

SECTION L - INSTRUCTIONS, CONDITIONS, AND
NOTICES TO OFFERORS

L.1 52.252-1 SOLICITATION PROVISIONS INCORPORATED
BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far/>

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)
PROVISIONS

NUMBER	TITLE	DATE
52.204-6	DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER	APR 1998
52.214-34	SUBMISSION OF OFFERS IN THE ENGLISH LANGUAGE	APR 1991
52.214-35	SUBMISSION OF OFFERS IN U.S. CURRENCY	APR 1991
52.215-16	FACILITIES CAPITAL COST OF MONEY	OCT 1997
52.222-24	PREAWARD ON-SITE EQUAL OPPORTUNITY COMPLIANCE EVALUATION	FEB 1999
52.222-46	EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES	FEB 1993
52.232-38	SUBMISSION OF ELECTRONIC FUNDS TRANSFER INFORMATION WITH OFFER	MAY 1999
52.237-10	IDENTIFICATION OF UNCOMPENSATED OVERTIME	OCT 1997

L.2 52.215-1 INSTRUCTIONS TO OFFERORS--COMPETITIVE ACQUISITION
(OCT 1997) ALTERNATE I (OCT 1997)

(a) Definitions. As used in this provision--

"Discussions" are negotiations that occur after establishment of the competitive range that may, at the Contracting Officer's discretion, result in the offeror being allowed to revise its proposal.

"In writing" or "written" means any worded or numbered expression which can be read, reproduced, and later communicated, and includes electronically transmitted and stored information.

"Proposal modification" is a change made to a proposal before the solicitation's closing date and time, or made in response to an amendment, or made to correct a mistake at any time before award.

"Proposal revision" is a change to a proposal made after the solicitation closing date, at the request of or as allowed by a Contracting Officer as the result of negotiations.

"Time", if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays. However, if the last day falls on a Saturday, Sunday, or legal holiday, then the period shall include the next working day.

(b) Amendments to solicitations. If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Offerors shall acknowledge receipt of any amendment to this solicitation by the date and time specified in the amendment(s).

(c) Submission, modification, revision, and withdrawal of proposals.

(1) Unless other methods (e.g., electronic commerce or facsimile) are permitted in the solicitation, proposals and modifications to proposals shall be submitted in paper media in sealed envelopes or packages (i) addressed to the office specified in the solicitation, and (ii) showing the time and date specified for receipt, the solicitation number, and the name and address of the offeror. Offerors using commercial carriers should ensure that the proposal is marked on the outermost wrapper with the information in paragraphs (c)(1)(i) and (c)(1)(ii) of this provision.

(2) The first page of the proposal must show--

(i) The solicitation number;

(ii) The name, address, and telephone and facsimile numbers of the offeror (and electronic address if available);

(iii) A statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and agreement to furnish any or all items upon which prices are offered at the price set opposite each item;

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- (iv) Names, titles, and telephone and facsimile numbers (and electronic addresses if available) of persons authorized to negotiate on the offeror's behalf with the Government in connection with this solicitation; and
- (v) Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

(3) Late proposals and revisions.

- (i) Any proposal received at the office designated in the solicitation after the exact time specified for receipt of offers will not be considered unless it is received before award is made and--
 - (A) It was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);
 - (B) It was sent by mail (or telegram or facsimile, if authorized) or hand-carried (including delivery by a commercial carrier) if it is determined by the Government that the late receipt was due primarily to Government mishandling after receipt at the Government installation;
 - (C) It was sent by U.S. Postal Service Express Mail Next Day Service-Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. Federal holidays;
 - (D) It was transmitted through an electronic commerce method authorized by the solicitation and was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of proposals; or
 - (E) There is acceptable evidence to establish that

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it was received at the activity designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers, and the Contracting Officer determines that accepting the late offer would not unduly delay the procurement; or

(F) It is the only proposal received.

- (ii) Any modification or revision of a proposal or response to request for information, including any final proposal revision, is subject to the same conditions as in subparagraphs (c) (3) (i) (A) through (c) (3) (i) (E) of this provision.
- (iii) The only acceptable evidence to establish the date of mailing of a late proposal or modification or revision sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date or the proposal, response to a request for information, or modification or revision shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, offerors or respondents should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.
- (iv) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the proposal wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.
- (v) The only acceptable evidence to establish the date of mailing of a late offer, modification or revision, or withdrawal sent by Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on both the

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envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined in paragraph (c)(3)(iii) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, offerors or respondents should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

- (vi) Notwithstanding paragraph (c)(3)(i) of this provision, a late modification or revision of an otherwise successful proposal that makes its terms more favorable to the Government will be considered at any time it is received and may be accepted.
 - (vii) Proposals may be withdrawn by written notice or telegram (including mailgram) received at any time before award. If the solicitation authorizes facsimile proposals, proposals may be withdrawn via facsimile received at any time before award, subject to the conditions specified in the provision entitled "Facsimile Proposals." Proposals may be withdrawn in person by an offeror or an authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.
 - (viii) If an emergency or unanticipated event interrupts normal Government processes so that proposals cannot be received at the office designated for receipt of proposals by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office.
- (4) Unless otherwise specified in the solicitation, the offeror may propose to provide any item or combination of items.
 - (5) Proposals submitted in response to this solicitation shall be in English and in U.S. dollars, unless otherwise

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permitted by the solicitation.

- (6) Offerors may submit modifications to their proposals at any time before the solicitation closing date and time, and may submit modifications in response to an amendment, or to correct a mistake at any time before award.
 - (7) Offerors may submit revised proposals only if requested or allowed by the Contracting Officer.
 - (8) Proposals may be withdrawn at any time before award. Withdrawals are effective upon receipt of notice by the Contracting Officer.
- (d) Offer expiration date. Proposals in response to this solicitation will be valid for the number of days specified on the solicitation cover sheet (unless a different period is proposed by the offeror).
- (e) Restriction on disclosure and use of data. Offerors that include in their proposals data that they do not want disclosed to the public for any purpose, or used by the Government except for evaluation purposes, shall--
- (1) Mark the title page with the following legend: This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed--in whole or in part--for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of--or in connection with--the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [insert numbers or other identification of sheets]; and
 - (2) Mark each sheet of data it wishes to restrict with the following legend: Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.
- (f) Contract award.
- (1) The Government intends to award a contract or contracts resulting from this solicitation to the responsible offeror(s) whose proposal(s) represents the best value after evaluation in accordance with the factors and

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subfactors in the solicitation.

- (2) The Government may reject any or all proposals if such action is in the Government's interest.
- (3) The Government may waive informalities and minor irregularities in proposals received.
- (4) The Government intends to evaluate proposals and award a contract after conducting discussions with offerors whose proposals have been determined to be within the competitive range. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals. Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint.
- (5) The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit cost or prices offered, unless the offeror specifies otherwise in the proposal.
- (6) The Government reserves the right to make multiple awards if, after considering the additional administrative costs, it is in the Government's best interest to do so.
- (7) Exchanges with offerors after receipt of a proposal do not constitute a rejection or counteroffer by the Government.
- (8) The Government may determine that a proposal is unacceptable if the prices proposed are materially unbalanced between line items or subline items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if the Contracting Officer determines that the lack of balance poses an unacceptable risk to the Government.
- (9) If a cost realism analysis is performed, cost realism may be considered by the source selection official in evaluating performance or schedule risk.

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- (10) A written award or acceptance of proposal mailed or otherwise furnished to the successful offeror within the time specified in the proposal shall result in a binding contract without further action by either party.
- (11) The Government may disclose the following information in postaward debriefings to other offerors:
 - (i) The overall evaluated cost or price and technical rating of the successful offeror;
 - (ii) The overall ranking of all offerors, when any ranking was developed by the agency during source selection;
 - (iii) A summary of the rationale for award; and
 - (iv) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.

L.3 52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a cost-plus-award-fee contract resulting from this solicitation.

L.4 52.215-20 REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA (OCT 1997)

- (a) Exceptions from cost or pricing data. (1) In lieu of submitting cost or pricing data, offerors may submit a written request for exception by submitting the information described in the following subparagraphs. The Contracting Officer may require additional supporting information, but only to the extent necessary to determine whether an exception should be granted, and whether the price is fair and reasonable.
 - (i) Identification of the law or regulation establishing the price offered. If the price is controlled under law by periodic rulings, reviews, or similar actions of a governmental body, attach a copy of the controlling document, unless it was previously submitted to the contracting office.
 - (ii) Commercial item exception. For a commercial item exception, the offeror shall submit, at a minimum, information on prices at which the same item or similar items have previously been sold in the commercial market that is adequate for evaluating the reasonableness of the price for this acquisition. Such information may include-

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- (A) For catalog items, a copy of or identification of the catalog and its date, or the appropriate pages for the offered items, or a statement that the catalog is on file in the buying office to which the proposal is being submitted. Provide a copy or describe current discount policies and price lists (published or unpublished), e.g., wholesale, original equipment manufacturer, or reseller. Also explain the basis of each offered price and its relationship to the established catalog price, including how the proposed price relates to the price of recent sales in quantities similar to the proposed quantities;
 - (B) For market-priced items, the source and date or period of the market quotation or other basis for market price, the base amount, and applicable discounts. In addition, describe the nature of the market;
 - (C) For items included on an active Federal Supply Service Multiple Award Schedule contract, proof that an exception has been granted for the schedule item.
- (2) The offeror grants the Contracting Officer or an authorized representative the right to examine, at any time before award, books, records, documents, or other directly pertinent records to verify any request for an exception under this provision, and the reasonableness of price. For items priced using catalog or market prices, or law or regulation, access does not extend to cost or profit information or other data relevant solely to the offeror's determination of the prices to be offered in the catalog or marketplace.
- (b) Requirements for cost or pricing data. If the offeror is not granted an exception from the requirement to submit cost or pricing data, the following applies:
- (1) The offeror shall prepare and submit cost or pricing data and supporting attachments in accordance with Table 15-2 of FAR 15.408.
 - (2) As soon as practicable after agreement on price, but before contract award (except for unpriced actions such as letter contracts), the offeror shall submit a Certificate of Current Cost or Pricing Data, as prescribed by FAR 15.406-2.

L.5 52.237-1 SITE VISIT (APR 1984)

Offerors or quoters are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award.

L.6 52.252-5 AUTHORIZED DEVIATIONS IN PROVISIONS (APR 1984)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the provision.

(b) The use in this solicitation or contract of any Commerce Acquisition Regulation provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

L.7 REGULATORY NOTICE

Offerors are advised that certain provisions and clauses identified with a Commerce Acquisition Regulation (CAR) notation for identification purposes, have not yet been incorporated into the CAR. However, all of these items are binding for this acquisition and will eventually be contained the CAR at Part 13 of Title 48 of the Code of Federal Regulations.

L.8 INQUIRIES

Inquiries and all correspondence concerning this solicitation document should be submitted in writing to the issuing office. OFFERORS ARE INSTRUCTED SPECIFICALLY TO CONTACT ONLY THE PERSON CITED IN BLOCK 10 OF SF33 ABOUT ANY ASPECT OF THIS REQUIREMENT PRIOR TO CONTRACT AWARD.

L.9 INSTRUCTIONS FOR THE PREPARATION OF TECHNICAL AND COST/PRICE PROPOSALS

(a) General Instructions

The following instructions establish the acceptable minimum requirements for the format and content of proposals:

- (1) Any resultant contract shall include the general provisions applicable to the selected offeror's organization and type of contract awarded. Any additional clauses required by public law, executive order, or acquisition regulations in effect at the time of execution of the proposed contract will be included.

L.9 (Continued)

- (2) The proposal must be prepared in two parts: a technical proposal and a cost/price proposal. Each of the parts shall be separate and complete in itself so that evaluation of one may be accomplished independently from evaluation of the other. The technical proposal must not contain reference to cost.
- (3) Offerors may, at their discretion, submit alternate proposals or proposals which deviate from the requirement; provided, that an offeror also submit a proposal for performance of the work as specified in the statement of work. Any "alternate" proposal may be considered if overall performance would be improved or not compromised, and if it is in the best interest of the Government. Alternate proposals, or deviations from any requirement of this RFP, must be clearly identified.
- (4) The Government will evaluate proposals in accordance with the evaluation criteria set forth in Section M of this RFP.

(b) Technical Proposal Instructions

(1) General Requirements -

(i) The contractor must submit a technical proposal addressing all the technical factors listed below. Proposals which merely offer to conduct a program in accordance with the requirements of the Government's statement of work will not be eligible for award.

(ii) Major factors of the Technical Proposal are:

(a) Technical Factors (Section M.5) include:

Technical Plan/Approach

Management Plan

Senior Management

Key Personnel

Organizational Approach,

Management Operating Systems
and Controls

Resources

Staffing and Recruitment Plan

Total Compensation Plan

Corporate Resources

Relevant Experience and Past Performance

L.9 (Continued)

(b) Cost (Section M.6)

- (2) Specific Requirements - As a minimum, the Technical Proposal must include the following:
- (i) A detailed work plan indicating how each aspect of the statement of work is to be accomplished. The technical approach should be in as much detail as the offeror considers necessary to fully explain the proposed technical approach or method. The technical proposal should reflect a clear understanding of the nature of the work being undertaken.
 - (ii) Information on how the project is to be organized, staffed, and managed. Information should be provided which will demonstrate the offeror's understanding and management of important events or tasks. The offeror must explain how the management and coordination of consultant and/or subcontractor efforts will be accomplished. Discussion of Government furnished facilities and equipment and/or contractor provided facilities and equipment which will be used in the performance of the contract. Explain the proposed phase-in plan to assume total contract responsibilities.
 - (iii) Resource information (such as data concerning labor hours and categories, materials, subcontracts, etc.) must be contained in the technical proposal so that the contractor's understanding of the statement of work may be evaluated. It must disclose the contractor's technical approach in sufficient detail to provide a clear and concise presentation that includes, but is not limited to, the requirements contained in the technical proposal instructions.
 - (iv) A list of names and proposed duties of the professional personnel, consultants, and key subcontractor employees assigned to the project. Their resumes should be included and should contain information on education, background, recent work

L.9 (Continued)

experience, and specific scientific or technical accomplishments. The approximate percentage of time each individual will be available for this project must be included. The proposed staff hours for each of the above individuals should be allocated against each task or subtask for the project.

- (v) Past performance, general background, relevant experience, and qualifications of the organization. Similar or related experience and past performance can be demonstrated, in part, by listing contracts, subcontracts, and/or grants awarded to the company within the last 5 years for similar work. Information provided should include the name of the customer, contract number, dollar amount, time of performance, and the names and telephone numbers of the project officer and contracting/grants officer.

(c) Cost/Price Proposal Instructions

(1) General Requirements

To reduce subsequent requests to offerors for additional data in support of proposed costs, the following information is required:

- (i) Cost proposals must be submitted in accordance with FAR 15.403-(5)(b)(1) and TABLE 15-2, INSTRUCTIONS FOR SUBMITTING COST/PRICE PROPOSALS WHEN COST OR PRICING DATA ARE REQUIRED.
- (ii) The offeror shall submit separate cost or pricing data for the following:
 - (A) Options to extend the term of the contract
 - (B) Options specified in the proposed statement of work
 - (C) Major tasks, if required by special instruction
 - (D) Phase-In Plan

(2) Specific Requirements

The offeror must also submit the following detailed information to support the proposed budget:

- (i) Breakdown of direct labor cost by named person or labor category including number of labor-hours and current actual or average hourly rates. Indicate whether current rates or escalated rates are used.

If escalation is included, state the degree (percent) and methodology. Direct labor or levels of effort are to be identified as labor-hours and not as a percentage of an individual's time. Indicate fringe benefit rate, if separate from indirect cost rate. Do not propose uncompensated overtime.

- (ii) The amount proposed for travel, subsistence and local transportation supported with a breakdown which includes: number of trips anticipated, cost per trip per person, destination(s) proposed, number of person(s) scheduled for travel, mode of transportation, and mileage allowances if privately owned vehicles will be used in accordance with L.19(a).
- (iii) Cost breakdown of materials, equipment and other direct costs including training, meetings and conferences, postage, communication and any other applicable items. Costs must be supported by specific methodology utilized.
- (iv) If consultants are proposed, detailed data concerning proposed consultant costs should include the following:
 - (A) Names of consultant(s) to be engaged
 - (B) Daily fees to be paid to each consultant
 - (C) Estimated number of days of consulting services
 - (D) Consulting agreements entered into between consultant(s) and the offeror, or invoices submitted by consultant(s) for similar services previously provided to the offeror
 - (E) Rationale for acceptance of cost
- (v) If proposed, cost information for each subcontractor shall be furnished in the same format and level of detail as prescribed for the prime offeror. Additionally, the offeror shall submit the following information:
 - (A) A description of the items to be furnished by the subcontractor
 - (B) Identification of the proposed subcontractor and an explanation of why and how the proposed subcontractor was selected including the extent of competition obtained.

L.9 (Continued)

- (C) The proposed subcontract price, the offeror's cost or price analysis thereof, and performance/delivery schedule
 - (D) Identification of the type of subcontract to be used
- (vi) Offeror shall briefly describe organization policies in the following areas (published policies may be furnished):
- (A) Salary increases to include
 - 1. Merit
 - 2. Cost of living
 - 3. General
 - (B) Travel/subsistence
 - (C) Consultant use and terms of agreements
- (vii) Offerors lacking Government approved indirect cost rates must provide detailed background data indicating the cost elements included in the applicable pool and a statement that such treatment is in accordance with the established accounting practice. Offerors with established rate agreements with Federal cognizant agencies shall submit one copy of such agreement.
- (viii) Offeror shall:
- (A) Provide audited financial statements, profit/loss statement and statement of retained earnings covering each of the offeror's last three annual accounting periods.
 - (B) Specify the financial capacity, working capital and other resources available to perform the contract without assistance from any outside source.
 - (C) Provide the name, location and inter-company pricing policy for other divisions, subsidiaries, parent company, or affiliated companies that will perform work or furnish materials under this contract.

L.9 (Continued)

- (D) Provide an estimated cash flow. Each offeror is required to submit a schedule of proposed monthly costs for the planned duration of the project.

L.10 AMENDMENTS TO PROPOSALS

Any changes to a proposal made by the offeror after its initial submittal shall be accomplished by replacement pages. Changes from the original page shall be indicated on the outside margin by vertical lines adjacent to the change. The offeror shall include the date of the amendment at the bottom of the changed pages.

L.11 SUBMISSION OF PROPOSALS

All proposals shall be submitted in the formats described elsewhere in the RFP and quantities specified below:

- (a) Technical Proposal - 15 copies
- (b) Cost/Price Proposal - 15 copies

The technical proposals shall be no longer than 150 printed pages. Text shall be 12 point and tables shall be 10 point. The page count includes title pages, graphs and index. Pages shall be numbered consecutively.

L.12 POST-AWARD CONFERENCE

A post award conference with the successful offeror is required. It will be scheduled and held within 15 days after the date of contract award. The conference will be held at:

National Data Buoy Center
Building 1100
Stennis Space Center, MS 39529

L.13 BASE FEE AND AWARD FEE PROPOSAL

For the purposes of this solicitation, the offerors may propose a base fee and an award fee as a starting point for negotiations.

L.14 RESERVED

L.15 PRE-BID/PRE-PROPOSAL CONFERENCES AND SITE VISIT

The Government is planning preproposal conferences and site visits during which potential contractors may obtain a better understanding of the work required.

Offerors are strongly urged to visit this site during the conferences to fully inform themselves about the location and conditions under which the work is to be performed.

Offerors are encouraged to submit all questions in writing at the conclusion of their conference. Subsequent to the conferences an amendment containing an abstract of the questions and answers, and a list of attendees, will be disseminated to all participants.

In order to facilitate conference preparations it is requested an e-mail be sent to Penny.Parker@noaa.gov requesting participation one of the pre-proposal conferences. The maximum number of attendees per company is three (3). The conferences will last approximately 2 hours. The conferences will be conducted in small groups to provide maximum benefit to the attendees. Attendance times will be set in order of receipt of request. Specification of attendance date is not possible.

The Government assumes no responsibility for any expense incurred by an offeror prior to contract award.

Offerors are cautioned that, notwithstanding any remarks or clarifications given at the conferences, all terms and conditions of the solicitation remain unchanged unless they are changed by amendment. If the answers to conference questions, or any solicitation amendment, create ambiguities it is the responsibility of the offeror to seek clarification prior to submitting an offer.

The conferences will be held:

Date: October 19, 20 and 21, 1999

Time: To be identified upon receipt of request to attend.

Location: National Data Buoy Center
Stennis Space Center, MS 39529-6000

L.16 ORAL PRESENTATION

Offerors in the competitive range shall provide an oral presentation to the Government. The oral presentation shall be presented by the offeror's proposed Senior Management and Key Personnel. More specific information will be provided at the time the competitive range is determined.

L.17 LIMITATION ON FUTURE CONTRACT AWARDS

In accordance with FAR Subpart 9.5:

- (a) It is agreed by the parties to this contract that the Contractor will be restricted in its future dealings with the Department of Commerce in the manner described below. Except as specifically provided in this provision, the Contractor shall be free to compete for Department of Commerce business on an equal basis with other individuals and organizations.
- (b) If the Contractor, under the terms of this contract or through the performance of tasks pursuant to this contract, is required to develop specifications or statements of work and such specifications or statements or work are to be incorporated into a solicitation, the Contractor shall be ineligible to perform the work described within the solicitation as a prime or first tier subcontractor under an ensuing contract. Such restrictions shall remain in effect for three years following the date of the initial solicitation.
- (c) To the extent that the work under this contract requires access to proprietary, business confidential, or financial data of others, and as long as such data remains proprietary or confidential, the Contractor shall protect such data from unauthorized use and disclosure and agrees not to use it to compete with such individuals or organizations.
- (d) The restrictions of paragraph (b) above may be waived by the Contracting Officer if it is determined that such restrictions would not be in the best interest of the Government.

L.18 SERVICE OF PROTESTS

An agency level protest may be filed with either the Contracting Officer or the Agency Protest Decision Authority. Procedures for filing an agency protest with the Protest Decision Authority are contained in the Agency Protest Procedures Clause contained in Section L herein.

Agency protests filed with the Contracting Officer shall be sent to the following address:

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Penny S. Parker
National Data Buoy Center
Building 1100, Room 360
Stennis Space Center, MS 39529

If a protest is filed with the General Accounting Office (GAO), a complete copy of the protest and all attachments shall be served upon the Contracting Officer as well as the Contract Law Division of the Office of General Counsel within one day of filing with GAO. Service upon the Contract Law Division is to be made as follows:

U.S. Department of Commerce
Contract Law Division
Office of the General Counsel
Herbert C. Hoover Building
14th Street and Constitution Avenue, NW
Room 5893
Washington, DC 20230
Attn: Jerry Walz
FAX: (202) 482-5858

L.19 DEPARTMENT OF COMMERCE AGENCY-LEVEL PROTEST
PROCEDURES LEVEL ABOVE THE CONTRACTING
OFFICER (DEC 1996)

I. PURPOSE: To implement the requirements of Executive Order No. 12979 and Federal Acquisition Regulation (FAR 33.103).

On October 25, 1995, President Clinton signed Executive Order No. 12979 which directs heads of executive agencies to develop administrative procedures for resolving protests to awards of procurement contracts within their agencies at a level above the contracting officer. Authority to administer procurement-related directives has been delegated within the Department of Commerce through the Chief Financial Officer and Assistant Secretary for Administration to the Director for Acquisition Management (Procurement Executive).

The Department's goal is to encourage protesters to resolve their protests at the agency level, help build confidence in the Government's acquisition system, and reduce protests to the General Accounting Office and other external fora. Prior to submission of an agency protest, all parties shall use their best efforts to resolve concerns raised by an interested party at the contracting officer level through open and frank discussions. If concerns cannot be resolved, protesters may use these procedures when a resolution is requested from the agency at a level above the contracting officer.

II. DEFINITIONS:

An agency protest is one that may be filed with either the contracting officer or the protest decision authority but not both. When a protester decides to file a protest at the agency level with the protest decision authority, the guidelines set forth in these established agency level protest procedures above the contracting officer apply. These procedures are in addition to the existing protest procedures contained in the Federal Acquisition Regulation (FAR) Part 33.102. A day is a calendar day. In computing a period of time for the purpose of these procedures, the day from which the period begins to run is not counted. When the last day of the period is a Saturday, Sunday, or Federal holiday, the period extends to the next day that is not a Saturday, Sunday, or Federal holiday. Similarly, when the Washington, DC offices of the Department of Commerce are closed for all or part of the last day, the period extends to the next day on which the Department is open.

III. PROCEDURES:

- a. Protesters using these procedures may protest to the protest decision authority who will make the final decision for the Department. Protests shall be addressed to:

Ms. Claire Mansberg
Acting Director of Acquisition, Grants and Facilities Services
1305 East West Highway
SSMC4
Room 4162
Silver Spring, MD 20910
FAX No. 301-713-0219

The outside of the envelope or beginning of the FAX transmission must be marked "Agency-level Protest". The protester shall also provide a copy of the protest within 1 day to the responsible contracting officer and a copy to the addressee indicated below:

Contract Law Division
Office of the Assistant General Counsel for Finance and
Litigation
Department of Commerce, Room H5882
14th Street and Constitution Avenue, N.W.
Washington, D.C. 20230
(FAX Number 202-482-5858)

L.19 (Continued)

- b. Election of forum: While a protest is pending at the agency level with the protest decision authority, the protester agrees not to protest to the General Accounting Office (GAO) or any other external fora. If the protester has already filed with the GAO or other external fora, the procedures described here may not be used.
1. Protests based upon alleged improprieties in a solicitation which are apparent prior to bid opening or time set for receipt of proposals shall be filed prior to bid opening or the time set for receipt of proposals. If the contract has been awarded, protests must be filed within 10 days after contract award or 5 days after the date the protester was given the opportunity to be debriefed, whichever date is later. In cases other than those covered in the preceding two sentences, protests shall be filed not later than 10 days after the basis of the protest is known or should have been known, whichever is earlier.
 2. To be filed on a given day, protests must be received by 4:30 PM current local time. Any protests received after that time will be considered to be filed on the next day. Incomplete submissions will not be considered filed until all information is provided.
 3. To be complete, protests must contain the following information:
 - (i) the protester's name, address, telephone number, and fax number
 - (ii) the solicitation or contract number, name of contracting office and the contracting officer
 - (iii) a detailed statement of all factual and legal grounds for protests, and an explanation of how the protester was prejudiced
 - (iv) copies of relevant documents supporting protester's statement
 - (v) a request for ruling by the agency
 - (vi) statement as to form of relief requested
 - (vii) all information establishing that the protester is an interested party for the purpose of filing a protest
 - (viii) all information establishing the timeliness of the protest.

L.19 (Continued)

- (i) contract performance would be in the best interest of the United States, or
- (ii) urgent and compelling circumstances that significantly affect the interests of the United States will not permit waiting for a decision.

IV. REMEDIES:

The protest decision authority may grant one or more of the following remedies:

- (1) terminate the contract,
- (2) re-compete the requirement,
- (3) issue a new solicitation,
- (4) refrain from exercising options under the contract,
- (5) award a contract consistent with statutes and regulations,
- (6) amend the solicitation provisions which gave rise to the protest and continue with the procurement,
- (7) such other remedies as the decision-maker may determine are necessary to correct a defect.

L.20 SPECIFIC INFORMATION APPLICABLE TO THIS SOLICITATION

This section provides information to be used by the offeror as a basis to estimate costs for inclusion under Other Direct Cost in the preparation of the proposal.

- (e) Estimated Travel: A number of tasks are required to be performed away from Stennis Space Center each year. These tasks include (but are not limited to) buoy deployment/retrievals, C-MAN installation/maintenance, attendance at equipment contractors' facilities, buoy sensor and battery repair and/or replacement, and attendance at various seminars or symposiums. The offeror may propose using on-site employees in travel status, subcontractors at various locations, some combination of the two, or other variations.

L.20 (Continued)

The guide below lists the tasks which were required to be performed away from Stennis Space Center during a twelve month period, in the following format: (1) location by state or country; (2) number of tasks required; (3) number of personnel involved; and (4) number of personnel days used.

(1)	(2)	(3)	(4)	(1)	(2)	(3)	(4)
AK	17	2	183	NY	3	6	12
AL	1	2	6	OR	12	20	103
CA	48	24	314	PA	1	2	12
FL	31	14	118	RI	8	16	80
HI	18	29	297	SC	2	2	28
ID	6	8	32	TX	14	24	76
MA	1	1	3	VA	4	7	28
MD	1	2	3	WA	8	16	80
MI	13	24	115	WI	6	12	76
MN	9	16	94	GRAND BAHAMAS	1	2	18
MS	3	4	10				
NC	8	21	54				
NJ	4	7	36				

- (b) Estimated Overtime - Overtime in the present five-year contract (including both Exempt and Non-Exempt Labor) has ranged from 4,383 hours per year to 6,129 hours per year, for an average of 5,052 hours per year. If the offeror feels, however, that by improved management policies and practices, the number of overtime hours can be reduced, it should be stated in the proposal. The present percentage, by function, is of total Overtime as follows:

Field Service Technician	89%
Logistics	3%
Clerical	0%
Data Operations	8%

L.20 (Continued)

- (c) Estimated Sea Days -The following number of hours were expended at sea, in support of the National Data Buoy Center:

Calendar		Calendar	
Year	Hours	Year	Hours
1995	2,392	1997	1,976
1996	1,808	1998	1,672

The offeror's sea pay policy shall be stated in proposal.

- (d) Mississippi Use Tax - Support contractors working on-site at Stennis Space Center are required by the Mississippi State Tax laws to pay taxes on any supplies or services, purchased by the National Data Buoy Center, for the direct use of the contractor. This line item should be included as a cost item in the proposal. The current average monthly tax is \$4,000 per month. The contractor will be provided with a monthly listing from the NDBC Contracting Officer of supplies and services for which this tax is applicable.

L.21 STAFFING DESCRIPTION GUIDE (See Table 1)

The Staffing Description Guide is provided for general information only: it does not attempt to identify any prime-versus-subcontract responsibilities, nor organizational or functional alignment. All manpower requirements will depend entirely on each offeror's management concept and proposed structure of organization. No management, administrative or clerical positions have been described in the guide. The offeror should propose whatever level(s) of staff including management, administrative and clerical support deemed necessary in performance of the contract. If positions proposed are not described in the Staffing Description Guide offeror must provide a complete description including specialized experience for the proposed position. On any position listed in the Staffing Description Guide (Table 1) that is also being proposed by the offeror using a different title, provide a cross-reference matrix.

TABLE 1

STAFFING DESCRIPTION GUIDE

Position Number	Job Title	Degree/Education	Specialized Experience
5	Senior Programmer Analyst	BS Math, Computer Science or equivalent experience	8 years experience in real-time applications on mini and micro computer systems. Must be proficient in data base systems and applications programming in FORTRAN, C, COBOL, and 4GLs, and familiar with open systems hardware and software. Specific experience with Data General MV series minicomputers, UNIX, and relational data bases is desirable. Familiarity with Carnegie Mellon University and Software Engineering Institute processes.
6	Senior Electronics Engineer	BSEE/MSEE	5 yrs. experience in design, prototype fabrication, test and debug, and production of microprocessor-based data acquisition instrumentation systems. Familiarity with analog and digital circuitry, hardware/software interface analysis, ground and satellite-linked data communications.
7	Electronics Engineer	BSEE	2 yrs. experience in design, prototype fabrication, test and debug, and production of microprocessor-based data acquisition instrumentation systems. Familiarity with analog and digital circuitry, hardware/software interface analysis, ground and satellite-linked data communications.
8	Senior Systems Engineer	BSEE or equivalent experience	10 yrs. experience in the installation, operation, test and maintenance of analog and digital instrumentation systems, ground and satellite data communication systems and microcomputer-based data acquisition systems.

Position Number	Job Title	Degree/Education	Specialized Experience
1	Mechanical Engineer	BS Mechanical/Marine Engineering, BS Engineering or equivalent experience	6 years experience in the design, planning, test, installation and operation of electromechanical systems in the marine environment. Project engineering experience and marine structural design experience strongly desirable. Experience with AutoCAD is required.
2	Senior Ocean Engineer	MS Mechanical/Ocean Engineering or equivalent degree; or BS Mechanical Ocean Engineering or equivalent degree and equivalent experience.	6 years expertise in hull design and performance analysis, scientific analysis techniques, such as FFT and spectral/statistical analysis, and evaluation of moorings and drogues. Knowledge of marine practices, hydrodynamics, computer modeling, and T&E methodology. Experience in scale modeling and tow tank testing. Project oriented, with the ability to solve non-routine problems. Experience with AutoCAD is required.
3	Ocean/Mechanical Engineer	MS Ocean or Mechanical Engineering; or BS Ocean or Mechanical Engineering and equivalent experience	6 years experience in repair/overhaul of marine systems, including hull and appendages, superstructures, marine ocean structures, piping, power and cable systems. Familiar with preparation of mechanical design sketches and specifications. Familiarity with short order shop fabrication required. Experience with AutoCAD and finite element analysis software is required.
4	Configuration Management Specialist	BS Business, Industrial Management or equivalent experience	8 years experience in configuration management administration practices and use of computer-aided tracking systems. Knowledge of technical data repository systems and failure data tracking methods.

Position Number	Job Title	Degree/Education	Specialized Experience
9	Systems Engineer	BSEE or equivalent experience	5 yrs. experience in the installation, operation, test and maintenance of analog and digital instrumentation systems, ground and satellite data communication systems and microcomputer-based data acquisition systems.
10	Senior Software Engineer	MSEE or BSEE and equivalent experience	5 years experience in development of real-time software. Experience in: planning requirements, development and design, development of software test methods, testing and implementing, in accordance with industry standards, real-time data acquisition, control software for microprocessor-based data acquisition systems and offline support software. Familiarity with Carnegie Mellon University and Software Engineering Institute processes. Experience in real-time embedded software development. Experience in C, C++, and JAVA programming languages, development of Windows NT and Windows 95/98-based applications. Experience using CASE tools for software design and development. Experience in interfacing legacy systems to new digital and analog inputs. Experience in developing software drivers for control of digital and analog hardware devices. Some familiarity with BASIC, FORTRAN, and PL/M is desired.

Position Number	Job Title	Degree/Education	Specialized Experience
11	Software Engineer (Computer Programmer IV)	BSEE or BSCE	2 yrs. experience in development of real-time software. Experience in planning, requirements development, design, development of software test methods, testing and implementing, in accordance with industry standards, real-time data acquisition and control software for microprocessor-based data acquisition systems and offline support software. Experience in real-time embedded software development. Experience in C, C++, and JAVA programming languages, development of Windows 95 and Windows NT-based applications. Experience using Motorola 68XXX and 80X86 family assembly language programming. Experience using CASE tools for software design and development. Knowledge of digital and analog software and firmware interfacing required, as well as, developing software drivers for control of digital and analog hardware devices. Some familiarity with BASIC, FORTRAN, and PL/M is desired. Familiarity with Carnegie Mellon University and Software Engineering Institute processes.
12	Drafter IV	AS Drafting or equivalent experience	8 years broad experience in preparation and checking of electronic and mechanical drawings in accordance with military and industrial standards. Supervisory experience required in including work planning and estimation and task assignment and monitoring. Design drafting experience required. Experience in using and managing an AutoCAD system is required.

Position Number	Job Title	Degree/Education	Specialized Experience
13	Drafter III	AS Drafting or equivalent experience	5 years experience in preparation of electronic and mechanical drawings in accordance with military and industrial standards. Experience in using AutoCAD is required. Design drafting experience strongly desirable.
14	Drafter II	AS Drafting or equivalent experience	2 years experience in preparing electronic and mechanical drawings from verbal instructions, sketches or fabricated part. Auto CAD training is required.
15.	Electronics Engineer	BS EE or Electronics Engineering Technology	2 yrs experience in field maintenance, repair test and modification of marine electrical and electronics systems. Experience in-field installation, modifications, and repairs at-sea and on remote fixed sites. Ability to work independently, with no direct supervision. Good communications skills and the ability to represent NDBC in the field. Team leader at-sea experience required.
16.	Engineering Technician VI	AS Electronics Engineering Technology or GED and equivalent experience	10 years experience in maintenance, repair, test and modification of marine electrical and electronics systems. Demonstrated ability in operating, maintaining, and calibrating microprocessor based data acquisition systems, test sets, sensors, laboratory bench equipment and precision calibration electro-mechanical instruments. Ability to work independently, with no direct supervision. Good communications skills and the ability to represent NDBC in the field. Team leader at-sea experience required.

Position Number	Job Title	Degree/Education	Specialized Experience
17.	Engineering Technician V	AS Electronics Engineering Technology or GED and equivalent experience	7 years experience in maintenance, repair, test and modification of marine electrical and electronics systems. Demonstrated ability in operating, maintaining, and calibrating, microprocessor based data acquisition systems, test sets, sensors, laboratory bench equipment and precision calibration electro-mechanical instruments. Ability to work independently, with no direct supervision. Good communications skills and the ability to represent NDBC in the field. Team leader at-sea experience required.
18.	Engineering Technician IV	AS Electronics Engineering Technology or GED and equivalent experience	5 years experience in maintenance, repair, test and modification of marine electrical and electronics systems. Demonstrated ability in operating, maintaining, and calibrating, microprocessor based data acquisition systems, test sets, sensors, laboratory bench equipment and precision calibration electro-mechanical instruments. Ability to work independently, with no direct supervision. Good communications skills and the ability to represent NDBC in the field. Team leader at-sea experience required.

Position Number	Job Title	Degree/Education	Specialized Experience
19.	Engineering Technician III	AS Electronics Engineering Technology or GED and equivalent experience	3 years experience in maintenance, repair, test and modification of marine electrical and electronics systems. Demonstrated ability in operating, maintaining, and calibrating, microprocessor based data acquisition systems, test sets, sensors, laboratory bench equipment and precision calibration electro-mechanical instruments. Ability to work independently, with no direct supervision. Good communications skills and the ability to represent NDBC in the field. Team leader at-sea experience required.
20.	Electronics Technician, Maintenance III	AS Electronics Engineering Technology or GED and equivalent experience	5 years experience in maintenance, repair, test and modification of marine electrical and electronics systems. Demonstrated ability in operating, maintaining, and calibrating, microprocessor based data acquisition systems, test sets, sensors, laboratory bench equipment and precision calibration electro-mechanical instruments. Ability to work independently, with no direct supervision. Good communications skills and the ability to represent NDBC in the field. Team leader at-sea experience required.

Position Number	Job Title	Degree/Education	Specialized Experience
21.	Electronics Technician, Maintenance II	AS Electronics Engineering technology or GED and equivalent experience	3 years experience in maintenance, repair, test and modification of marine electrical and electronics systems. Demonstrated ability in operating, maintaining, and calibrating, microprocessor based data acquisition systems, test sets, sensors, laboratory bench equipment and precision calibration electro-mechanical instruments. Good communications skills and the ability to represent NDBC in the field.
22.	Electronics Technician, Maintenance I	AS Electronics Engineering Technology or GED and equivalent experience	1 year experience in maintenance, repair, test and modification of marine electrical and electronics systems.
23.	Maintenance Machinist	HS, with vo-tech school diploma or certificate in machining or equivalent experience	10 years experience in machine shop operations (e.g. Cutting, shearing, drilling, assembling, fabricating, fastening, welding) of metallic - aluminum, carbon steel and stainless steel - and non-metallic materials; Preparation for and application of protective coatings. Experience in interpreting and working from standard "finished" drawings, engineering design sketches, rough concept diagrams, etc. Experience in field installations and repairs at sea, and on remote fixed sites. Ability to work independently, with no direct supervision. Good communications skills and the ability to represent NDBC in the field.

Position Number	Job Title	Degree/Education	Specialized Experience
24.	Maintenance Trades Helper	HS, with vo-tech school diploma or certificate in machining or equivalent experience	5 years experience in machine shop operations (e.g. Cutting, shearing, drilling, assembling, fabricating, fastening, welding) of metallic - aluminum, carbon steel and stainless steel - and non-metallic materials; Preparation for and application of protective coatings. Experience in interpreting and working from standard "finished" drawings, engineering design sketches, rough concept diagrams, etc. Experience in field installations and repairs at sea, and on remote fixed sites. Ability to work independently, with no direct supervision. Good communications skills and the ability to represent NDBC in the field.
25.	Data Analyst	BS Meteorology, or other Physical Science, or equivalent experience	8 years experience in analyzing meteorological and oceanographic phenomena (e.g. winds, atmospheric pressure, temperatures) in the marine environment and identifying observational errors of all types. Familiarity of operating characteristics of automated monitoring systems and the ability to recognize system performance anomalies.

Position Number	Job Title	Degree/Education	Specialized Experience
26.	Computer Systems Analyst II	BS Computer Science, Information Systems or equivalent experience	8 years relevant experience in computer system management, data base management, hardware/software systems analysis and specifications, data processing requirements coordination, computer operations, software and systems testing, and overall data management. Familiar with software and hardware in a client/server based open systems environment, and software systems developed in C, 4GLs and 5GLs. Experience with super-mini computers, advanced workstations, desktop microcomputers, and networking, especially Novell NetWare, UNIX, and Windows NT strongly desirable. Familiarity with Carnegie Mellon University and Software Engineering Institute processes.
27.	Computer Systems Analyst I	BS Computer Science, Information Systems or equivalent experience	5 years relevant experience in computer system management, data base management, hardware/software systems analysis and specifications, data processing requirements coordination, computer operations, software and systems testing, and overall data management. Familiar with software and hardware in a client/server based open systems environment, and software systems developed in C, 4GLs and 5GLs. Experience with super-mini computers, advanced workstations, desktop microcomputers, and networking, especially Novell NetWare, UNIX, and Windows NT strongly desirable. Familiarity with Carnegie Mellon University and Software Engineering Institute processes.

Position Number	Job Title	Degree/Education	Specialized Experience
28.	Network Systems Analyst	BS Computer Science, Information Systems or equivalent experience	6 years relevant experience in supporting the network requirements for a campus environment, client/server open systems architecture. Familiarity with Local Area Network Design, intelligent network hardware (hubs, routers, bridges, brouters, gateways), Wide Area Network architecture. Experience with TCP/IP, X.25, X.400, X.500 protocols and standards. Familiarity with Novell NetWare and Windows NT strongly desired.
29.	Database Administrator	BS in Computer Science, Information Systems or equivalent experience	6 years relevant experience with database management systems, database format design, database operational efficiency analysis, and maintenance of on-line scientific and business databases. Familiarity with current database technology and high level applications software required. Experience with Data General and IBM minicomputers, UNIX, Oracle relational database, and systems management highly desired.

Position Number	Job Title	Degree/Education	Specialized Experience
30.	Programmer Analyst III	BS in Computer Science, Information Systems or equivalent experience	<p>8 years relevant experience. Broad experience in requirements analysis and computer systems design, development and implementation, including real-time data acquisition and processing, data communications, and scientific and business applications. Must be experienced in database systems and familiar with open systems hardware and software. Good technical writing skills and experience using standard programming methods and techniques are required. Specific experience in C, high level languages (4GLs and 5GLs), GUI design, UNIX, SQL, Oracle relational database, and Data General and IBM minicomputers highly desirable. Knowledge of Fortran desirable. Familiarity with Carnegie Mellon University and Software Engineering Institute processes.</p>
31.	Programmer Analyst II	BS Computer Science, Information Systems or equivalent experience	<p>6 years relevant experience in requirements analysis and computer systems design, development and implementation, including real-time data acquisition and processing, data communications, and scientific and business applications. Must be experienced in database systems and familiar with open systems hardware and software. Experience using standard programming methods and techniques are required. Specific experience in C, high level languages (4GLs and 5GLs), GUI design, UNIX, SQL, Oracle relational database, and Data General and IBM minicomputers highly desirable. Knowledge of Fortran desirable. Familiarity with Carnegie Mellon University and Software Engineering Institute processes.</p>

Position Number	Job Title	Degree/Education	Specialized Experience
32.	Programmer Analyst I	BS Computer Science, Information Systems or equivalent experience	4 years relevant experience in requirements analysis and computer systems design, development and implementation, including real-time data acquisition and processing, data communications, and scientific and business applications. Must be experienced in database systems and familiar with open systems hardware and software. Experience using standard programming methods and techniques are required. Specific experience in C, high level languages (4GLs and 5GLs), GUI design, UNIX, SQL, Oracle relational database highly desirable. Knowledge of Fortran, experience with Data General and IBM minicomputers desirable. Familiarity with Carnegie Mellon University and Software Engineering Institute processes.
33	Web Programmer Analyst	BS Computer Science, Information Systems or equivalent experience	5 years relevant experience in maintaining a web site and multiple home pages with interactive links to provide real-time information in a web based environment, and in Intranet based organizational web technology. Experienced in a client/server based open systems architecture. Specific experience with web development and web authoring tools to include JAVA and PERL required. Knowledge of GUI design, UNIX, Windows NT, Novell NetWare desirable.

Position Number	Job Title	Degree/Education	Specialized Experience
34.	Computer Systems Specialist	AS or equivalent experience	4 years relevant experience in computer systems management, computer networks, and software evaluation, implementation, and testing. Experience in integrating, networking and managing scientific and business applications used in an client/server based open systems architecture. Experience in utilization, evaluation and maintenance of all types of data communications. Experience with desktop microcomputers, advanced workstations, and Data General and IBM minicomputers desirable.
35	Computer Production/Control Technician (Computer Operator IV)	AS or equivalent experience	3 years relevant experience in database parameter update and maintenance, software testing and configuration management control, and data input/output control. Must be familiar with processing control files, file maintenance, report generation, and effective use of system utilities. Experience in data communications, data processing, and utilization of networked computers to include super minicomputers. Familiarity with standard troubleshooting procedures, coordination of equipment repair and maintenance desirable.
36	Scientific Systems Analyst	MS Math, Physical Science, Computer Science, or equivalent degree	Six years broad experience or training in scientific analysis techniques such as FFT and spectral/statistical analyses. Applications for measuring and processing ocean wave data and experience in scientific algorithm development and implementation is strongly desirable. Experience in computer systems applications, including data base management, real-time data acquisition, and data communications.

Position Number	Job Title	Degree/Education	Specialized Experience
37	Environmental Scientist	BS Oceanography, Marine Science Meteorology, or equivalent degree	Six years experience with broad knowledge of basic physical, chemical and biological oceanic and atmospheric processes with the ability to evaluate validity of environmental measurements. Must have experience with automated measurement systems and be able to write and communicate clearly. Familiarity with high level computer languages and graphics packages as analysis tools. Experience with ocean color and optics and interactive WWW interfaces desirable.
38	Meteorological Data Analyst	BS Meteorology or equivalent experience	Four years experience in meteorological observations, analysis and forecasting in the marine environment. Familiar with numerical weather analysis and predicting products and their limitations. Basic knowledge of oceanographic currents and waves.
39	Data Reduction Analyst II	AS or equivalent experience	Four years experience in using computers for data entry, validation, fundamental statistical computations, and report generation. Experience in maintenance of data files and inventories on personal computers for external user access. Experience in telephone support of data request and basic technical support. Knowledge of PC-based software languages and documentation standards is desirable.

Position Number	Job Title	Degree/Education	Specialized Experience
40.	Logistics Specialist (Supply Technician) (Transportation Assistant)	High School Diploma or GED	Minimum of 2 years experience in any combination of the following: (1) warehousing, issuing, ordering, inventory control, and maintaining consumable material to meet min/max levels; (2) arranging for shipment of material and equipment nationally and internationally using Government and Commercial Bills of Lading and surface and air express delivery services; (3) shipping and receiving material and equipment to and from vendors, other government agencies, and NDBC field sites; (4) managing a fleet of motor vehicles per GSA rules and regulations; (5) computerized systems for logistics functions. Familiarity with EPA requirements on handling or shipping hazardous materials; and (6) operating heavy equipment, including trucks and forklifts.
41.	Logistics Clerk (Shipper/Receiving Clerk) (Shipper/Packer) (Warehouse Specialist)	High School Diploma or GED	Minimum of 2 years experience in any combination of the following: (1) operating trucks, forklifts, and other mechanical warehouse equipment; (2) packing, receiving and issuing equipment and supplies; (3) maintaining stock records and inventory levels of consumable materials; (4) utilizing an automated tracking and record keeping system for all types of logistics activities; (5) maintaining property records; (6) controlling and tracking of capitalized, accountable, and non-expendable property, instrumentation, and electronic equipment; and (7) collecting and inputting data into an automated or manual record keeping system. Must possess a motor vehicle operator's license.

Position Number	Job Title	Degree/Education	Specialized Experience
42.	Illustrator III	Bachelors Degree in Fine Arts/Graphics or a directly-related field	Minimum of 3 years of experience in the following: (1) preparation of materials and layout for technical papers, presentations, and displays; (2) preparation of multi-media presentations; (3) photographic techniques; (4) utilization of a variety of computer software such as Adobe PageMaker and Photoshop, Acrobat Exchange, Corel Ventura, Corel WordPerfect, Corel Presentations, Corel Quattro Pro, Microsoft Powerpoint, ScanMaker, etc.
43.	Technical Writer	Bachelors Degree in English or directly-related field	Minimum of 3 years experience in writing, editing, and preparing technical documents; preparation of various types of documents including presentations; and utilization of a variety of computer software such as Adobe PageMaker and Photoshop, Acrobat Exchange, Corel Ventura, Corel WordPerfect, Corel Presentations, Corel Quattro Pro, Microsoft Powerpoint, etc.
44.	Senior Quality Assurance Specialist	BS Business, Industrial Management or equivalent experience	Eight years broad industry experience on contracts having "higher-level contract quality requirements" with knowledge and experience in applying the concepts and methodology of TQM. Knowledge of quality audit performance, development of Process Inspection Plans and quality assurance procedure preparation required.
45.	Quality Assurance Specialist	BS Business, Industrial Management or equivalent experience	Four years experience in application of quality assurance procedures and practices. Knowledge of quality audit performance and implementation of Process Inspection Plans developed in accordance with work requirements.

Position Number	Job Title	Degree/Education	Specialized Experience
46.	Production Control Clerk	BS Business, Industrial Management or equivalent	Experience in work planning, estimating, scheduling, tracking, control and reporting in an industrial shop environment. Must utilize computerized work planning, scheduling, and data base systems. Familiarity with design and development considerations for computer work planning and scheduling is desirable.
47.	Switchboard Operator/Receptionist	HS or equivalent	Perform switchboard operation, mail sorting, and general clerical duties.
48.	Word Processor III	HS or equivalent	Experience in operation and supervision of word processing equipment. Experience in formatting technical documents from rough drafts, and general clerical duties. Familiarity with Desk Top Publishing utilizing Word Perfect for word processing required.
49. FAA	Senior Electronics Engineer	BSEE/MSEE	5 years experience in design, prototype fabrication, test, and debug of VHF/UHF AM-based voice communications. Requires familiarity with analog and digital circuitry, hardware/software interface /analysis, microcomputer-based data acquisition systems and subsystems testing.

Position Number	Job Title	Degree/Education	Specialized Experience
50. FAA	Engineering Technician V	AS Electronics Engineering Technology or GED and equivalent experience.	7 years experience in maintenance, repair, test and modification of marine electrical and electronics systems. Must hold 1 st class FCC radiotelephone license and have experience in VHF/UHF AM and satellite voice and data communications. Demonstrated ability in operating and maintaining microprocessor based data acquisition systems, test sets, laboratory bench equipment and precision calibration electro-mechanical instruments. Ability to work independently, with no direct supervision. Good communications skills and the ability to represent NDBC in the field. Team leader at-sea experience required.

NOTE: (1) This Staffing Description Guide does not include management, administrative or clerical positions.
(2) **Titles in bold are those used by U. S. Department of Labor in the Service Contract Act Directory of Occupations.**
(3) Positions descriptions No. 49 and 50 are for information only. See notations in SOW Section 3.3.

SECTION M - EVALUATION FACTORS FOR AWARD

M.1 GENERAL

Proposals will be evaluated by a Source Evaluation Board (SEB) in accordance with guidance contained in Chapter One (Source Selection Procedures) of the Commerce Acquisition Manual (May 1989) and in accordance with regulations in Part 15 of the Federal Acquisition Regulations. The information contained in the offeror's proposal may be supplemented by information obtained from such Government organizations as the Defense Contract Audit Agency, commercial sources such as Dun and Bradstreet, and the offerors themselves during discussions. The SEB will carry out the evaluation activities and report its findings to the Source Selection Official (SSO).

M.2 52.217-5 EVALUATION OF OPTIONS (JUL 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirements. Evaluation of options will not obligate the Government to exercise the option(s).

M.3 SOURCE SELECTION PROCESS

- (a) The Source Selection Official (SSO) for this procurement will be named at a later date. The SSO is responsible for proper and efficient conduct of the source selection process and for making the final source selection decision. The SSO will decide which offeror provides the best value to the Government.
- (b) The Source Evaluation Board (SEB) is staffed with people fully qualified to identify the strengths, weaknesses, and risks associated with proposals submitted in response to this solicitation. The SEB will assist the SSO in decision making, providing expert analyses of the offerors' proposals by evaluating all proposals against the evaluation factors and subfactors contained in this solicitation. The evaluation factors and subfactors reflect those aspects of the procurement pertinent to the source selection decision.

The Board reports its findings, answers all questions raised by the SSO, and assists with any special analysis or other requirements for clarifying matters related to the SSO's selection. Findings of the Board are submitted to the SSO in accordance with the procedures set forth in the Commerce Acquisition Manual and the FAR.

Award will be made to the responsible and technically acceptable offeror whose proposal provides the greatest over all value to the Government, price and technical factors considered.

M.3 (Continued)

(c) Source Evaluation

Proposal documentation requirements set forth in the RFP are designed to provide guidance to the offeror in submitting a proposal. Offerors should be prepared to respond to requests for oral and/or written presentations deemed necessary to assist in the detailed evaluation process. In accordance with applicable DOC regulations, written and/or oral discussions will be conducted with only those offerors determined to be within the competitive range. As part of this evaluation process, offerors may be questioned about specific areas of proposals as well as other pertinent information. In the event revised final proposals result from written and/or oral discussions with offerors, a common cut-off date and time for revised proposal receipt will be established for all offerors remaining in the competitive range at that time, and no revised proposals will be opened until all are received. Those offerors selected for participation in these discussions will be notified and provided reasonable time for preparation.

M.4 EVALUATION FACTORS

The SEB will evaluate proposals with respect to the following technical or non-cost factors: Technical Plan/Approach, Management Plan, Resources, and Relevant Experience and Past Performance. The Cost factor will be evaluated independently after technical and non-cost factors.

Only the technical factors will be scored. However, offerors are cautioned not to minimize the importance of an adequate Cost proposal.

M.5 TECHNICAL OR NON-COST FACTORS AND SUBFACTOR WEIGHTS

The five technical or non-cost factors are the only factors to be numerically scored. Where applicable, the factors' weights are comprised of the cumulative weight of the subfactors. The factors and subfactors used in the technical scoring are listed below.

Technical Plan/Approach	(270)	
Management Plan	(350)	
Senior Management		(100)
Key Personnel		(100)
Organizational Approach		(150)
Management Operating Systems and Controls		
Resources	(280)	
Staffing and Recruitment Plan		(150)
Total Compensation Plan		(80)
Corporate Resources		(50)
Relevant Experience and Past Performance	(100)	

M.6 EVALUATION OF TECHNICAL FACTORS

Evaluation of the technical factors will focus on the offeror's understanding of the Statement of Work, ability to follow instructions (including the instructions in this solicitation), proposed technical and management approaches, and the offeror's ability to actually perform as proposed.

Cost realism is very important and will also be considered in evaluating each of the technical factors. The evaluation strategy for the technical factors is further described below:

- (a) Technical Plan/Approach. This factor will assess the degree of the offeror's overall comprehension of the scope of work set forth in the RFP, the effectiveness of the approach to accomplish the work, and the degree of comprehension of the requirements. It will be used to evaluate the offeror's understanding of and ability to meet all technical requirements contained in the SOW sections. The evaluation will include: the offeror's understanding of the functional areas as described in the SOW; the approach, and its associated risks, taken to implement the requirements; the offeror's understanding of the magnitude and complexity of the requirements as demonstrated by the elements of the proposal; the Phase-In Plan; and innovative solutions accomplishing tasks with limited Government facilities and resources.
- (b) Management Plan. This factor will be used to assess the quality of the offeror's overall management concept. The assessment will focus on the soundness of the management structure and rationale for the selection of personnel for senior management and key positions. Three weighted subfactors are involved:
 1. Senior Management - This subfactor will be used to evaluate the rationale for the selection of the Senior Management. The level of qualification, the relevance of past experience, and the extent of commitment of the proposed senior management will be evaluated. Relevance and adequacy of experience and the capability to provide these senior management personnel are of primary importance.
 2. Key Personnel - This subfactor will be used to evaluate the rationale for the selection of Key Personnel other than Senior Management. The level of qualifications, the relevance of past experience, and the extent of commitment of the proposed key personnel will be evaluated. Relevance and adequacy of experience and the capability to provide these key personnel are of primary importance.
 3. Organizational Approach, Management Operating Systems and Controls - This subfactor will be used to evaluate:

M.6 (Continued)

- (i) The soundness of the organizational structure and the adequacy of control over any subcontracting or other business relationships; the adequacy of the offeror's approach to monitoring and assessing self-performance; and the adequacy of incentive plans to encourage high quality work; the adequacy of the proposed management systems.
 - (ii) The adequacy of the proposed management systems and the effectiveness of the approach to providing the independent direction and control of the work tasks including: (1) assignment and control of work, (2) estimating and scheduling, (3) resource allocation, (4) checks and balances, and (5) workforce fluctuations.
 - (iii) The expected utility and availability to NDBC, of contractor-provided data including (1) cost, (2) schedule, (3) job status, (4) performance measures, and (5) anomaly and incident reports.
- (b) Resources - This factor will assess the staffing and recruiting plans, and the degree of involvement and commitment of the offeror's corporation/company to this contract. Three weighted subfactors are involved:
1. Staffing and Recruitment Plan - Evaluation under this subfactor will be soundness and adequacy of the offeror's overall Staffing, Transition, Recruitment, and Retention Plans (including subcontractors) for obtaining and maintaining a qualified work force. The types, numbers, skill levels, mix and qualifications of personnel for each organizational element will be evaluated for the ability to perform assigned tasks and flexibility of approach. Plans for employee training and cross-training will be evaluated. The offeror's staffing plans and procedures will be evaluated for realism, particularly in terms of fluctuations of work force requirements and retention of qualified personnel.
 2. Total Compensation Plan - The Government will also evaluate the offeror's Total Compensation Plan. The Government will evaluate this plan in accordance with FAR Clause 52.222-46 (FEB 93) to assure that it reflects a sound management approach and understanding of this RFP's requirements. This subfactor will be used to evaluate the degree to which the compensation levels proposed (a) reflect a clear understanding of the work to be performed and (b) indicate the capability of the proposed compensation structure to obtain and keep a highly competent work force.

M.6 (Continued)

3. Corporate Resources - This subfactor will be used to evaluate the offeror's ability and plans to provide experienced management personnel, as well as the total qualified personnel resources, required for accomplishment of the SOW in a timely manner. Also evaluated will be: (a) the offeror's disclosure of the skill mix, depth and commitment of applicable corporate personnel resources; (b) the offeror's plans and arrangements for acquiring personnel resources from other than corporate sources; and (c) plans and arrangements for the orderly adjustment of work force while effectively controlling costs associated with changes in Government requirements.
- (c) Relevant Experience and Past Performance - Offerors are to provide relevant experience information demonstrating the capability to perform a contract of this magnitude.

The Government will evaluate each offeror's performance risk based upon the relevant experience and past performance record of the offeror, and any proposed subcontractors, as it relates to the probability of successful completion of the work to be required under the proposed contract.

In conducting the performance risk evaluation, the Government may use data supplied by the offeror as well as data obtained from other sources, including the agency's past performance files.

The offeror is obligated to provide relevant past performance records for the last five years, even though the Government may elect to collect and use past performance information from other sources.

M.7 COST FACTOR

Cost estimates are required in order that the SSO may determine from the accuracy and completeness of the estimate how well the offeror has judged the size and scope of the requirements defined in the SOW, and how much it will cost to do business with each offeror.

The evaluation of the cost elements will include the Government's assessment of the probable "cost of doing business" with each offeror. The evaluation will identify and weight features that could cause a given proposal to cost more or less than others, and by what amount. Certain parts of the cost elements making up the total cost proposal will be of considerable significance. Some significant cost elements are realism of wage rates, corporate or division overhead, general and administrative (G&A) costs, and fee, all of which are indicative of the cost of doing business with a particular offeror. The offeror's financial capability to properly execute a program of this type and magnitude will be evaluated.

M.7 (Continued)

In addition, the total compensation proposed will be evaluated in terms of enhancing the recruitment and retention of personnel and its realism and consistency with a total plan for compensation (both salaries and fringe benefits). For proposal evaluation purposes, the SEB will adjust proposed costs or specific elements thereof, when necessary in its judgement, in order to report to the SSO the probable cost of doing business with each offeror for the basic one-year contract and four one-year option periods. The propose fee structure will be evaluated.

Subsequent to scoring the technical factors the cost proposal will be considered as appropriate to determine if the offeror understands the scope of the requirements. Cost realism, or the lack thereof, will enter into the SEB's assessment of the measure of understanding possessed by the offeror and will affect the Technical Factors scoring. The Cost factor, as such, will not be numerically scored by the SEB. The importance of the Cost factor in the selection will depend on such considerations as the magnitude of the cost differentials between offerors and the credibility of such differentials. In summary, the cost proposal will be used extensively in the Government's evaluation of Technical Factors to determine the offeror's understanding of the resources required for performance of the contract.

The cost proposal will also be used where appropriate to determine responsibility.

M.8 RELATIVE IMPORTANCE OF SCORED AND NON-SCORED FACTORS

The technical and cost factors are equally important.