx (name)’s performance.”

Government Response: Yes. The document must be signed with the appropriate approval authority.

Question: Is there a specific outline/format of the budget you would like an offeror to follow?

Government Response: No. The final cost to the government must be clearly identified.

Question: TAB F - Representation, Certifications, and Other Statements of Offerors. If I do not have any statements, but I filled out all the sections of the proposal thoroughly, would it suffice for me to simply say “completed” or “completed fully” in front of the section?

Government Response: All vendors must be registered in WAWF and have completed Reps and Certs. If a vendor has no Reps and Certs they must fill out Far Clause 52.212-3. Please see the solicitation for instructions to both.

Question: Can you submit proposals for more than one subject Area?

Government Response: Yes, however separate proposals must be submitted for each subject.

Question: If “I” where to make a data set, would it belong to the DOD?

Government Response: The government would own all rights associated with the proposal if award a contract.

Question: This opening sentence states, “The U.S. Army, the USAWC and SSI will obtain value from these colloquia as indicated by the following goals...” Will the Government please clarify whether these same goals also apply to ERAP monographs?

Government Response: Yes. The Government states that the “Normal period of performance is 12 months from date of award for each monograph.” However, in the “Path to Publishing Your Manuscript” in the publishing guide on SSI’s website, Item P, Number 3, it states that “You have up to one year to submit a correctly formatted and fully documented final version of the manuscript” before continuing with the normal path to publishing detailed in items A-O, where the principal researcher is involved in the review and approval processes.

Question: Will the Government please clarify whether the period of performance of 12 months refers only to submitting a correctly formatted and fully documented final version of the manuscript? If not, is it the Government’s intention that within 12 month PoP, the Contractor

will be able to produce a monograph from research through publication; which usually takes 12 months for producing a final version plus the additional editing/review activities detailed in items A-O of the “Path to Publishing Your Manuscript”?

Government Response: The author has 12 months to deliver a correctly formatted final documented version. Editing and publication from the USAWC may be longer.

Question: The Government states that “In addition, all electronic media copies shall be spell and virus-checked by the Contractor prior to submission.” This would seem to indicate that all deliverables are electronic. Will the Government please confirm that the Contractor is only required to submit deliverables electronically?

Government Response: All submissions are electronic. The Government will not accept faxed or mailed copies.

Question: Will the Government please clarify if the Offeror should provide/include identification of Exceptions/Assumptions in both Tab A and Tab D?

Government Response: Yes, (if applicable) required in both.

Question: Addendum 52.252-1, Instruction to Offerors, Section E, Tab C (2), Methodology, Page 23 – The Government states that “No price or cost information is to be included in the technical proposal; contractor must provide all necessary resources.” Although Volume I is referred to as Mission Capability/Price in the Instructions, this Volume will also be considered the Technical Volume, as the offeror is required to write to the SOO. Will the Government please provide confirmation that the Offeror should include Pricing information .

Government Response: Pricing needs to be its own separate Tab.

Question: The Government states that “The offeror shall ensure that Representation, Certification, and Other Statements of Offerors are submitted thoroughly completed with all blocks in each certification/representation completed truthfully and completely unless the offer has certifications on ORCA currently which the offeror must state in the proposal.” Will the Government please confirm, as the ORCA system no longer exists, that Tab F is acceptable is the Offeror currently, and so states in the proposal, on System for Award Management (SAM)?

Government Response: In lieu of ORCA, System for Award Management (SAM) will be used.

Question: Addendum 52.252-1, Instruction to Offerors, Section E, Tab F, Paragraph (b)(1-6), Page 23-25, Volume II: Past Performance – The Instructions for the Past Performance Volume do not provide any page limitations or specific instructions of the minimum or maximum number of examples that must be provided. Will the Government please provide clarification on whether there is a required minimum number of past performance/experience examples that the offeror must include in Volume II: Past Performance? Will the Government please provide clarification on whether there is a maximum number of past performance/experience examples that the offeror may include in Volume II: Past Performance? Will the Government please clarify whether there is a page limitation for Volume II: Past Performance? If so, what is the page limitation for Volume II: Past Performance? Will the Government please clarify whether there is a page limitation for each individual past performance/experience example? If so, what is the page limitation?

Government Response: There are no limitations set on Past Performance with the exception that it must be recent, within the past 3 years, and relevant, relevant to the work requested.

Question: Will the Government please clarify whether the offeror is required to submit Past Performance Questionnaires from our Customers?

Government Response: A questionnaire is not required. Please use a BRIEF narrative to describe the work completed, customer, a POC and the period of performance.

All Proposals are due 10 September 2014 by the time stated on the solicitation. Submissions must be emailed to:

Dascine.O.Drumgold.civ@mail.mil

Cc'd

Mason.K.Morris.civ@mail.mil

Hard Copies will not be accepted.

ATTACHMENT 1

NOTICE TO CONTRACTORS:

Potential contractors are required to be registered in Wide Area Work Flow (WAWF).

INSTRUCTIONS:

For instructions on how to submit and the proper format of the proposal please see the solicitation.

Format:

Addendum 52.252-1, Instruction to Offerors

Addendum to 52.212-1 - Instructions to Offerors-Commercial Items

A. PROPOSAL SUBMITTAL AND INQUIRIES.

- 1) Proposals shall be submitted prior to the closing date and time identified on the Standard Form 1449.
- 2) Electronic submissions via email is the only acceptable form of proposal submission.

B. GOVERNMENT POINT OF CONTACT. Mr. Ryan Moran (Contract Specialist) is the **sole** point of contact for this acquisition. Address all questions or concerns you may have to Mr. Ryan Moran. All questions regarding this solicitation shall be submitted in writing via email:

Electronic mail transmittals. Dascine.O.Drumgold.civ@mail.mil

“CC” – Mason.K.Morris.civ@mail.mil

C. GENERAL INSTRUCTIONS

- 1) The Offer. The submission of the documentation specified below shall constitute the offeror's acceptance of the terms and conditions of the RFP, concurrence with the Statement of Work, and the proposed contract type.
- 2) These instructions prescribe the format for the proposal and describe the approach for the development and presentation of proposal data.
- 3) If the offeror believes that the requirements in these instructions contain an error, an ambiguity, omission, or are otherwise unsound, the offeror shall immediately notify the Contracting Officer (KO) in writing with supporting rationale. The offeror is reminded that the Government reserves the right to award this effort based on the initial proposal, as received, without discussion.
- 4) All referenced documents for this requirement will be in the solicitation or the websites referenced within.

D. PROPOSAL PREPARATION INSTRUCTIONS.

- 1) Offeror's proposal shall consist of two (2) volumes: Volume I – Mission Capability/ Price and Volume II – Past Performance.
- 2) Proposal Format
 - a) Offer shall submit a proposal via email.
 - b) Exceptions. Offer is required to meet all solicitation requirements, such as terms and conditions, representations and certifications, and technical requirements, in addition to those identified as evaluation factors. If the offer finds it necessary to take exception to any of the requirements specified in this solicitation, clearly indicate in the applicable Volume each such exception with a complete explanation of why the exception was taken, what benefit accrues to the Government (if any), and its impact, if any, on the performance, schedule, cost, and specific requirements of the solicitation. Each exception shall be specifically related to each paragraph and/or specific part of the solicitation to which the exception is taken.
 - c) The proposal shall be organized into two (2) volumes.
- 3) Proposal Limitation. The proposal shall not exceed 15 pages (Mission Capability/Price Volume 1) in no less than 10 font. The Government will not accept any changes to the contractor's proposal after the closing date of the solicitation
 - a) Page Limit Includes: All appendices, charts, graphs, diagrams, tables, photographs, drawings, etc.

- b) Page Limit does not include covers pages for volumes, executive summary (not to exceed one page, tables of contents, glossary of abbreviations and acronyms, indices, title pages, cross reference indices, and contingent offerors of employment.

E. PROPOSAL CONTENT

(a) Volume I - Mission Capability/ Price.

(1) The Mission Capability Volume shall be clear, concise, and include sufficient detail for effective evaluation and for substantiating the validity of stated claims in the Offeror's proposal. Legibility, clarity, and coherence are very important. The proposal should not simply rephrase or restate the Government's requirements, but rather shall provide convincing rationale to address how the offeror intends to meet these requirements. Statements that the offeror understands, can, or will comply with the SOO (including referenced publications, technical data, etc.); statements paraphrasing the SOO or parts thereof (including applicable publications, technical data, etc.); and phrases such as "standard procedures will be employed" or "well known techniques will be used," etc., will be considered unacceptable. Offerors shall assume that the Government has no prior knowledge of their facilities and experience, and will base its evaluation on the information presented in the offeror's proposal. Elaborate brochures or documentation, binding, detailed art work, or other embellishments are unnecessary and are not desired. The offeror shall provide the name, title and telephone number of the company/division point of contact regarding decisions made with respect to your proposal and who can obligate your company contractually. Also, identify those individuals authorized to negotiate with the Government.

(2) The Mission Capability Volume shall, at a minimum, be prepared in a form consistent with the SOO. The section shall be prepared in an orderly format and in sufficient detail to enable the Government to make a thorough evaluation of the contractor's technical competence and ability to comply with the requirements specified in the SOO. The offeror shall address as specifically as possible the actual methodology you would use for accomplishing the SOO tasks and submit a Performance Work Statement (PWS). The Mission Capability volume shall be organized according to the following general outline:

TAB A, Exceptions/Assumptions (if required). Identification and explanation of any exceptions or deviations. Additionally, any assumptions used in the proposal preparation must be identified.

TAB B, Executive Summary. (Not to Exceed one page)The Mission Capability proposal shall include an executive summary that provides the following information:

- Name, title, email address, street address, telephone and facsimile transmission number of the person(s) to be contacted concerning any questions regarding the proposal.
- Organizational Conflicts of Interest (OCI), Risks and Risk Mitigation Plan, if applicable.
- Identify Teaming Arrangements (including Sub-Contractors).
- Tax Identification Number

TAB C, Mission Capability. Mission Capability shall, at a minimum, be prepared in a form consistent with the SOO. The section shall be prepared in an orderly format and in sufficient detail to enable the Government to make a thorough evaluation of the contractor's technical competence and ability to comply with the requirements specified in the SOO. The offeror shall address as specifically as possible the actual methodology you would use for accomplishing the SOO tasks and **submit a Performance Work Statement (PWS) in response to the SOO.** The offeror shall provide a plan to demonstrate the ability to successfully accomplish the tasks identified in the SOO.

(1) EDUCATION AND EXPERIENCE. Resume/Curriculum Vitae is required and shall include education, academic experience, field experience (if appropriate), scholarly accomplishments, and a list of publications, particularly any previous publications with SSI.

(2) METHODOLOGY. Explain how you plan to address the topic and conduct the necessary research. This section should include a project abstract, a brief discussion of the scholarship on the topic to date, and a tentative time-line for completing the monograph. Describe any unique methods to be used to collect research data, and create the product. No price or cost information is to be included in the technical proposal; contractor must provide all necessary resources.
Separate proposals per topic are required.

Tab D, Exceptions/Assumptions (if required). Identification and explanation of any exceptions or deviations. Additionally, any assumptions used in the proposal preparation must be identified.

TAB E – Price. The proposal shall contain the offerors prices for the requested Contract Line Items (CLINS). The offeror is cautioned to complete all blanks and to identify any CLIN not priced as “Not Separately Priced” or “N/A” as applicable. Labor categories, hourly rate, and hours proposed must be identified. Labor categories subject to the Service Contract Act must be identified. In addition, materials, unit price, and quantity must also be identified. The price proposed must contain sufficient details to allow for a price fair and reasonable assessment. Information other than cost or pricing data such as current price lists, catalogs, or prices at which similar services were sold including customer contact information are requested.

TAB F - Representation, Certifications, and Other Statements of Offerors. The offeror shall ensure that Representation, Certification, and Other Statements of Offerors are submitted thoroughly completed with all blocks in each certification/representation completed truthfully and completely unless the offer has certifications on ORCA currently which the offeror must state in the proposal.

(b) Volume II - Past Performance.

(1) Past Performance information described herein is required on the offeror and all subcontractors, teaming partners, and/or joint venture partners proposed to perform 20+ percent of the proposed effort based on the total proposed cost. The offeror shall submit, along with the information required in this paragraph, a consent letter, executed by each subcontractor, teaming partner, and/or joint venture partner, authorizing release of adverse past performance information

to the offeror so the offeror can respond to such information. For each identified effort for a commercial customer, the offeror shall also submit a client authorization letter, authorizing release to the Government of requested information on the offeror's performance.

(2) In conducting the Past Performance evaluation, the Government reserves the right to use both the information provided in the offeror's Past Performance and information obtained from other sources, such as the Past Performance Information Retrieval System (PPIRS) or similar systems, Defense Contract Management Agency (DCMA) and non-Government contract administrators.

(3) The offeror shall include documentation regarding their relevant past performance as it directly relates to the work being procured under this solicitation. The offeror SHALL NOT go back more than three (3) years from the RFP release date for the submitted data. The past performance data shall document a successful history of past contract performance. To illustrate the offeror's past performance, the following documentation shall be submitted:

(4) The offeror shall provide documentation outlining the offeror's past performance with contracts/task orders, as a prime or major subcontractor, which is the same or similar in nature, size, and complexity to the services being procured under this Solicitation. The submittal shall include rationale on how it was determined that the work performed previously was the same or similar in nature, size, and complexity to the work specified by this solicitation. Non-Government contracts may be used if Government contracts are not available. The documentation shall be submitted in the following format:

- Contract Number, Award Date and Contract type.
- Price/Cost – original awarded AND final (or projected final, if contract is current).
- Delivery Schedule – original AND final (or projected final, if the contract is current).
- Address and telephone number for the Government (or commercial) procuring contracting activity AND contract administrative activity (if applicable).
- Name, telephone number, fax number and e-mail address for the following:
 - o Procuring Contracting Officer (PCO)
 - o Administrative Contracting Officer (ACO)
 - o Government or commercial technical representative or COR

- Identify in specific detail for each contract listed, why or how you consider that effort relevant or similar to the effort required by this solicitation. In determining relevancy, consideration should be given but not limited to such things as product/service similarity, product/service, size and complexity, contract type, contract environment, division of company proposing, and subcontractor interaction.
- A copy of any cure notices or show cause letters received on each contract listed and a description of any corrective action by the offeror or proposed subcontractor.
- The contractor shall list each time the delivery schedule was revised and provide an explanation of why the revision was necessary.

(5) Offerors are reminded that both independent data and data provided by offerors in their proposals may be used by the Government to evaluate offeror past performance. However, the burden of providing thorough, complete, and current past performance information as requested in this paragraph remains with the offerors. Proposals that do not contain the

information requested by this paragraph risk rejection or a less than awardable performance rating by the Government.

(6) All past performance comments received will be taken into account and could affect the overall rating. The overall past performance evaluation is a subjective decision based on the whole of all data received. Offerors with no past performance may provide the equivalent information on company officials and/or personnel proposed for this action.

Subsections of the technical proposal shall include, at a minimum, the following:

(1) EDUCATION AND EXPERIENCE. Resume/Curriculum Vitae is required and shall include education, academic experience, field experience (if appropriate), scholarly accomplishments, and a list of publications, particularly any previous publications with SSI.

(2) METHODOLOGY. Explain how you plan to address the topic and conduct the necessary research. This section should include a project abstract, a brief discussion of the scholarship on the topic to date, and a tentative time-line for completing the monograph. Describe any unique methods to be used to collect research data, and create the product. No price or cost information is to be included in the technical proposal; contractor must provide all necessary resources. **Separate proposals per topic are required.**