

Team Change Submission Instructions

W52P1J-16-R-0029

Required Documents for Team Approach Change Submissions

The following documents are to be used in the preparation of a BOA holder's Team Approach Change Submission:

1. **Organizational Capability Narrative**, Revisions (see paragraph A).
2. **Attachment 0004 – References**, Additions and Revisions (see paragraphs A and B).
3. **Attachment 0005 - Letter of Consent**, Additions and Revisions (see paragraph C).
4. **Attachment 0006 - Performance Questionnaire**, Additions and Revisions (see paragraph D).

Definitions:

Recency: Recency is a measure of the time that has elapsed since the contract reference occurred. Recency is generally expressed as a time period during which contract references are considered relevant. For the purpose of this requirement, recency is any contract under which any performance, delivery, or corrective action has occurred within the following time standards: five (5) years prior to 4 March 2016, regardless of the award date.

Relevancy: In order to determine that a reference is relevant, it must be similar to the EAGLE BOA in terms of services provided and in terms of magnitude and complexity.

A contract reference includes services similar to the BOA PWS (Attachment 0001) if any of the following tasks within one or more of the functional area requirements were performed. NOTE: Key Personnel experience is not considered similar/relevant and will not be evaluated for organizational capability.

Maintenance: Preventive Maintenance Checks and Services (PMCS); Equipment Classification; Scheduled or Unscheduled Repair (Field or Sustainment level Maintenance); Operation of Maintenance Logistics Information Systems (LIS); or, Production Control.

Supply: Asset Requisitioning; Asset Receiving; Asset Accountability; Issuing Assets / Asset Redistribution; Care of Supplies in Storage (COSIS); or, Operation of Supply LIS.

Transportation: Operating in accordance with the Joint Travel Regulation (JTR); In-transit Visibility/Tracking; Drayage Operations; Non-tactical Vehicle (NTV) Management; or, Operation of Transportation LIS.

A contract reference is similar in magnitude and complexity to the EAGLE BOA if the Annual Average Dollar value meets or exceeds the minimum level of relevant experience identified below:

Maintenance: BOA holder Reference - \$500K average annually; Teammate Reference - \$100K average annually

Supply: BOA holder Reference - \$600K average annually; Teammate Reference - \$120K average annually

Transportation: BOA holder Reference - \$500K average annually; Teammate Reference - \$100K average annually

Total: BOA holder - \$1.6M average annually; Teammate - \$320K average annually

When reviewing contract references for magnitude and complexity, the evaluator will determine the relevant functional area(s) (i.e. maintenance, supply, and transportation) contained in a contract reference and apply the minimum applicable threshold. For example, if all three functional areas apply to the BOA holder's contract reference, the average annual dollar value must be at least \$1.6M for the reference to be determined similar in magnitude and complexity. If the Maintenance and Supply functional areas apply to the BOA holder's contract reference, the average annual dollar value must be at least \$1.1M for the reference to be determined similar in magnitude and complexity.

Please note magnitude and complexity will be evaluated at each task order evaluation in order to determine if the contract references are similar in magnitude and complexity to the task order RFP, and the thresholds utilized in a task order may be different than the thresholds provided above.

Please note that for Joint Ventures (JVs), contract references need not be performed by the JV itself. References can be efforts performed by one or more of the entities comprising the JV; however, references must still be determined recent and relevant. In determining relevancy the reference must meet the thresholds for magnitude and complexity applicable for the BOA holder.

The relevancy of a contract reference for both Technical and Past Performance will be evaluated as follows:

Relevant: Present/past effort involved similar services and magnitude of effort and complexities this Team Change submission requires.

Not Relevant: Present/past effort involved none of the services or magnitude of effort and complexities this Team Change submission requires.

A. TECHNICAL (REVISIONS ONLY)

ORGANIZATIONAL CAPABILITY:

The BOA holder shall submit a narrative of its proposed organizational capability to fully execute one or more functional area(s) (i.e. maintenance, supply, and/or transportation). The BOA holder must be able to provide the organizational capability to meet ALL of the requirements of a functional area(s) (i.e. maintenance, supply, and/or transportation) WITHOUT the reliance of teammates. If the BOA holder is proposing more than one (1) functional area, the BOA holder shall propose its organizational capability by each functional area as stand-alone capabilities.

The Government will not search for missing elements of one functional area in the narratives of another functional areas. In conjunction with the narrative, the BOA holder shall also submit Attachment 0004 - References, Organizational Capability (TAB 1), which crosswalks the BOA holder's recent and relevant experience provided in the Organizational Capability Narrative with relevant contract reference information.

The BOA holder's revision submission for the Organizational Capability Narrative shall adhere to the following:

File Format: Text Searchable Adobe PDF and it must be formatted to contain searchable text. Note: All elements of the file to include tables, diagrams, charts, etc. must be able to be searched for text.

Page Limit: 12 pages

Page Limit for Maintenance functional area is 4 pages

Page Limit for Supply functional area is 4 pages

Page Limit for Transportation functional area is 4 pages

Page limit excludes cover page, table of contents, and glossary of abbreviations and acronyms

Pages larger than 8.5 inches x 11 inches will be counted as two pages.

The font size shall be no less than 10 point font and no more than 14 point font; however, for charts and diagrams, font size shall be no less than 8 point font and no more than 14 point font.

ALL contract references for the BOA holder in the Organizational Capability Narrative shall be provided in Attachment 0004 - References, Organizational Capability (TAB 1).

All proposed organizational capability shall be supported by specific recent and relevant experience for each of the functional area requirements and described in terms of the associated services similar to the BOA PWS (Attachment 0001). Each of the associated services similar to the BOA PWS (Attachment 0001) must be addressed by at least one contract reference and described within the Organizational Capability Narrative.

For each functional area requirement, the BOA holder shall identify a recent and relevant contract reference by including the reference number from Column A of Attachment 0004 - References, Organizational Capability (TAB 1) within the Organizational Capability Narrative (e.g. Reference 5).

Functional Area Requirements:

Maintenance Functional Area Requirements - The BOA holder shall provide the organizational capability to plan, organize, facilitate, direct, control, and perform Base Operations (BASOP) maintenance, Field or Sustainment level maintenance, AND functions related to material maintenance operations. The capability shall be provided for each of the following types of equipment:

- a. Tactical vehicles and NTVs
- b. Ground support equipment

- c. Material handling equipment
- d. Small-engine driven devices

Additionally, the capability shall also be provided for at least 3 of the 5 following types of equipment:

- e. Track vehicles
- f. Armament, artillery, small arms
- g. Communications and electronics
- h. Construction / engineer equipment
- i. Food service equipment

The capability to support the Maintenance Functional Area Requirements shall be described in terms of the following associated services similar to the BOA PWS (Attachment 0001): Preventive Maintenance Checks and Services (PMCS); Equipment Classification; Scheduled or Unscheduled Repair (Field or Sustainment level Maintenance); Operation of Maintenance Logistics Information Systems (LIS); and, Production Control.

Supply Functional Area Requirements - The BOA holder shall provide the organizational capability to provide for all of the following tasks: the deployment and management of supplies and equipment through property planning, accountability, storage, and logistics systems support for retail supply services for both supply class VII and supply class IX.

Additionally, the capability shall also be provided for at least 2 of the 4 following areas of supply operations:

- a. Central Issue Facility (CIF)
- b. Ammunition Supply Operations and Ammunition Supply Point (ASP)
- c. Central Receiving Point (CRP)
- d. Installation Property Book and Equipment Management

The capability to support the Supply Functional Area Requirements shall be described in terms of the following associated services similar to the BOA PWS (Attachment 0001): Asset Requisitioning; Asset Receiving; Asset Accountability: Issuing Assets / Asset Redistribution: Care of Supplies in Storage (COSIS); and, Operation of Supply LIS.

Transportation Functional Area Requirements - The BOA holder shall provide the organizational capability to perform all of the following: provide for analysis, planning assistance and movement coordination of personnel, supplies and equipment specifically conducting Transportation Motor Pool (TMP) operation support services.

Additionally, the capability shall also be provided for at least 2 of the 4 following areas of transportation operations:

- a. Personal Property Operations
- b. Passenger Movements
- c. Unit Movements
- d. Materiel Movements

The capability to support the Transportation Functional Area Requirements shall be described in terms of the following associated services similar to the BOA PWS (Attachment 0001): Operating in accordance with the Joint Travel Regulation (JTR); In-Transit Visibility/Tracking; Drayage Operations; Non-Tactical Vehicle (NTV) Management; and, Operation of Transportation LIS.

The BOA holder's revision submission for Attachment 0004 - References shall adhere to the following:

BOA holders shall submit only one (1) completed Attachment 0004 - References.

BOA holders shall complete Attachment 0004 - References, Organizational Capability (TAB 1) in its entirety.

All contract references for the BOA holder in Attachment 0004 - References, Organizational Capability (TAB 1) shall be provided in the Organizational Capability Narrative. The contract references provided in Attachment 0004 - References, Organizational Capability (TAB 1) shall be limited to only those contract references which are addressed in the BOA holder's Organizational Capability Narrative; additional contract references provided in Attachment 0004 - References, Organizational Capability (TAB 1) which were not also addressed in the BOA holder's Organizational Capability Narrative will not be evaluated nor taken into consideration.

Instructions for completing Attachment 0004 - References, Organizational Capability (TAB 1) are as follows:

1. Line 1: Enter the name of the BOA holder.
2. Line 2: The BOA holder shall enter the CAGE Code of the BOA holder, as identified in SAM. The CAGE Code consists of five (5) alphanumeric digits and does not begin with the letter O. Note: The company name and corresponding CAGE Codes (as identified in SAM) in Attachment 0004 for the BOA holder MUST BE consistent when referenced throughout the revision submission.
3. Line 3: The BOA holder shall enter the proposal submission date. Date shall include the month, day, and year.
4. Column B: The BOA holder shall provide recent contract numbers which demonstrate relevant experience to this Team Change submission. All contract references provided must have been performed under Government (Federal, state, local) and/or commercial contracts (subcontracts). Please note that references provided on classified contracts cannot be verified, and will not be evaluated. The BOA holder's contract reference number shall fall under one of the three categories below:

For services performed as a Prime contractor on a Government contract, provide one (1) recent Government contract number (and one (1) corresponding task order number, if applicable, that best illustrates individual mission requirement) which demonstrated relevant experience to this Team Change submission for the BOA holder; OR,

For services performed as a Prime contractor on a private sector contract, provide one (1) recent private sector contract number which demonstrated relevant experience to this Team Change submission for the BOA holder; OR,

For services as a subcontractor on a Government contract, provide one (1) recent subcontract number which demonstrated relevant experience to this Team Change submission for the BOA holder (DO NOT provide the Prime Government contract number). Note: The contract number given for a subcontract contract reference is the

private sector commercial contract number held between the subcontractor and the Prime, not the contract number between the Government and the Prime.

5. Column C: The BOA holder shall enter one (1) name (as identified in SAM) for the contractor who performed the requirements of the contract number listed in Column B.

The BOA holder may include performance of a parent or predecessor company in Column C. However, the Government reserves the right to determine whether the experience of the parent or predecessor company is relevant experience for the BOA holder based on the justification in Column H as to why the BOA holder can claim the experience.

Note: If the BOA holder intends to rely upon the parent or predecessor company's resources for contract performance, such that the parent or affiliate will have meaningful involvement in contract performance, or for past performance at the task order, the parent or affiliated company must be included as a teammate on the BOA. Furthermore, if the parent or predecessor company is not identified in the Task Order proposal it will not be included in the past performance evaluation of the specific task order.

6. Column D: The BOA holder shall enter one (1) corresponding CAGE Code (as identified in SAM) for the contractor who performed the requirements of the contract number listed in Column B.
7. Column E: The BOA holder shall select from the dropdown box if the contractor listed in Column C performed the work as a Prime or Subcontractor for the contract number listed in Column B.
8. Column F: The BOA holder shall select from the dropdown box if the work performed by the contractor listed in Column C is a parent company to the BOA holder. Select YES if the work was performed by a parent company or NO if the work was not performed by a parent company. Note: If work was performed by a parent company the BOA holder shall provide the justification in Column H as to why the BOA holder can claim the experience of the parent company.
9. Column G: The BOA holder shall select from the dropdown box if the work performed by the contractor listed in Column C is a predecessor company to the BOA holder. Select YES if the work was performed by a predecessor company or NO if the work was not performed by a predecessor company. Note: If work was performed by a predecessor company the BOA holder shall provide the justification in Column H as to why the BOA holder can claim the experience of the predecessor company.
10. Column H: If the contract number in Column B is for a parent or predecessor company of the BOA holder, the BOA holder shall:

Provide the name of the contractor who is claiming the experience in Column B.

Provide a description of the relationship between the parent or predecessor company listed in Column C to the contractor that is claiming the experience in Column B.

Provide a justification as to why the contractor can claim the experience of work in Column B by explaining how the contractor will draw upon the experience from the

parent or predecessor company, and shall demonstrate that the resources (e.g. workforce, management, facilities or other resources) of the parent or predecessor company will be transferred to the contractor or provided or relied upon for contract performance, such that the parent or predecessor company will have meaningful involvement in contract performance.

Note: If the experience provided in Column B was not performed by a parent or predecessor company (i.e, NO was selected for Column F and G), a justification will not be required in Column H and the associated cell will automatically format black.

11. Column I: The BOA holder shall enter the contract Period of Performance start date for the contract number listed in Column B. Required format is MM/DD/YYYY. If Column E states Subcontractor, only provide the Period of Performance start date for the work performed specifically by the contractor listed in Column C.
12. Column J: The BOA holder shall enter the contract Period of Performance end date for the contract number listed in Column B. Ongoing contracts must use contract completion date (assuming all option periods are exercised). Required format is MM/DD/YYYY, To Present is not acceptable. If Column D states Subcontractor, only provide the Period of Performance end date for the work performed specifically by the contractor listed in Column C.
13. Column K: The BOA holder shall enter the Physical Place(s) of Performance for the contract number listed in Column B.
14. Column L: The BOA holder shall enter the Total Contract Value. If option periods are available, assume all option periods will be exercised and included in the Total Contract Value.
15. Column M: The BOA holder shall enter the total number of months in which work was/will be performed under the contract number listed in Column B. If providing a projected value, assume all option periods will be exercised. Only provide the number of months in which work was/will be performed specifically by the contractor listed in Column C.
16. Column N: The Average Annual Dollar Value (Column N) will be populated based on the information provided in Columns L and M.

Average Annual Dollar Value is the Total Contract Value (Column L) divided by the number of Months of performance, if all options are exercised (Column M) multiplied by 12.

If the period of performance is less than 12 months, the Average Annual Dollar Value will equal the Total Contract Value (Column L).
17. Column O and P: In each column, the BOA holder shall provide the name and contact information of a current Customer POC, to include valid title, complete phone number and current e-mail address, which can verify the information provided for the contract number listed in Column B. The POC(s) provided should have direct knowledge of the work performed.

For a Government contract as a Prime, the POC(s) shall be a Government contracting representative.

For a private commercial contract as a Prime, the POC(s) shall be a representative of the entity with whom the private commercial contract terms were entered into.

For a Government contract as a subcontractor, the POC(s) shall be a representative of the Prime contractor with whom the subcontract terms were entered into. The POC CANNOT be a Government Representative.

B. PAST PERFORMANCE PROPOSAL

Only recent and relevant contract references will be evaluated for past performance.

PAST PERFORMANCE - REVISIONS

The BOA holder will be evaluated for past performance.

In performing the evaluation of an BOA holder's past performance, the Government will utilize the contract references provided in Attachment 0004 - References, Organizational Capability (TAB 1) and Attachment 0006 - Performance Questionnaire as well as references obtained from sources other than those identified by the BOA holder.

PAST PERFORMANCE – ADDITIONS

BOA holders are allowed to propose additional teammates that were not identified in the BOA holder's Attachment 0002 - Team Arrangement. These addition teammates may add redundancy to the BOA holder's capability above the BOA holder's approved teammates for use under a resultant BOA. BOA holders are afforded the opportunity to submit up to three (3) recent and relevant contract references for each addition teammate.

The addition teammates identified in Attachment 0004 - References, Additions (TAB 2) will be assessed individually in past performance only.

In performing the evaluation of an addition teammate(s)' past performance, the Government will utilize the contract references provided in Attachment 0004 - References, Additions (TAB 2) and Attachment 0006 - Performance Questionnaire as well as references obtained from sources other than those identified by the BOA holder.

Instructions for completing Attachment 0004 - References, Additions (TAB 2) are as follows:

BOA holders shall complete Attachment 0004 - References, Additions (TAB 2) utilizing the excel spreadsheet that was used for Attachment 0004 - References, Organizational Capability (TAB 1) (if the BOA holder is also submitting a revision submission).

Column B through Column P: Follow the instructions provided above (steps 4 through 17).

Column Q, R, and S: The BOA holder shall enter the description of work performed against the contract number listed in Column B. BOA holders shall provide a narrative description of the actual work performed for each applicable functional area(s) (i.e. maintenance, supply,

transportation). If a functional area does not apply to the contract reference, insert N/A for the applicable functional area.

NOTE: It is more important to portray the tasks completed rather than customer comments/praise and awards. If the narrative for the work performed does not provide enough information to establish the relevance of the reference, it may impact the acceptability of the proposed addition teammate.

The Government reserves the right to determine whether the experience provided is relevant.

C. LETTER OF CONSENT (REVISIONS AND ADDITIONS)

The BOA Holder shall provide a consent letter for each Joint Venture partner, (if applicable), and each additional teammate using the Consent Form provided in Attachment 0005 - Letter of Consent. This letter allows the release of the Joint Venture partners or teammates' present and past performance information to the BOA holder.

D. PERFORMANCE QUESTIONNAIRE (REVISIONS AND ADDITIONS)

BOA Holders must complete Attachment 0006 - Performance Questionnaire.

The BOA holder shall provide a separate performance questionnaire for itself, each JV partner (if applicable), and each proposed addition teammate using the performance questionnaire provided in Attachment 0006 - Performance Questionnaire.

Instructions for completing Attachment 0006 - Performance Questionnaire are as follows:

Offeror's Name: Enter the name of the BOA holder.

JV Partner(s)/Addition Teammates: Enter the name of the JV partner or proposed addition teammate that this performance questionnaire applies to. If the performance questionnaire applies to the BOA holder, enter N/A.

Question 1: Identify all recent and relevant contract references to this Team Change submission where performance problems were experienced within the last five (5) years prior to 04 March 2016. This request applies to all recent contract references that are relevant to this Team Change submission regardless of whether or not the contract was provided by the BOA holder as a contract reference for this Team Change submission. If any recent and relevant contract references to this Team Change submission experienced performance problems, mark an x for YES; if any recent and relevant contract references to this Team Change submission did not experience performance problems, mark an x for NO.

For each contract reference identified in Question 1, provide copies of all Level III Corrective Action Reports (CARs), cure notices or show cause letters received. In addition, the following information is required for each contract reference identified in Question 1:

1. Provide the contract number (and corresponding task order number, if applicable) for each contract reference identified in Question 1.
2. Provide the contractor's role for each contract reference identified in Question 1 (i.e. Prime or Subcontractor).

3. Provide the Period of Performance for each contract reference identified in Question 1. Ongoing contracts must use contract completion date (assuming all option periods are exercised). Required format is MM/DD/YYYY to MM/DD/YYYY. MM/DD/YYYY to Present is not acceptable.
4. Provide the Physical Place(s) of Performance for each contract reference identified in Question 1.
5. Provide the Total Contract Value for each contract reference identified in Question 1. If option periods are available, assume all option periods will be exercised and included in the Total Contract Value.
6. Provide the Total Number of Months in which work was/will be performed for each contract reference identified in Question 1. If providing a projected value, assume all option periods will be exercised. Only provide the number of months in which work was/will be performed specifically by the contractor.
7. Provide the Average Annual Dollar Value for each contract reference identified in Question 1. The Average Annual Dollar Value is the Total Contract Value divided by the Total Number of Months of Performance, if all options are exercised multiplied by 12. However, if the Total Number of Months of Performance is less than 12 months, the Average Annual Dollar Value will equal the Total Contract Value.
8. Provide the name and contact information of a current Customer POC, to include complete phone number and current email address, which can verify the description of work provided for each contract reference identified in Question 1 and can confirm the success of the corrective measures.
9. Provide the description of work performed for each contract reference identified in Question 1. BOA holders shall provide a narrative description of the actual work performed for each applicable functional area(s) (i.e. maintenance, supply, transportation). If a functional area does not apply to the contract reference, insert N/A for the applicable functional area.
10. Provide a brief description of the issue for each contract reference identified in Question 1.
11. Provide the corrective actions taken to avoid recurrence of the problem for each contract reference identified in Question 1.
12. Provide the extent to which the corrective action has been successful for each contract reference identified in Question 1.
13. Provide a mitigation plan of how to prevent similar future issues for each contract reference identified in Question 1.

Question 2: Identify all contracts that were terminated for default or terminated for cause, in whole or in part, within the last five (5) years prior to 04 March 2016. This request applies to all contracts regardless of whether or not the contract meets the definition of relevancy and

regardless of whether or not it was provided by the BOA holder as a contract reference for this Team Change submission. If any recent contracts were terminated for default or cause, mark an x for YES; if no recent contracts were terminated for default or cause, mark an x for NO.

For each contract reference identified in Question 2, the following information is required:

1. Provide the contract number (and corresponding task order number, if applicable) for each contract reference identified in Question 2.
2. Provide the contractor's role for each contract reference identified in Question 2 (i.e. Prime or Subcontractor).
3. Provide the Period of Performance for each contract reference identified in Question 2. Ongoing contracts must use contract completion date (assuming all option periods are exercised). Required format is MM/DD/YYYY to MM/DD/YYYY; MM/DD/YYYY to Present is not acceptable.
4. Provide the Physical Place(s) of Performance for each contract reference identified in Question 2.
5. Provide the Total Contract Value for each contract reference identified in Question 2. If option periods are available, assume all option periods will be exercised and included in the Total Contract Value.
6. Provide the Total Number of Months in which work was/will be performed for each contract reference identified in Question 2. If providing a projected value, assume all option periods will be exercised. Only provide the number of months in which work was/will be performed specifically by the contractor.
7. Provide the Average Annual Dollar Value for each contract reference identified in Question 2. The Average Annual Dollar Value is the Total Contract Value divided by the Total Number of Months of Performance, if all options are exercised multiplied by 12. However, if the Total Number of Months of Performance is less than 12 months, the Average Annual Dollar Value will equal the Total Contract Value.
8. Provide the name and contact information of a current Customer POC, to include complete phone number and current email address, which can verify the description of work provided for each contract reference identified in Question 2 and can confirm the information provided.
9. Provide the description of work performed for each contract reference identified in Question 2. BOA holders shall provide a narrative description of the actual work performed for each applicable functional area(s) (i.e. maintenance, supply, transportation). If a functional area does not apply to the contract reference, insert N/A for the applicable functional area.
10. Provide the Type of Termination for each contract reference identified in Question 2.
11. Provide the Reason for Termination for each contract reference identified in Question 2.