

L-1 GENERAL INFORMATION

L1.1 General. This section provides guidance for preparing proposals as well as instructions on the format and content of the proposal. The proposal must include all data and information requested and must be submitted in accordance with (IAW) these instructions; incomplete proposals may be considered nonresponsive. Taking exception to any of the requirements specified in this solicitation may result in the proposal being found unacceptable.

L1.1.1 Offerors are instructed to read the entire solicitation document, including all attachments in Section J, prior to submitting questions and/or preparing an offer. Omission of any information from the proposal submission requirements may result in rejection of the offer.

L1.2 Proposal Format and Content

Titles and contents of the volumes shall be provided as defined in Table L.1. If limits in Table L.1 are exceeded, the excess submissions will not be read or considered in the evaluation of the proposal. The following will be exempt from page limitations for the RFP: Cover sheets; Table of contents; List of Table and Drawings; Glossaries; Acronym List; and Compliance Matrix.

Table L.1

PARA.	VOLUME TITLE	COPIES	PAGE LIMIT	SYMPHONY LOCATION
L-2	Volume I – Administrative and Responsibility Material	1		
L2.2	Executive Summary		No more than 3 pgs.	Business Factors
L2.3	Organizational Structure Change History		No page limit	Business Factors
L2.4	Facility Clearance		No page limit	Business Factors
L2.5	Adequate Accounting System		No page limit	Business Factors
L2.6	Financial Capacity		No page limit	Business Factors
L2. 7	Mentor-Protégée JV Agreement		No page limit	Business Factors
L2.8	Contract Forms and Certifications		No page limit	Business Factors
L2.9	Cross Teaming Limitations, Teaming Agreements, and Identification of Subcontractors		No page limit	Business Factors
L2.10	Cybersecurity Compliance		No page limit	Business Factors
L-3	Volume II – Technical Proposal	1		
L3.2	Work Sample		No more than 5	
L3.3	Work Sample Substantiating Data		No page limit	
L-4	Volume III – Price	1	No page limit	
L4.2	Staffing Proposal Pricing Template			
L4.3	Cost/Price Introductory Documents			

L1.3 ELECTRONIC PROPOSAL SUBMISSION

L1.3.1 Symphony Procurement Suite is a software application the Government intends to use for proposal

submission and proposal evaluation. The Government reserves the right to change systems related to the solicitation, evaluation, and award of the SOFGSD contracts at any time during the solicitation process.

L1.3.2 Offerors shall submit their proposal electronically through Symphony. Proposal submissions through Symphony shall not contain any classified data. Symphony allows up to CUI only. Contact the Contracting Officer to address submission of classified data through appropriate channels as specified below in Section L3.1.6. **NOTE:** The URL required to submit proposals within Symphony will be provided upon release of the Final RFP.

L1.3.3 PROPOSALS SUBMITTED THROUGH OTHER MEANS WILL NOT BE ACCEPTED.

L1.3.4 USSOCOM shall not be responsible for technical difficulties associated with the transmission of any electronic files to the website. The Offeror is responsible for ensuring the successful electronic delivery of its proposals. Offerors are encouraged to submit proposals with sufficient time to ensure all proposal documents are successfully uploaded to the website prior to the closing date and time.

L1.3.5 The electronic solicitation documents, as posted on the System for Award Management (SAM) Contract Opportunities website at <https://www.SAM.gov> (SAM.gov), shall be the “official” documents for this solicitation. In the event of a discrepancy between the electronic solicitation documents, as posted on SAM.gov, and Symphony for proposal receipt, the electronic solicitation documents on SAM.gov shall take precedence.

L1.3.6 The Government will not reimburse Offerors for any cost incurred for the preparation and submission of a proposal in response to this solicitation.

L1.3.7 All proposal information is subject to verification by the Government, and the Government reserves the right to verify information claimed in the proposal through any means available (e.g., CPARS, FPDS, USASpending.gov, customer references, etc.). The Offeror is required to ensure all proposal information submitted is verifiable. If the USSOCOM Source Selection Team detects a high degree of unverifiable, contradictory or unsubstantiated information submitted in an Offeror’s proposal, the Government will end the proposal evaluation, and the Offeror will be removed from award consideration. Falsification of any proposal submission, documents, or statements may subject the Offeror to civil or criminal prosecution under Section 1001 of Title 18 of the United States Code (U.S.C.).

L1.3.8 NOTE: This solicitation instructs Offerors to provide supporting documentation for all claimed evaluation criteria. While some sub-sections of Section L may indicate an Offeror shall provide a particular form of documentation for validation purposes, Offerors may provide additional verifiable documentation to validate any claimed credits and qualifications.

L1.4 PROPOSAL DUE DATE/TIME: TBD / 1:00 PM Eastern Time

NOTE: See Section L1.9.3 concerning Symphony submission issues. The offeror is solely responsible for its inability to submit a proposal due to issues with Symphony.

L1.5 PROPOSAL VALIDITY

All proposals submitted in response to this solicitation shall be binding on the Offeror for a minimum of **365 days** from the proposal due date.

L1.6 DISCREPANCIES

If an Offeror believes that the requirements in these instructions contain an error or omission the Offeror shall immediately notify the KO in writing with supporting rationale.

L1.7 NOTICE REGARDING ORGANIZATIONAL CONFLICT OF INTEREST (OCI) – DETERMINATION TO PARTICIPATE IN TASK ORDER SOLICITATIONS RELEASED UNDER THIS ACQUISITION

L1.7.1 The acquisition of services under this solicitation may create actual or potential conflicts of interest for Offerors and their prospective subcontractors. In assessing and addressing OCI, USSOCOM will follow the guidance in FAR Subpart 9.5. OCI will primarily be evaluated at the task order (TO) level. Offerors are responsible for ensuring that both they and their proposed subcontractors are not restricted from participating in subsequent SOFGSD TO acquisitions due to an OCI caused by any existing or in-process USSOCOM contract. This includes all USSOCOM funded contracts or subcontracts, including those at the headquarters, components, and either the Theater Special Operations Commands (TSOCs) or the Geographic Combatant Commands (COCOMs).

L1.7.2 USSOCOM prefers that Offerors competing for the SOFGSD effort have no known OCIs. While mitigation plans will be considered, they create considerable work for the Government and each Offeror to adequately mitigate OCI at the time of contract and/or task order award. Consequently, industry is encouraged to employ prudent teaming arrangements and avoid OCI concerns to the maximum extent practicable prior to proposal submission for the SOFGSD effort.

L1.7.3 Certain capability areas under SOFGSD present heightened OCI concern to USSOCOM. SOFGSD contractors, in many instances, provide program management, advisory, and engineering support through existing USSOCOM programs and/or contracts. In some instances, this may create biased ground rules or impaired objectivity for an Offeror or proposed subcontractor. In such cases, this will make that Offeror ineligible for that specific task order award. Establishing an acceptable OCI mitigation plan for SOFGSD will be challenging, if not impossible. Therefore, individual contractors and contractor teams are encouraged to contact the SOFGSD Contracting Officer during task order solicitations prior to the proposal due date to obtain an informal written assessment of whether their OCI mitigation efforts will be adequate. The informal assessment will not be binding upon the Government but is intended to better inform industry of the Government's probable response to its OCI mitigation efforts.

L1.8 USE OF ARTIFICIAL INTELLIGENCE (AI) TOOLS IN PROPOSAL EVALUATION

L1.8.1 Use of AI tools in Support of Evaluations: The Government may employ AI as a tool to assist in the analysis and review of offeror proposals. AI tools may be used to support tasks such as summarizing proposal content, identifying compliance with request for task order proposal / solicitation requirements, and highlighting areas of potential strength, weakness, or risk.

L1.8.2 Maintaining Inherently Governmental Functions: Notwithstanding the use of AI tools to support the evaluation process, all final evaluation judgments and source selection decisions will be made exclusively by duly appointed Government personnel. The Government retains sole responsibility for all inherently governmental functions and will not delegate decision-making authority to any AI tool.

L1.8.3 Offeror Confidentiality and Data Protection: The AI tools utilized by the Government will be employed in a manner consistent with applicable regulations that govern the protection of proprietary and source selection sensitive information. The AI tool will be an output-only system. Any generated report data is not saved. No proposal data will be transmitted to or processed by external, non-Government systems without appropriate safeguards and authorizations in place.

L1.9 SOLICITATION QUESTIONS

NOTE: No further questions will be accepted or answered with regards to the DRAFT solicitation.

Please hold all further questions until release of Final RFP.

L1.9.1 The SOFGSD Contracting Officer is the sole POC for all questions under this solicitation. Offerors must submit all questions regarding the solicitation through Symphony. Solicitation questions not submitted via Symphony will not be answered.

L1.9.2 All questions must be received no later than 4:00p.m. ET on {TBD}. Questions submitted after this date and time may not be answered.

L1.9.3 Questions regarding Symphony (e.g., access, system issues, and upload issues) must be submitted via the Symphony help desk at client.support@apexlogic.com. If an offeror is having issues submitting its question, the offeror must contact the help desk. The help desk is only obligated to respond to tickets that are received at least 36 hours in advance of the RFP deadline. Any questions regarding Symphony submitted after this deadline, or through any means other than Symphony, will not be considered by the Government. The offeror is solely responsible for its inability to submit a proposal due to issues with Symphony that were not submitted to the help desk at least 36 hours in advance of the RFP deadline.

L1.9.4 Please thoroughly review the entire solicitation, including all attachments in Section J, in particular previous Question & Answer rounds, prior to submitting questions. The Government will not acknowledge the receipt of questions.

L1.10 PROPOSAL FORMAT AND LIMITATIONS

L1.10.1 Offerors must provide all documentation and proposal contents exclusively via Symphony. The software will guide offerors through the submission process. Within Symphony, offerors are encouraged to utilize comments (“tags”) in supporting documentation indicating the specific reference for verification purposes. Failure to tag supporting documentation may result in an inability of the Government to validate claimed scoring.

L1.10.2 The format of the offeror’s proposal shall be dictated by Symphony. All requirements of the RFP can be mapped directly to a location within Symphony. A mapping of the individual items to the features within Symphony will be provided in the help section.

L1.10.3 It is the sole responsibility of the Offeror to ensure the electronic files submitted are virus-free and can be opened and read by the Government. Proposal submissions shall not be locked, encrypted, or otherwise contain barriers to opening by the Government.

L-2 VOLUME I – ADMINISTRATIVE AND RESPONSIBILITY MATERIAL (QUALIFYING CRITERIA)

L2.1 GENERAL

The purpose of this volume is to provide information to the Government for preparing the contract document and supporting file; as well assist the KO in making a responsibility determination. Offerors shall provide the following additional documentation. If an Offeror does not meet all the qualifying criteria, or provide the information as required by this section, it will be deemed to have failed to qualify. As outlined in M3.1, such Offerors will be removed from the competition and no longer eligible for award. To ensure compliance, Offerors shall provide the necessary administrative documentation as specified below.

L2.2 EXECUTIVE SUMMARY

The Executive Summary provides the Government with an overview of the Offeror, its partners/subcontractors, and summary of how the Offeror's team meets the Government's requirements as outlined in the solicitation. Offerors shall ensure the information provided is clear, concise, and is easy to understand. Technical jargon should be avoided or explained. The Offeror shall include, but is not limited to, the following items within their executive summary:

- RFP Number
- Company/Division
- Name, Address, telephone number, and email address of the Offeror
- Tax Identification Number (TIN)
- Solicitation NAICS Code
- Business Size
- A statement specifying the extent of agreement with all terms, conditions, and provisions included in the RFP and agreement to furnish any or all items upon which prices are offered
- Names, title, telephone number, and e-mail address of persons authorized to negotiate on the Offeror's behalf with the Government in connection with this RFP
- Name, title, and signature of the person authorized to sign the proposal. If the proposal is signed by an agent, the Offeror shall provide evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office
- Provide the mailing address, email address, and facility codes for the cognizant Defense Contract Audit Agency (DCAA), and Defense Contract Management Agency (DCMA).
- Identify subcontractors, teaming partners, or other entities contributing to your proposal (i.e. those submitting Work Samples).
- If the Offeror is a Joint Venture (JV), an explanation of the JV and the relationship between all parties of the JV.

L2.3 ORGANIZATIONAL STRUCTURE CHANGE HISTORY

Many companies have acquired, been acquired by, or otherwise merged with other companies, and/or reorganized their divisions, business groups, subsidiary companies, etc. In many cases, these changes have taken place during the time of performance of relevant past efforts or between conclusion of recent past efforts and this source selection. As a result, it is sometimes difficult to determine what experience is relevant to this acquisition. To facilitate this relevancy determination, include in this proposal volume a "roadmap" describing all such changes in the organization of your company, if necessary. A pamphlet or other commercial document describing such reorganizations may be used to describe the changes. As part of this explanation, describe how these changes impact the relevance of any efforts you identify for experience evaluation assessment. Your "roadmap" should be specifically applicable to the efforts you identify.

L2.4 DOCUMENTATION/CERTIFICATION PERTINENT TO TS FACILITY CLEARANCE

The Offeror must possess, at the time of proposal submission, a Top-Secret Facility Clearance as accredited by the Defense Security Service (DSS) in accordance with the contract level Contract Security Classification Specification (DD Form 254). Storage of classified information is not anticipated to be required at the contract level, however the need to store classified RFPs/SOWs for task order level requirements is expected. As such Offerors are encouraged to prepare for this eventuality. If an Offeror does not possess a TS facility clearance at the time of proposal submission, their proposal will be excluded from competition.

L2.4.1 Task Order requirements that dictate more stringent clearance requirements will be accompanied by task specific DD Form 254s.

L2.4.2 Offerors shall provide documentation showing the current assigned Facility Clearance level, as

well as associated Name, Address, ZIP Code, and Phone Number of their Cognizant Security Office(s).

L2.4.3 Both managing partners, the Mentor and Protégé, of a Joint Venture must hold a TS FCL.

L2.5 CURRENT ADEQUATE ACCOUNTING SYSTEM

L2.5.1 The Offeror (to include **all** members of a Joint Venture) shall provide valid documentation at the time of initial proposal submission from DCMA, DCAA, other Federal Audit Agency, or other information that allows the Contracting Officer to determine that the contractor's accounting system will permit timely development of all necessary cost data for the cost type CLINs and the negotiation of cost in accordance with the Federal Acquisition Regulations and applicable supplements in order to be considered for award. If valid documentation is outside of the last 5 years from date of the issuance of this RFP, a letter from the Chief Financial Officer must accompany the valid documentation that states the company has not had any material changes to the accounting system since the date of the accounting system adequacy determination.

L2.5.2 If the Offeror does not have current documentation regarding an acceptable accounting system prior to proposal submission, the Offeror shall complete **Attachment 06 – DCAA Pre-award Survey Checklist** and submit with Offeror's proposal. A copy of the Offeror's SF 1408 Pre-award Survey of Prospective Accounting System Checklist with supporting documentation shall be forwarded by the Offeror to the cognizant DCAA and Contracting Officer prior to proposal submission to assist with the request for DCAA to complete the required pre-award accounting system audit. Offerors are cautioned that determination of the acceptability of the accounting system must be accomplished to be eligible for contract award. Therefore, Offerors shall be prepared to support DCAA upon the initiation of the audit.

L2.6 FINANCIAL CAPACITY

Interested Small Businesses with the capabilities necessary to meet or exceed the stated requirements shall submit a Letter of Evidence to a line of credit for at least \$2M to demonstrate financial capacity to perform the work. Offerors who do not submit evidence of this line of credit will be excluded from competition.

L2.7 MENTOR-PROTÉGÉ JOINT VENTURE AGREEMENT

Offeror's submitting a proposal as a Mentor-Protégé Joint Venture shall provide a copy of their approved Mentor-Protégé Agreement, and a copy of their signed JV Agreement, outlining the roles and responsibilities of both joint venture partners.

L2.8 CONTRACT FORMS AND CERTIFICATIONS

L2.8.1 Section A – Solicitation/Contract Form **(NOTE: A copy of the SF33 will only be provided upon release of final the RFP)**

Complete blocks 12-16, and the Signature and Date blocks 17-18 of the Standard Form 33 and include within Volume I under the heading "Section A – Solicitation/Contract Form." A signature by the Offeror on the Standard Form 33 constitutes an offer, which the Government may accept.

L2.8.2 Section K – Representations, Certifications, and other Statements of Offerors FAR 52.204-7, System for Award Management, is incorporated by reference in Part II, Section I. The Offeror shall follow the instructions cited in this Section K, FAR 52.204-08 and complete all representations, certifications, acknowledgments, and statements electronically in the System for Award Management (SAM) accessed through as part of responding to this RFP (<https://www.sam.gov>). Failure to adhere to these instructions will render an Offeror as being ineligible for award.

L2.9 CROSS TEAMING LIMITATIONS, TEAMING AGREEMENTS, AND IDENTIFICATION

OF SUBCONTRACTORS

L2.9.1 The Government has determined that cross-teaming, also known as “over/under agreements” shall not be authorized on this IDIQ. **The following restriction on cross teaming applies:** If a company is identified as an Offeror on any proposal, then that company cannot participate as a subcontractor on any other Offeror's proposal. This applies to individual members of a Joint Venture (JV), as well as the JV itself.

L2.9.2 The Offeror shall provide a list of all proposed subcontractors and/or team members, to include CAGE codes, mailing address, and primary point of contact email address and phone number for each subcontractor.

L2.9.3 Cross-teaming at the task order level is defined as a prime contractor teaming as a subcontractor for another prime contractor on the same IDIQ. This restriction on cross-teaming will be applied at the task order level under the SOFGSD IDIQ.

L2.10 CYBERSECURITY COMPLIANCE

L2.10.1 Supplier Performance Risk System (SPRS)

The Offeror shall have a minimum Basic Confidence Level score of 110 in the SPRS, NIST SP 800-171 Revision 2 Assessment, at time of proposal submission. This requirement applies to all managing partners of a Joint Venture. The Offeror shall provide a copy from the SPRS system showing their SPRS score within this volume.

L2.10.2 Cybersecurity Maturity Model Certification (CMMC)

Offerors are required to meet the specified Cybersecurity Maturity Model Certification (CMMC) Level 2 (Self) for all information systems that will process, store, or transmit Federal Contract Information (FCI) or Controlled Unclassified Information (CUI) in performance of the contract. Proposals must include the CMMC Unique Identifiers (UIDs), issued by the Supplier Performance Risk System (SPRS), for each such information system; these UIDs must reflect a "Final" CMMC status at the time of proposal submission. An affirmation of continuous compliance must be completed by a designated "affirming official" in SPRS annually for the duration of the contract. For proposed subcontractors, the prime contractor must verify the subcontractor has a current CMMC status in SPRS at the appropriate level before award of any subcontract and prior to disseminating any FCI or CUI. Failure to demonstrate the required CMMC compliance status at the time of proposal submission will render an offeror ineligible for award.

L-3 VOLUME II – FACTOR 1: TECHNICAL PROPOSAL AND SUBSTANTIATING DATA

L3.1 GENERAL

L3.1.1 All the requirements specified are mandatory. By submitting a proposal, the Offeror represents that it will perform all the requirements. The Offeror shall **not** include any proposed price/cost information within Volume II.

L3.1.2 For Factor 1, the Offeror shall select **a maximum of five** work samples to be used by the Offeror to self-score each selected work sample and to be submitted as “Offeror elected substantiating evidence”. The Offeror shall determine a self-score for each work sample submitted based on the criteria set forth in the solicitation and the instructions contained in **Attachment 02 - HTRO Self Score Matrix**.

***Important:** The Offeror shall consider the entire description in Section M when self-scoring each work

sample as **Attachment 02** – HTRO Self Score Matrix includes only a summary of each complete criterion. Column G of **Attachment 02** “Maximum Count” is **not** a minimum requirement. Offerors may self-score a selected work sample with less than the amount stated in the “Max Count”. The Government must be able to clearly validate the Offeror’s self-score based on the data provided by the Offeror. The Government reserves the right to downward adjust the score, potentially all the way down to zero points. The Government will not make upward adjustments.

L3.1.3 Acceptable Work Samples. An acceptable work sample is defined as a “stand alone” contract, or task order issued under an Indefinite Delivery / Indefinite Quantity (IDIQ) contract (FAR 16.501-1) with the United States Department of Defense or OGAs. When referring to work samples, the terms “contract” and “task order” are interchangeable with “contract” often used as the all-encompassing term.

An Offeror may choose to submit an IDIQ with all awarded task orders as one work sample; however, an Offeror may not then use any awarded task order under that IDIQ as a separate work sample. Similarly, an Offeror may submit multiple task orders as independent work samples. An IDIQ contract by itself, without **any** awarded task orders thereunder, is not an acceptable work sample.

If the Offeror of this solicitation is a Joint Venture (JV) formed under The Mentor-Protégé Program, work samples from either the managing or non-managing venturer are acceptable. If an Offeror’s work sample submitted included work performed as a joint venture, the Offeror’s response shall include a copy of that SBA approved joint venture agreement in **Volume 1**.

L3.1.4 The Period of Performance of the Work Samples shall be within the last five years of the date of this solicitation. A minimum of six consecutive months of performance within the five-year period is required.

L3.1.5 Offerors shall redact work samples of any unnecessary Potentially Identifiable Information (PII) to the maximum extent practicable while still enabling adequate information for substantiation and Government validation. PII is defined as any information that includes name, social security or any other personal information that would identify an individual.

L3.1.6 The Government prefers that all Work Samples and associated documentation be submitted at the Unclassified level. If able, Offerors should Redact Work Samples to submit with their proposal. If a Work Sample can only be submitted as classified, it may only be classified at the Secret/NOFORN level and Offerors shall contact the Contracting Team at the email addresses below to address submission of classified data through appropriate channels.

- a. Primary Contracting Officer: Sherri Ashby; sherri.ashby@socom.mil
- b. Contract Specialist: Ashley Watson; ashley.s.watson.civ@socom.mil

L3.1.7 Work Sample Tiers. Work Samples shall fall under one of the following two tiers:

- **Tier 1:** Proposed SOFGSD Prime Offeror Small Business or the JV protégé performing as the prime contractor on the Work Sample. At least one Work Sample shall be Tier 1.
- **Tier 2:** All other SOFGSD Prime Offerors (to include JV mentors) and subcontractors performing as the prime or as a subcontractor on the Work Sample

L3.1.8 Required Work Sample Submissions. At least one Work Sample **MUST** be submitted by the Small Business Offeror or the Small Business Protégé managing partner of a Joint Venture. This Work Sample must be a Tier 1 submission. **NOTE:** Offerors are encouraged to **thoroughly** read the “Instructions” tab of **Attachment 02** – HTRO Self Score Matrix, as it delineates differing requirements for the protégé member of a Joint Venture, in particular regard to Tier 1 submissions.

IMPORTANT: Any unsubstantiated and/or misleading claims provided in an Offeror's work sample, for even a single category, could result in the Government determining that the Offeror's proposed self-score is disingenuous and/or artificially inflated and the proposal may be determined un-awardable, and evaluation would stop.

L3.2 FORMAT AND SPECIFIC WORK SAMPLE CONTENT

L3.2.1 While the Technical Proposal Volume (Volume II) has **no page** limit, Offerors shall provide specific evidence to substantiate its self-score. Work samples shall be submitted as searchable PDFs clearly marked to identify where in the work sample the Offeror identified the information used to substantiate its self-score. Margins and font limits do not apply to PDFs; however, any PDFs must be legible. Within Symphony, offerors are encouraged to utilize comments ("tags") in supporting documentation indicating the specific reference for verification purposes. Failure to tag supporting documentation may result in an inability of the Government to validate claimed scoring.

L3.2.2 The work samples are derived from the Offeror's past or current contract or task orders and shall consist of official contract documentation which may include Performance Work Statements, Statements of Work, Contract Data Requirement Lists (CDRLs), DD-254, etc. The provided official contract documentation must be sufficient for the Government to validate the Offeror's Self-Score and ability to meet the PWS requirements. Unofficial contract-related documentation, such as a Memorandum from a Contracting Officer may be used for substantiation but must be clearly labeled and cross-referenced with the corresponding work sample. The Offeror shall include the signed cover page associated with the contract with the corresponding work sample. **The Offeror shall not create or submit any new documentation, such as project narratives, or project descriptions.**

L3.2.3 All pages within the work samples shall be numbered. Work samples shall be provided in their original format. Font, text size, and margin requirements do not apply to work sample submissions. Work samples shall be in English.

L3.3 SELF SCORING MATRIX

Offerors shall comply with the Category instructions contained within **Attachment 02 – HTRO Self Scoring Matrix**. Symphony shall be used to provide the HTRO Self Scoring. A separate copy of **Attachment 02 – HTRO Self-Scoring Matrix** is not required to be submitted.

Offerors will score themselves under each criterion and provide evidence (e.g., body of facts, data, proof) to substantiate that score. The Offerors cannot score more than the maximum possible points for each criterion, and the Government will not verify anything above the maximum technical score. Each criterion has a weight factor to be applied against the Offeror's count, as shown in **Attachment 02 – HTRO Self Scoring Matrix** and the Symphony Score Card. This weighting is multiplied against the Offeror's count to create an Offeror Self-Score for each criterion. The sum of the Offeror's Self-Score is the Offeror's Weighted Self-Score.

L-4 VOLUME III – FACTOR II: COST/PRICE

L4.1 GENERAL INSTRUCTIONS

L4.1.1 COMPLETENESS

The Government will review the pricing submissions for completeness and compliance with Section L of the solicitation. Offerors must submit the requirements in paragraph 4.2 and 4.3. Failure to do so can result in an Offeror being excluded from award.

L4.1.2 FORMAT

The Cost/Price proposal shall contain the information specified below:

- Completed **Attachment 04** – Staffing Proposal Pricing Template for post-award conference
- Introductory Documents IAW L4.3

L4.2 STAFFING PROPOSAL

The Offeror shall provide a fully completed **Attachment 04** – Staffing Proposal Pricing Template for attendance at the post-award conference.

L4.2.1 Any exceptions to the provided staffing proposal must be adequately justified through supporting documentation using a narrative and/or a chart.

L4.2.2 **To be eligible for award, the post-award conference Total Proposed Price must equal \$2,500.**

L4.2.3 Offeror must identify and propose fully burdened labor rates for up to four personnel which will attend the post-award conference in person or virtually on Tab 2 of template.

L4.2.4 The Offeror shall provide Ground Rules and Assumptions used in preparing the Staffing Proposal/ Price Template.

L4.3 COST/PRICE INTRODUCTORY DOCUMENTS

L4.3.1 INDEX/TABLE OF CONTENTS

The Offeror shall provide an Index/table of contents to include, as a minimum, summary descriptions of estimating, purchasing, and accounting systems; any deviations to estimating or accounting practices, or Cost Accounting Standards (CAS) Disclosure Statement if applicable.

L4.3.2 COMPLIANCE STATEMENT

The Offeror shall provide a compliance statement that demonstrates how the Offeror intends to comply with DFARS Clause 252.242-7006.

L4.3.3 ESTIMATING SYSTEM

The Offeror shall indicate whether the Offeror's system has Government approval and if so, provide evidence of such approval.

L4.3.4 PURCHASING SYSTEM

Offerors shall provide a summary description of their purchasing system or methods (e.g., how material requirements are determined, how sources are selected, when firm quotes are obtained, what provisions are made to ensure quantity and other discounts). Offerors shall indicate whether they have Government approval of their purchasing system and if so, provide evidence of such approval.

L4.3.5 ACCOUNTING SYSTEM

The Offeror shall indicate whether they have Government approval of their accounting system and if so, provide evidence of such approval. The Offeror's most recent DCAA audit report must specifically state adequate accounting system to be considered standard of proof. The Offeror's audit report shall include all the indirect rate pools and associated allocation bases for those rates. If the report does not include this level of information the Offeror shall provide with its proposal indirect rate pools and associated allocation bases. The report shall include all numbered pages and not be redacted.

L4.3.6 FINANCIAL CAPABILITY REVIEW

Offerors are highly encouraged to submit the address, phone number, and point of contact of their

cognizant DCMA and DCAA offices, if applicable. This information is necessary for the Government to potentially request a Financial Capability Review. Offerors with current (within one year) Financial Capability Reviews may provide a copy with their proposal.