

DESC: 17. DESCRIPTION/SPECIFICATIONS: This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in Subpart 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; proposals are being requested and a written solicitation will **not be** issued. This solicitation number HQ0013-08-R-0012 is issued as a request for proposal (RFP). The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular 90-37. The solicitation is being issued as 100% small business set aside. The North American Industry Classification System Code (NAICS) for this requirement is 541990. SIC with a size standard is \$6.5 million in sales. All responsible sources may submit a proposal, which, if timely received, may be considered by the Government. Subject solicitation will close August 12, 2008, 12:00 a.m. EST. All questions must be submitted by 28 July 2008, 12:00 a.m. EST. All proposals should be completed and submitted by August 12, 2008, 12:00 a.m. EST. This requirement will be for a base year with four (4) option years. Description of Supplies/Services: Technical Program Management Support, to be composed of specific tasks when required by the United States Government. The proposal shall include the following information to be considered: Detailed pricing for the base year and all option years for all services described below.

The objective of this requirement is to procure qualified support for preparation of the annual Foreign Military Training Report (FMTR) and the Regional Center Training Report (RCTR), preparation and submission of required statistical data taken from the FMTR for the annual Interagency Working Group report on U.S. Government-Sponsored International Exchanges and Training; and maintenance of the Security Assistance Management Manual (SAMM) for the Defense Security Cooperation Agency (DSCA). The Technical Program Management Support Mission includes: coordination, management and providing information on all aspects involved in preparing the two (2) annual training reports and for compiling and providing input to a third annual Interagency training report. In addition, the mission includes supporting all aspects of maintaining the SAMM, to include formatting and publishing previously approved policy memos, SAMM changes, and researching historical policy/procedural information in response to routine requests from the security cooperation community.

Contract line items are as follows: 0001; Technical Program Management Support, 1ea, 1920 hrs; 1001; Technical Program Management Support, 1ea, 1920 hrs; 2001; Technical Program Management Support, 1ea, 1920 hrs 3001; Technical Program Management Support, 1ea, 1920 hrs; 4001; Technical Program Management Support, 1ea, 1920 hrs. Services will be performed at Government owned facilities located at 201 12st Street, South, Suite 203, Arlington VA 22202-5408. The base year period of performance is from: 1 Oct. 08 thru 30 Sep. 2009.

The offeror shall perform the following tasks listed below: (**Technical Program Management Support**)

1) Performance Objective No. 1:

The contractor shall coordinate and manage all aspects involved in preparing the annual Foreign Military Training Report (FMTR).

Performance Standard:

Prepare tasking message and any follow-ups.

Ensure tasking received by major data providers.
Work with DSCA Information Technology Directorate to ensure the correct data is transmitted to data providers and the required input is received back for review/incorporation into the FMTR
Respond to data providers as requested.
Monitor established report task timeline; keep management informed on report preparation progress.
Review inputs for accuracy and compliance with requirements.
Consolidate inputs into product compliant with required DoD report standards.
Staff draft report with required OSD-level offices; ensure responses received back by established suspense date.
Finalize report for senior level review/approval.
Prepare after action report (AAR) with suggested ways to improve the process/product, etc.
The contractor will meet the objective being on time 98% of the time.

Performance Measure:

Annually

2) Performance Objective No. 2:

The contractor shall coordinate and manage all aspects involved in preparing the annual Regional Center Training Report (RCTR).

Performance Standard:

Prepare tasking message and any follow-ups.
Ensure tasking received by major data providers.
Respond to data providers as requested.
Monitor established report task timeline; keep management informed on report preparation progress.
Review inputs for accuracy and compliance with requirements.
Consolidate inputs into product compliant with required DoD report standards.
Staff draft report with required OSD-level offices; ensure responses received back by established suspense date.
Finalize report for senior level review/approval.
Prepare after action report (AAR) with suggested ways to improve the process/product, etc.
The contractor will meet the objective being on time 90% of the time.

Performance Measure:

Annually

3) Performance Objective No. 3:

The contractor shall compile and provide statistical data drawn from the Foreign Military Training Report (FMTR) for incorporation into the annual Interagency Working Group (IAWG) Report on U.S. Government-Sponsored International Exchanges and Training.

Performance Standard:

Review annual tasking call for data input.

Work with DSCA Information Technology Directorate to pull the required statistical data from the FMTR.

Provide the required Security Assistance statistical data electronically via web-based data entry to the Interagency report for consolidation.

Work with the interagency report point of contact to ensure data integrity; resolve any data discrepancies.

The contractor will meet the objective being on time 95% of the time.

Performance Measure:

Annually

4) Performance Objective No. 4.

The contractor shall assist in maintaining the Security Assistance Management Manual (SAMM), (web version & hard copy).

Performance Standard:

Incorporate approved SAMM changes into the electronic and hard copy; ensure that the manual maintains currency in linkage to listed references, consistency in content and editorial format across the entire manual.

Assist in continual effort to consolidate related topics and to prepare Tables and Tools to make the SAMM more user-friendly and useful to the customer.

Provide hard copies of each change to the 10 plus senior officials holding hard copies of the SAMM.

Research and respond to miscellaneous requests regarding the current and past SAMM versions and related SAMM changes.

The contractor will meet the objective being on time 98% of the time.

Performance Measure:

Monthly

Support other Technical Program Management Support-related requirements as assigned by the COR.

The Offeror's shall submit a proposal for the total 5 years. Failure to do so may result in rejection of your proposal. The following FAR clauses and provisions apply to this requirement: 52.212-1, Instructions to Offerors - Commercial Items (Jun 1999). 52.212-2; Evaluation - Commercial Items (Jan 1999). 252.232-7003, Electronic Submission of Payment Request (Jan 2004) 52.212-4, Contract Terms and Conditions – Commercial Items (May 1999). 52.212-5, Contract Terms and Conditions Required to Implement Statutes or Executive Orders - Commercial Items (May 1999). This will be a best value procurement, price and other factors considered. The Government will award a contract

resulting from this **combined synopsis/solicitation** to the responsible Offeror whose proposal conforming to this synopsis/solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate proposals, technical capability, past performance and price. Technical and past performances, when combined, are more important than price. Offerors are required to submit past performance information, including points of contact, on the last three contracts for similar equipment and service. ***Any and all past performance surveys (survey attached) must be submitted to the Contracting Officer by the closing date and time.*** A copy of these representations and certifications must be submitted with proposal. 52.212-4, Contract Terms and Conditions – Commercial Items (May 1999). 52.212-5, Contract Terms and Conditions Required to Implement Statutes or Executive Orders - Commercial Items (May 1999), with the following checked subparagraphs (b), (1), (5), (14), (15), (16), (25), (30); 52.217-5 Evaluation of Options (Jul 1990); 52.217-9, Option to Extend the Terms of the Contract (Mar 1989); 52.252-2, Clauses Incorporate By Reference (Feb 1998) with the following insert www.farsite.hill.af.mil and www.arnet.gov/far ; 252.232-7003, Electronic Submission of Pay Request (Jan 2004). All offerors are required to submit one original and two copies of the Technical Proposal and Cost/Price Proposal to Defense Security Cooperation Agency, DBO-CON, 201 12th Street, South, Suite 203, Arlington, VA 22202-5408, Attn: James Washington. All offerors are required to submit an email copy of the Technical Proposal and Cost/Price Proposal to James.Washington@dscamail.

PAST PERFORMANCE SURVEY

I. Evaluation of Offeror:

Company/Division Providing Services:

Address:

Description of Services Provided:

Contract Number: _____ Dollar Value (Annual): _____

Performance Period: _____ Performance Location: _____

Type of Contract:

Check One:

Fixed Price _____ Cost Reimbursement _____ Other (Please Specify) _____

Check One:

Negotiated _____ Sealed Bid _____ Competitive _____ Non-Competitive _____

Basis of Payment:

Commodity _____ Labor/Equipment Hours _____ Other (specify) _____

Type & Extent of

Subcontracting: _____

II. Evaluated by:

Company/Organization/Address:

Name & Title:

Signature: _____ Date: _____

Telephone: _____ FAX: _____

III. Evaluation:

Please answer questions 1 through 15 using the following criteria. Circle only one response per question. For elements rated "unsatisfactory", please comment on the specific problem(s) or performance failure(s) that prompted this rating.

4 - Exceptional: Performance met and exceeded many of the contractual requirements to the organization's benefit. The contractual performance of the element being evaluated was accomplished with few minor problems for which corrective actions were highly effective.

3 - Very Good: Performance met and exceeded some to the contractual requirements to the organization's benefit. The contractual performance of the element being evaluated was accomplished with some minor problems for which corrective actions were effective.

2 - Satisfactory: Performance met contractual requirements. The contractual performance of the element being evaluated was accomplished with some minor problems for which corrective actions were satisfactory.

1 - Marginal: Performance barely met contractual requirements. The contractual performance of the element being evaluated reflects a serious problem for which corrective actions have not yet been identified, appear only marginally effective or were not fully implemented.

0 - Unsatisfactory: Performance did not meet some contractual requirement and recovery is not likely in a timely manner. The contractual performance of the element being evaluated reflects serious problems for which corrective actions were ineffective.

N/A: Not Applicable or not observed.

1. Evaluate the contractor's overall commitment to quality performance and customer satisfaction.

4 3 2 1 0 N/A

Comment:

2. Evaluate the contractor's overall technical competence.

4 3 2 1 0 N/A

Comment:

3. Evaluate the contractor's cooperation and willingness to work as a team (with your personnel, other contractors, etc.).

4 3 2 1 0 N/A

Comment:

4. Evaluate the contractor's compliance with contractual requirements.

4 3 2 1 0 N/A

Comment:

5. Evaluate the contractor's responsiveness to contract, program and/or schedule changes.

4 3 2 1 0 N/A

Comment:

6. Evaluate the effectiveness of the contractor's overall quality control procedures.

4 3 2 1 0 N/A

Comment:

7. Evaluate the effectiveness of the contractor's safety program or efforts.

4 3 2 1 0 N/A

Comment:

8. Evaluate the effectiveness of the contractor's cargo loss and damage prevention program or efforts.

4 3 2 1 0 N/A

Comment:

9. Evaluate the effectiveness of the contractor's on-site management and supervision.

4 3 2 1 0 N/A

Comment:

10. Evaluate the contractor's ability to overcome technical problems, labor issues, and/or other performance difficulties.

4 3 2 1 0 N/A

Comment:

11. Evaluate the contractor's ability to plan and conduct operations in the most cost effective manner.

4 3 2 1 0 N/A

Comment:

12. Evaluate the contractor's ability to adhere to schedules and complete work on time.

4 3 2 1 0 N/A

Comment:

13. Evaluate the quality and stability of the contractor's workforce.

4 3 2 1 0 N/A

Comment:

14. Evaluate the availability, adequacy and suitability of the contractor's staffing for the work required.

4 3 2 1 0 N/A

Comment:

15. Evaluate the availability, adequacy and suitability of the contractor's gear and equipment for the work required.

4 3 2 1 0 N/A

Comment: