

DATE ISSUED: 07 AUG 2013

RESPONSES DUE: 19 AUG 2013
12:00 p.m. Central Time

ATTENTION ALL CURRENT EAGLE BOA HOLDERS:

The EAGLE Execution Business Rules, Section H – A.1.e. states “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.”

The Government will be conducting Annual Reviews with all EAGLE BOA Holders who received executed BOAs in response to BOA RFPs W52P1J-12-R-0076 or W52P1J-12-R-0198. To facilitate BOA Holders’ submittal of a new teaming approach, the following instructions are provided:

Reminder: This instruction only applies to current BOA Holders who received an executed BOA in response to BOA RFPs W52P1J-12-R-0076 and W52P1J-12-0198.

Current BOA Holders window of opportunity to submit revisions/additions to their teaming approach begins on 07 AUG 2013 and will close on 19 AUG 2013 at 12:00 p.m. Central Time. Teammate change submissions shall be submitted via the EAGLE mailbox: usarmy.RIA.acc.mbx.eagle@mail.mil. All teammate revision/addition emails must include the following in the subject line: Teammate Change -Revision or Addition, the Offeror’s name, and the date (i.e. Teammate Change-Addition, Offeror Name, MM/DD/YY). Any submissions received after the date and time of the window closure will not be considered.

Any questions pertaining to teammate revisions or additions shall be addressed to the EAGLE mailbox: usarmy.RIA.acc.mbx.eagle@mail.mil. All email questions must have the following in the subject line: Teammate Change Question, Offeror’s name, and the date (i.e. Teammate Change Question, Offeror Name, MM/DD/YY). Offerors must use Attachment 0007 – Question and Answer Template (included as an attachment with this letter) for any questions submitted. Government responses to questions may be posted at <http://www.aschq.army.mil/ac/aaisdus/EAGLE.aspx> under the heading Annual Review, file name “Annual Review Team Change Submission Q&A (DATE)” for review by all Offerors; therefore, do not mark questions/comments with a restrictive legend and do not include proprietary information.

BOA HOLDER INSTRUCTIONS:

1. **REVISIONS:** A Revision is defined as eliminating a previously approved teammate (s) and replacing its capabilities with those of the BOA Holder OR eliminating a previously approved teammate (s) and replacing it with a new company (teammate).

If a current BOA Holder wishes to REVISE its previously acceptable teaming approach please submit:

- 1) Narrative explaining the change (i.e., who is being replaced by whom and what capabilities they were performing). BOA Holders are encouraged to limit the narrative to 100 words.

- 2) One (1) Attachment 0002 – EAGLE Organizational Capability and Similar Experience Worksheet containing only the new capabilities being proposed for the revision.
- 3) Attachment 0003 – Letter of Consent for each proposed teammate.
- 4) Attachment 0004 – Past Performance Questionnaire.
- 5) One (1) Attachment 0006 – Additional Teammate Past Performance containing only the proposed additional teammate's information (only submit if a team change addition is being proposed along with the team change revision). Offerors are limited to three recent/relevant contract references for each additional teammate.

When proposing a team change revision BOA holders are limited to ten (10) teammates (including already approved teammates and themselves) that make up their organizational capability approach. Attachment 0005 – Abbrev Acronym-- is approved for use in completing Attachment 0002. The Government will review the proposed teammate's information to determine whether or not the proposed change is acceptable to maintain the BOA Holder's current acceptable similar experience and organizational capability status. The Government will also conduct a past performance review of the proposed teammate. If the proposed teammate is determined to be acceptable in both past performance as well as similar experience and organizational capability, the Government will send the BOA Holder an approval of the change and will modify the BOA accordingly. If the proposed new teammate is determined unacceptable, the Government shall inform the BOA Holder that the proposed teammate is not acceptable and the 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 approved teaming approach. Please refer to the attached document titled, "Annual Review Team Approach Change Submission" for instructions on filling out the aforementioned attachments.

2. **ADDITIONS:** An Addition is defined as adding teammate (s) to the BOA Holder's approved teaming approach, not revising its current capability approach.

If a BOA Holder only wishes to ADD a teammate, please submit:

- 1) Attachment 0003 – Letter of Consent for each proposed teammate.
- 2) Attachment 0004 – Past Performance Questionnaire.
- 3) One (1) Attachment 0006 – Additional Teammate Past Performance containing only the proposed additional teammate's information. Offerors are limited to three recent/relevant contract references for each proposed additional 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. A capability review is not needed as the BOA Holder is ADDING capability not REVISING its current capability approach. If the past performance evaluation is determined acceptable, the Government will send the BOA Holder approval of the additions and will modify the BOA accordingly. If the past performance review shows unacceptable past performance, the Government shall inform the BOA Holder that the addition is not approved and the rationale why. In the event of an unacceptable determination, the BOA Holders BOA will not be modified and the BOA Holder will be required to continue using the approved teaming approach. Please refer to the attached document titled, "Annual Review Team Approach Change Submission" for instructions on filling out the aforementioned attachments.

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

2. 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.

3. Step Three Task Order Requests:

b) 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 Offerors proposal to the Offerors Attachment 0002 Team Arrangement.

c) 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).

Attachments:

- 0001/ EAGLE BOA Performance Work Statement (PWS)
- 0002/Organizational Capability and Similar Experience Proposal Worksheet
- 0003/Letter of Consent
- 0004/Past Performance Questionnaire
- 0005/Abbrev Acronym
- 0006/Past Performance
- 0007/Question & Answer Template