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REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
ARMY CONTRACTING COMMAND – ROCK ISLAND
1 ROCK ISLAND ARSENAL
ROCK ISLAND, IL 61299-8000

EAGLE & Sustainment Division

February 03, 2016

SUBJECT: Team Change Submission Letter

Dear EAGLE BOA Holder,

Section H of the EAGLE Execution Business Rules states that “BOA Holders determined acceptable under Step Two who wish to have a new approach evaluated, including revising or adding teammates, may do so during the annual review of the BOA or in response to a special/emergent requirement BOA RFP.”

This is your official notification that Basic Ordering Agreement (BOA) Request for Proposal (RFP) for the annual EAGLE requirements is being issued at the same date and time as this letter under RFP #W52P1J-16-R-0029. Your window of opportunity to submit revisions/additions to your team approach begins on **03 FEB 2016** and will close on **04 MAR 2016 at 1200 CT**.

Team change submissions in response to this notification shall be submitted via email to the EAGLE mailbox: usarmy.RIA.acc.mbx.eagle@mail.mil, and shall include the following in the subject line: Team Change-Revision or Addition, Offeror Name, and submission date (i.e. Team Change- Addition, Offeror Name, MM/DD/YY). Any submissions received after the closing date will not be considered.

To facilitate the submittal of a new team approach, the following opportunities are offered:

1. **REVISIONS:** A Revision is defined as revising an already approved Team Arrangement by proposing self-sufficiency in one or more functional area(s) (i.e. maintenance, supply, and/or transportation). A revision will only be allowed if the BOA holder can 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 a current BOA holder wishes to REVISE its previously approved Team Arrangement to show self-sufficiency in one or more functional area(s), the following shall be submitted:

- 1) Narrative of the BOA holder’s proposed organizational capability, through the BOA holder’s organic capability, to fully execute ALL of the requirements of a functional area(s) (i.e. maintenance, supply, and/or transportation) in accordance with the EAGLE BOA PWS (Attachment 0001) and the attached instructions (Attachment 0009).
- 2) One (1) Attachment 0004 - References with TAB 1 completed, which crosswalks the BOA holder’s recent and relevant experience provided in the Organizational Capability Narrative with relevant contract reference information. Note: BOA holders submitting a revision who also wish to add teammate(s) to add redundant capability where it is not considered/proposing self-sufficiency shall ALSO complete

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TAB 2 of Attachment 0004 – References (refer to the Additions section below for the required documents to add teammates).

- 3) Attachment 0006 - Performance Questionnaire for the BOA holder from the date of the BOA holder's original BOA RFP Step 2 proposal and the closing date of this RFP.

The Government will review the proposed revision request to determine whether or not the BOA holder can provide the capability to provide all of the requirements of a functional area(s) without the reliance of teammates. The Government will also conduct a past performance review of the BOA holder. If the BOA holder is determined to be self-reliant in a functional area(s) with acceptable past performance, the Government will send the BOA Holder an approval of the change and modify the BOA accordingly. If the BOA holder is determined to not be self-reliant in a functional area(s) or receives an unacceptable rating in past performance, the Government shall inform the BOA holder that the proposed revision request is not acceptable and provide the supporting rationale. In the event of an unacceptable determination, the BOA holder's BOA will not be modified and the BOA holder will be required to continue using the previously approved teaming approach. Please refer to the Team Change Submission Instructions for instructions on filling out the aforementioned attachments.

2. **ADDITIONS:** An Addition is defined as adding teammate(s) to the BOA holder's approved Team Arrangement that adds redundancy to the BOA holder's capability above the BOA holder's approved teammates.

If a BOA Holder only wishes to ADD a teammate, the following shall be submitted:

- 1) One (1) Attachment 0004 - References with TAB 2 completed, which contains only the new additional teammate(s)' information. Offerors are limited to three (3) recent and relevant contract references for each additional teammate.
- 2) Attachment 0005 - Letter of Consent for each proposed teammate.
- 3) Attachment 0006 - Performance Questionnaire for each proposed teammate.

There is no limit to the number of additional teammates that can be proposed in a team change addition. The Government will conduct a past performance review of these references only. If the past performance evaluation is determined acceptable, the Government will send the BOA holder approval of the additions and will modify the BOA Team Arrangement accordingly. If the past performance review shows unacceptable past performance, the Government shall inform the BOA Holder that the addition is not approved and provide the supporting rationale. In the event of an unacceptable past performance determination, the BOA Holder's BOA will not be modified and the BOA Holder will be required to continue using the previously approved teaming arrangement. Please refer to the Team Change Submission Instructions for instructions on filling out the aforementioned attachments.

Revision/Addition Note: Receiving an Acceptable rating in Past Performance at the BOA is not indicative of what Past Performance rating a BOA Holder will receive during a Task Order Evaluation.

The following information from the EAGLE Execution Business Rules is provided for clarification purposes:

1. Step Two Executed BOAs:

a) Definitions: As used in this provision, "teammate" is defined as a Joint Venture partner and/or subcontractor(s) who are included in the Offerors' EAGLE BOA Attachment 0002 - Team Arrangement at the closing date of the Task Order solicitation.

2. Step Three Task Order Requests:

a) If the Contractor had proposed teammates in Step Two, it is required to use ONLY itself and/or those approved teammates from Step Two (as referenced in Offerors' BOA Attachment 0002 - Team Arrangement) in its Step Three proposals and in the performance of resultant Task Orders. The Government will verify that the Contractor's Step Three proposal includes approved teammates by comparing the Offeror's proposal to the Offeror's Attachment 0002 - Team Arrangement.

b) If the Contractor received an executed BOA in Step Two on the basis of fulfilling all requirements without teammates, the Contractor is not precluded from proposing subcontractors in its Step Three proposal(s).

This instruction only applies to current BOA Holders who have received an executed BOA in response to BOA RFPs W52P1J-12-R-0076, W52P1J-12-0198, W52P1J-13-R-0032, W52P1J-13-R-0173 or W52P1J-14-R-0060, and W52P1J-15-R-0059. Any Offeror who does not currently have an executed BOA shall submit a proposal in response to and follow the instructions in the BOA 7 RFP W52P1J-16-R-0029 to be evaluated for BOA execution.

Any questions pertaining to teammate revisions or additions shall be addressed to the EAGLE mailbox: usarmy.RIA.acc.mbx.eagle@mail.mil, with the following in the subject line: Team Change Question, Offeror Name, and question submission date (i.e. Team Change Question, Offeror Name, MM/DD/YY). Offerors must use Attachment 0007 – Question and Answer Template included with this letter. Government responses to questions may be posted at the [EAGLE Website](http://www.acc.army.mil/contractingcenters/acc_ri/eagle/index.html) (http://www.acc.army.mil/contractingcenters/acc_ri/eagle/index.html) under the heading BOA Holder Admin Announcement/Information, file name BOA Holders Team Approach Change, file name "BOA RFP W52P1J-16-R-0029 Step Two Q&A (DATE)" for review by all offerors; therefore, do not mark questions and/or comments with a restrictive legend and do not include any proprietary information.

Sincerely,



Lana Rose Graw
Procuring Contracting Officer

Attachments:

- 0001 - BOA PWS 11_23_15
- 0002 - Abbrev Acronym
- 0004 - References 01_21_16
- 0005 - Letter of Consent 01_11_16
- 0006 - Performance Questionnaire 01_11_16
- 0007 - Question & Answer Template
- 0008 - Blocked File Extensions 01_21_16
- 0009 - Team Change Submission Instructions