



Homeland
Security

**TASK ORDER REQUEST FOR PROPOSAL
CYBER AND INFRASTRUCTURE SECURITY AGENCY (CISA)
NATIONAL RISK MANAGEMENT CENTER (NRMC)
FOR
Homeland Security Risk Planning and Analysis Mission Support
SOLICITATION # 70QS0219F00003023**

August 5, 2019

Request for Proposal Overview- Task Order

Department of Homeland Security intends to award an initial Task Order under the National Institutes of Health (NIH) Information Technology Acquisition and Assessment Center (NITAAC) Government-Wide Acquisition Contract (GWAC), Chief Information Officer Solutions and Partners 3 (CIO-SP3) for **Homeland Security Risk Planning and Analysis Mission Support** to provide the services necessary for the Cyber and Infrastructure Security Agency (CISA) to meet the requirement described in Statement of Work (SOW).

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Section A: Statement of Objective

1. Introduction and Overview

The Department of Homeland Security (DHS) Cyber Security and Infrastructure Security Agency (CISA) is responsible for protecting the Nation's critical infrastructure from physical and cyber threats. This mission requires effective coordination and collaboration among a broad spectrum of government and private sector organizations. CISA includes four divisions: the Cybersecurity Division, the Infrastructure Security Division, the Emergency Communications Division, and the National Risk Management Center (NRMC).

Understanding the Nation's infrastructure landscape, including how critical infrastructure relate to their physical and cyber environment, how they relate to each other, and analytics supporting the protection and resilience of critical infrastructure is extremely challenging given the quantity and complexity of the physical and cyber infrastructure, and the myriad of ways in which they are systemically, functionally, and geographically interconnected and interdependent. Applying this understanding in dynamic, all-threats, all-hazard environments, adds yet another level of complexity to the challenge in providing leaders of CISA and subcomponents like the NRMC, the information needed to make timely, actionable decisions.

In performance of this mission, the NRMC is leading a crosscutting risk management effort between the private sector and government to improve the defense of our nation's critical infrastructure. The Center provides a single point of access where government and the private sector can collaborate across sectors to develop plans and solutions for reducing cyber and other systemic risks to national and economic security. The NRMC supports CISA's cybersecurity and infrastructure security mission by identifying, assessing, and prioritizing strategic risks to national critical functions and collaborating on the development of strategies and approaches to manage risks to critical functions.

2. Scope

The scope of this contract Statement of Work (SOW) encompasses steady-state analytic and planning activities in support of the NRMC's mission. This includes:

- Data analytics, including enterprise and technical architecture, systems engineering and technical assistance, and data visualization and geospatial analysis;
- Risk analysis, including cyber and infrastructure analysis, incident response, and production management;
- Planning support, including strategic planning, project and program management, and stakeholder engagement and outreach; and
- Technical/Analytical writing.

This includes potential work surges to support changing priorities due to new and updated risk management initiatives that support the evolving CISA and NRMC mission space, respectively.

3. Period of Performance

The period of performance will be a one-year base period from date of award with four one-year option periods.

Projected Dates

Performance Period	Performance Period Dates
Base Period	09/30/2019 - 09/29/2020
Option Period One	09/30/2020 - 09/29/2021
Option Period Two	09/30/2021 - 09/29/2022
Option Period Three	09/30/2022 - 09/29/2023
Option Period Four	09/30/2023 - 09/29/2024

4. Place of Performance

The primary places of performance will be the Government's facilities located at 1401 South Clark Street, Arlington, VA 22202 and 4200 Wilson Blvd, Arlington, VA 22203, with some work occurring at 1110 North Glebe Road, Arlington, VA, 1616 Fort Myer Drive, and 1310 North Courthouse Road, Arlington, VA. Other Government facilities within the Department of Homeland Security, in the Washington Metro Area, may also be identified. Support for meetings in other Washington Metro Area facilities, both governmental and nongovernmental, may be required. Occasional travel to meetings outside the Washington Metro Area may be required. If Task 7 is exercised, contractor may be required to operate in regional offices (headquartered in the same cities as the 10 Federal Emergency Management Agency regions) or out of temporary facilities set up to support disaster response and recovery. Performance at contractor facilities may be requested based on space availability.

5. Task Order Type Award

The Task Order shall be a hybrid of Labor Hours, Firm Fixed Price and Cost Reimbursable for Travel and Other Direct Costs (ODCs).

6. Contract Line Item Number (CLIN) Format

The Offeror shall submit its proposed CLIN structure as identified in the table below. Contract Line Items X009, X010, and X011 shall not be changed and are Government provided estimates for evaluation of pricing.

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Base Period: September 30, 2019 – September 29, 2020					
CLIN Number	Type	Description	Quantity	Unit	Amount
0001	Labor	Data Analytics (See SOW Section 2.1)	24960	Hours	(TBP)
0002	Labor	Enterprise / Technical Architecture and Engineering Support (See SOW Section 2.2)	9600	Hours	(TBP)
0003	Labor	Risk Analysis (See SOW Section 2.3)	13440	Hours	(TBP)
0004	FFP	Planning Support (See SOW Section 2.4)	21120	Hours	(TBP)
0005	Labor	Disaster Surge Support (OPTIONAL CLIN) (See SOW Section 2.5)	4800	Hours	(TBP)
0006	Labor	Steady-State Surge Support (OPTIONAL CLIN) (See SOW Section 2.6)	7680	Hours	(TBP)
0007	Labor	Regional Activities (OPTIONAL CLIN) (See SOW Section 2.7)	4320	Hours	(TBP)
0008	Labor	Optional Labor: Pre-Analysis Data Gathering (See SOW Section 2.8)	1920	Hours	(TBP)
0009	Cost	Travel		Lot	\$25,000.00
0010	Cost	Travel - Optional (Optional CLIN)		Lot	\$100,000.00
0011	Cost	Other Direct Costs - Tool & Datasets (See SOW Section 2.8)		Lot	\$300,000.00
0012		NIH NITAAC Contact Access Fee .65% (CAP NTE \$150,000 annually)		Lot	(TBP)
Total Price					(TBP)

Option 1: September 30, 2020 – September 29, 2021					
CLIN Number	Type	Description	Quantity	Unit	Amount
1001	Labor	Data Analytics (See SOW Section 2.1)	24960	Hours	(TBP)
1002	Labor	Enterprise / Technical Architecture and Engineering Support (See SOW Section 2.2)	9600	Hours	(TBP)
1003	Labor	Risk Analysis (See SOW Section 2.3)	13440	Hours	(TBP)
1004	FFP	Planning Support (See SOW Section 2.4)	21120	Hours	(TBP)
1005	Labor	Disaster Surge Support (OPTIONAL CLIN) (See SOW Section 2.5)	4800	Hours	(TBP)
1006	Labor	Steady-State Surge Support (OPTIONAL CLIN) (See SOW Section 2.6)	7680	Hours	(TBP)
1007	Labor	Regional Activities (OPTIONAL CLIN) (See SOW Section 2.7)	4320	Hours	(TBP)
1008	Labor	Optional Labor: Pre-Analysis Data Gathering (See SOW Section 2.8)	1920	Hours	(TBP)
1009	Cost	Travel		Lot	\$25,000.00

1010	Cost	Travel - Optional (Optional CLIN)		Lot	\$100,000.00
1011	Cost	Other Direct Costs - Tool & Datasets (See SOW Section 2.8)		Lot	\$307,500.00
1012		NIH NITAAC Contact Access Fee .65% (CAP NTE \$150,000 annually)		Lot	(TBP)
Total Price					(TBP)

Option 2 : September 30, 2021 – September 29, 2022					
CLIN Number	Type	Description	Quantity	Unit	Amount
2001	Labor	Data Analytics (See SOW Section 2.1)	24960	Hours	(TBP)
2002	Labor	Enterprise / Technical Architecture and Engineering Support (See SOW Section 2.2)	9600	Hours	(TBP)
2003	Labor	Risk Analysis (See SOW Section 2.3)	13440	Hours	(TBP)
2004	FFP	Planning Support (See SOW Section 2.4)	21120	Hours	(TBP)
2005	Labor	Disaster Surge Support (OPTIONAL CLIN) (See SOW Section 2.5)	4800	Hours	(TBP)
2006	Labor	Steady-State Surge Support (OPTIONAL CLIN) (See SOW Section 2.6)	7680	Hours	(TBP)
2007	Labor	Regional Activities (OPTIONAL CLIN) (See SOW Section 2.7)	4320	Hours	(TBP)
2008	Labor	Optional Labor: Pre-Analysis Data Gathering (See SOW Section 2.8)	1920	Hours	(TBP)
2009	Cost	Travel		Lot	\$25,000.00
2010	Cost	Travel (Optional CLIN)		Lot	\$100,000.00
2011	Cost	Other Direct Costs - Tool & Datasets (See SOW Section 2.8)		Lot	\$315,187.50
2012		NIH NITAAC Contact Access Fee .65% (CAP NTE \$150,000 annually)		Lot	(TBP)
Total Price					(TBP)

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Option 3 : September 30, 2022 – September 29, 2023

CLIN Number	Type	Description	Quantity	Unit	Amount
3001	Labor	Data Analytics (See SOW Section 2.1)	24960	Hours	(TBP)
3002	Labor	Enterprise / Technical Architecture and Engineering Support (See SOW Section 2.2)	9600	Hours	(TBP)
3003	Labor	Risk Analysis (See SOW Section 2.3)	13440	Hours	(TBP)
3004	FFP	Planning Support (See SOW Section 2.4)	21120	Hours	(TBP)
3005	Labor	Disaster Surge Support (OPTIONAL CLIN) (See SOW Section 2.5)	4800	Hours	(TBP)
3006	Labor	Steady-State Surge Support (OPTIONAL CLIN) (See SOW Section 2.6)	7680	Hours	(TBP)
3007	Labor	Regional Activities (OPTIONAL CLIN) (See SOW Section 2.7)	4320	Hours	(TBP)
3008	Labor	Optional Labor: Pre-Analysis Data Gathering (See SOW Section 2.8)	1920	Hours	(TBP)
3009	Cost	Travel		Lot	\$25,000.00
3010	Cost	Travel (Optional CLIN)		Lot	\$100,000.00
3011	Cost	Other Direct Costs - Tool & Datasets (See SOW Section 2.8)		Lot	\$323,067.19
3012		NIH NITAAC Contact Access Fee .65% (CAP NTE \$150,000 annually)		Lot	(TBP)
Total Price					(TBP)

Option 4 : September 30, 2023 – September 29, 2024

CLIN Number	Type	Description	Quantity	Unit	Amount
4001	Labor	Data Analytics (See SOW Section 2.1)	24960	Hours	(TBP)
4002	Labor	Enterprise / Technical Architecture and Engineering Support (See SOW Section 2.2)	9600	Hours	(TBP)
4003	Labor	Risk Analysis (See SOW Section 2.3)	13440	Hours	(TBP)
4004	FFP	Planning Support (See SOW Section 2.4)	21120	Hours	(TBP)
4005	Labor	Disaster Surge Support (OPTIONAL CLIN) (See SOW Section 2.5)	4800	Hours	(TBP)
4006	Labor	Steady-State Surge Support (OPTIONAL CLIN) (See SOW Section 2.6)	7680	Hours	(TBP)
4007	Labor	Regional Activities (OPTIONAL CLIN) (See SOW Section 2.7)	4320	Hours	(TBP)

4008	Labor	Optional Labor: Pre-Analysis Data Gathering (See SOW Section 2.8)	1920	Hours	(TBP)
4009	Cost	Travel		Lot	\$25,000.00
4010	Cost	Travel (Optional CLIN)		Lot	\$100,000.00
4011	Cost	Other Direct Costs - Tool & Datasets (See SOW Section 2.8)		Lot	\$331,143.87
4012		NIH NITAAC Contact Access Fee .65% (CAP NTE \$150,000 annually)		Lot	(TBP)
Total Price					(TBP)

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SECTION B: Instructions, Conditions, and Notices to Respondents**1. Multi-Phased Procurement**

The Government intends to conduct this procurement through a multi-phased submission and evaluation process.

A notional schedule for this procurement is below:

Event	Date
Release Final Solicitation	August 5, 2019
Phase 1 Offers Due	August 13, 2019
Phase 1 Advisory Down Select Letters Sent	August 20, 2019
Phase 2 Offers Due	September 4, 2019
Oral Presentations	September 10-13, 2019
Award NLT	September 30, 2019

2. Solicitation Questions and Comments

No additional Questions will be accepted. The Q&A period has passed.

3. Phase I Offers Due Date

The Offerors shall submit the quote volumes for Phase I via email to Deborah.McFaddenLane@hq.dhs.gov and AJ.LEE@hq.dhs.gov no later than **NOON EST on 08/13/2019.**

No other methods of submission will be accepted.

The Government is not responsible for any expenses incurred by the Offerors in developing and submitting quotes proposals for this fair opportunity notice.

4. Debriefings

Post award notices and debriefings will be issued in accordance with FAR 16.505(b)(6).

5. Procedures

This is a fair opportunity ordering process under FAR 16.505(b)(1)(iv). The procedures in FAR Subpart 15.3 do not apply to this acquisition. The use of this fair opportunity process does not obligate the Government to determine a competitive range, conduct discussions with any contractors, solicit proposals or revisions thereto, or use any other source selection techniques associated with subpart 15.3.

6. Instructions for Quote Preparation

The following instructions are for the preparation and submission of quotes. The purpose of this section is to establish requirements for the format and content of quotes so that quotes contain all essential information and can be evaluated equitably. Offerors are instructed to read the entire Task Order Request for Proposal (TORFP) document, including all attachments, prior to submitting questions and/or preparing your quote. Omission of any information from the quote

submission requirements may result in rejection of the quote.

- (1) Offerors shall note that quotes will be evaluated and a selection decision will be made. Quotes will therefore be treated independently of any other quotes.
- (2) Offerors are expected to follow the detailed quote preparation instructions fully and carefully. The Government will rely on the information provided by the Offerors to evaluate the quotes. It is therefore imperative that Offerors carefully follow the instructions set forth below and submit their quotes in the format and with the content specified below, providing all requested information.
- (3) The Offerors are responsible for the accuracy and completeness of its quote. The proposal shall be valid for one hundred and eighty (180) calendar days from the proposal due date.

7. Page Size and Font

Paper size shall be 8 1/2 by 11-inch white paper, using 12-point font. No reduction is permitted except for organization charts or other graphic illustrations, or in headers/footers. In those instances where reduction is allowable, Offerors shall ensure that the print is easily readable; no less than 8-point font on graphs and 10-point font on tables. Each page shall have adequate margins on each side (at least one (1) inch) of the page. Header/footer information (which does not include any information to be evaluated) may be included in the 1" margin space. Pages that exceed the maximum page limitation will not be evaluated.

Each submitted file of the electronic copy of the quote shall be submitted in Adobe PDF and ensure it is compatible with Microsoft Office 2013. It is the sole responsibility of the Offerors to ensure that the electronic media submitted is virus-free and can be opened and read by the Government. The deadline for submission of the electronic copy of the quote is firm. As the closing date and time draws near, heavy traffic on the web server may cause delays. Offerors are strongly encouraged to plan and leave ample time to prepare and submit their quotes. Offerors bear the risk of web site inaccessibility due to heavy usage, which may occur during the final days/hours before the TORFP closing time. The electronic copy of the quote will constitute the official copy for timely receipt.

8. Point of Contact (POC). The Contract Specialist, AJ M. Lee, aj.lee@hq.dhs.gov, is the point of contact for this acquisition.

Proposal Submission	Page Limit*
Phase 1 Submission: VOLUME 1	
Cover Letter	1 Page
Factor 1: Demonstrated Prior Experience (PDF)	6 Pages
Acquisition Risk Questionnaire (Attachment 2)	No Limit
Phase 2 Submissions	
Factor 2: Management, Planning, and Technical Execution (Oral	No Limit

Presentations)	
Factor 3: Price Proposal	
Pricing Template (Attachment 4)	No Limit
Resumes for Key Personnel	2 Pages Per Resume

*One copy of all proposals should be submitted as attachments to one email.

9. Phase I - Evaluation Factors and Instructions

9.1 Phase I – Submission Instructions

a. Cover Letter – One page

b. Factor 1: Demonstrated Prior Experience

The Offeror shall submit a written response in PDF format that addresses the three questions below that is no greater than six (6) pages. Written response content that extends beyond six pages will not be considered.

The Offeror shall provide sufficient information for the Government to evaluate its level of confidence, regarding the Offeror’s experience as it aligns to the requirements of the RFP, based on an assessment of Offeror’s response to the three questions below.

Question #	Background	Question/Response
Question 1	The National Risk Management Center (NRMC) is responsible for providing analysis in support of national risk management initiatives and activities. This involves developing and leveraging data, modeling, simulation, and analysis to estimate the risks to critical infrastructure, with a focus on cross-sector dependencies.	Please describe your experience developing a data science team that would be capable of working with large quantities of data from a variety of sources to analyze and visualize potential and actual cyber and physical impacts to critical infrastructure. How do you measure success in applying data science and visualization techniques to complex and interdependent challenges? What type of subject matter expertise does your team have managing projects focused on anticipating and communicating the cascading consequences that could result from a disruption?

Question 2	The NRMC is developing an analytic environment that allows analysts to access, integrate, refine and run analytical models, simulation and perform geospatial and calculated analyses. The production environment will be an automated enterprise workflow system for infrastructure modeling that can be accessed by NRMC analysts, National Infrastructure Simulation and Analysis Center performers, and other authorized users.	Please describe your team's experience developing tools, applications or infrastructure within a cloud-based environment. How has your team worked to meet stakeholder requirements while ensuring federal IT compliance?
Question 3	The NRMC is tasked with working with public and private sector partners across the critical infrastructure community to collaboratively plan initiatives to manage strategic risk to National Critical Functions—the functions of government and the private sector so vital to the United States that their disruption, corruption, or dysfunction would have a debilitating effect on security, national economic security, national public health or safety, or any combination thereof. NRMC partners include stakeholders from across the 16 sectors as outlined in the <i>National Infrastructure Protection Plan</i> .	Explain how you have worked with senior-level, cross-sector audiences to collaboratively plan and execute major initiatives. What is your project management approach to define objectives that support the mission and ensure success for these types of initiatives? What experience does your team have successfully managing and implementing large paradigm shifts that affect multiple organizations?

10. Advisory Notification

After the Government completes evaluation of Phase I submissions (Factor 1), Offerors will receive an advisory notification via email from the Contracting Officer. Offerors who rate most highly for Factor 1 will be advised to proceed to Phase II. Offerors who were not among the most highly rated will be advised not to proceed to Phase II. Offerors, who were not among the most highly rated, will be advised that they are unlikely to be viable competitors, along with the general basis for that opinion. Offerors will be advised that their Factor 1 evaluation results will carry forward to Phase II and will be considered in the best value award decision. The intent of this advice is to minimize proposal development costs for those Offerors with little chance of receiving an award. This will be a recommendation only and discontinuing the pursuit of the requirement following the notification is voluntary. The Government does not intend to provide debriefings after the completion of the advisory down select notifications. Failure to participate in Phase I precludes further consideration of an Offeror. Phase II Offeror submissions will not be accepted from Offerors who have not submitted Phase I requirements by the due date and time provided for in this solicitation.

The advisory notification will include the Phase II due date. For those Offerors that are most highly rated and invited to proceed, the notification will also include the date and time for the

Offeror's oral presentation.

Offerors that are not rated most highly and advised that they are unlikely to be viable competitors and choose to proceed shall send an email to Deborah.McFaddenLane@hq.dhs.gov and AJ.LEE@hq.dhs.gov no later than August 22, 2019 12:00 PM to schedule its Phase II presentation

Phase II due date will be approximately two weeks from the date of the advisory notification. Phase II submissions will be due **prior** to oral presentations.

11. Phase II – Evaluation of Factors and Instructions

11.1 Phase II – Factor 2 – Oral Presentation Management, Planning, and Technical Execution

Offerors shall provide an oral presentation based on: 1) Two questions included below and 2) an additional four (4) scenario-based questions to be provided by the Contracting Officer the day of the scheduled oral presentation. The Offeror shall provide the pricing proposal as part of the Phase II submissions. Offerors shall adhere to the format for oral presentation guidance in addition to the rules of engagement for oral presentations. Offerors will receive the scenario-based questions at the time of their oral presentation, after introductions. The Offeror shall present their responses to the following two questions on their scheduled day of presentations (see the table for the format of oral presentations, #2 and #3).

Question #	Background	Question
Question 1	N/A	How would you approach managing NRMC's diverse portfolio of advanced analytic capabilities, including working with a variety of performers and stakeholders? What would be your measures of success?

Question 2	The NRMC is a startup organization in a component of the Department of Homeland Security that was only established in the past year (July 31, 2018). The NRMC also leverages a “matrixed” staffing approach to support the various risk management portfolios the organization is responsible for executing, which can shift resources as priorities shift or grow. The NRMC needs support in developing and executing strategic and operational plans as well as business processes.	How do you ensure quality administrative support when necessary structure and business processes have not been established? How does your proposed staffing model support the NRMC’s organizational structure? How would you support the organization’s need to surge and adjust resources based on new or changed priorities?
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11.1.1 Location: Oral presentations will be held at a CISA office within the Washington, DC area. The order in which Offerors are scheduled for oral presentations will be randomly selected by the Government. The presentation may be recorded by the Government. If recorded, the recording is source selection sensitive and will be handled accordingly.

11.1.2 Offeror Participants: The Offeror’s participants in the oral presentations shall be limited to the Key Personnel proposed by the Offerors in the quote submission. No more than four (4) total Offeror Participants shall attend the oral presentation.

Key Personnel must be employed by the Prime Offeror or the sub-contractor. Major Subcontractors may only team and propose with one Prime Offeror in response to this solicitation.

Offerors shall provide the Contracting Officer with the name, employer/company, and e-mails of the Offeror’s Participants for the oral presentation as part of its Phase II submission.

11.1.3 Format for Oral Presentation:

The Government intends for the oral presentation to proceed as follows:

Oral Presentation Portion	Oral Presentation Component	Total Time Allotment (up to 3:30 hours)
1	Introductions and Rules of Engagement A standard set of management/technical scenario-based questions related to the NRMC SOW issues will be provided.	Not specified
2	The Offeror shall caucus among themselves to prepare answers/responses and notes for its oral presentation.	30 minutes limit
3	The Offeror will present its answers/responses to the Government.	45 minutes limit

4	The Government will introduce the scenario-based questions; the Offeror shall caucus among themselves to prepare answers/responses and notes for its oral presentation.	30 minutes
5	The Offerors shall present their response to the scenario-based question.	30 minutes
6	The Government will caucus prior to interactive dialogue.	20 minutes
7	The Government and Offeror will participate in an interactive dialogue related to the information presented by the Offeror during the presentations.	Up to 45 minutes.
8	The Offeror departs.	Not specified

Recording: The Government reserves the right to record portions 3, 5, and 7 above of the oral presentation.

11.1.4 Exchanges during Oral Presentation: The Government intends for the oral presentation to be an interactive dialogue between the Offeror and the Government. These exchanges are viewed as a component of the oral presentation itself and do not constitute discussions.

11.1.5 Rules of Engagement for Oral Presentations:

1. The Government **does not intend** to ask questions about information contained in an Offeror's Phase 1 submission during the oral presentation.
2. The Government intends for the oral presentation to be an interactive exchange between the Offeror and the Government. These exchanges are viewed as a component of the oral presentation itself and do not constitute discussions. The Government will not ask questions that will invite or allow the Offeror to change its offer. The Offeror shall not volunteer any information that might be construed as changing its offer. Oral presentations are distinct from the Government's reserved right to conduct discussions.
3. The Offeror is in control of its presentation and may choose not to present or respond to any question provided by the Government.
4. The Offeror shall not bring any computers, tablets or smart phones into the oral presentation conference room, and shall not bring or distribute any written or electronic materials during the oral presentation.
5. The Offeror participants shall not reach back, by telephone, e-mail or any other means, to any other personnel or persons for assistance during the oral presentation.
6. Offerors can expect the presentation will be conducted in a conference room with white boards, dry erase markers, a table of sufficient size to accommodate the participants, including the Government attendees.

12. Phase II – Factor 3 – Price

12.1 TAB A: Pricing Proposal

There are no page limits to the Pricing Proposal. The Offeror shall provide Pricing Proposal with pertinent corporate information.

12.1.1 Attachment 4 – Pricing Template

It is anticipated that pricing and award of this acquisition will be based on adequate price competition. Completion of the price template is necessary for a full evaluation of an Offeror's quote.

The Government will establish a "total evaluated price" based on a completed Attachment 4 – NRMC Price Template. Price volumes failing to meet or comply with price proposal instructions may be deemed noncompliant. Offerors must use Attachment 4 – NRMC Price Template.

12.1.2 Representations and Certifications and System for Award Management

In accordance with the FAR 52.204-7, the Offeror has completed the annual representations and certifications electronically via the SAM website accessed through <https://www.sam.gov/portal/SAM/>.

After reviewing the SAM database information, the Offeror verifies by submission of this offer that the representations and certifications currently posted at <https://www.sam.gov/portal/SAM/> have been entered or updated in the last 12 months, are current, accurate, complete, and applicable to this solicitation.

13. Tab B: Key Personnel Resumes (SOW 3.5)

Resumes shall be reviewed but will not receiving a rating. The following positions are to be designated as Key Personnel positions:

- Project Manager
- Data Analytics Lead
- Risk Analysis Lead
- Planning Lead

14. Tab C: Small Business Utilization Goals

Offerors are encouraged to determine the extent of their small business participation through the submission of small business utilization goal.

Development of percentage goals based on planned subcontracting. The Government anticipates a SB goal of 45%; a WOSB goal of 5%; a SDVOSB goal of 3%; a SDB goal of 5% and a HUB Zone goal of 3%.

SECTION C: EVALUATION OF OFFERORS FOR AWARD**52.217-5 Evaluation of Options (July 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 requirement. Evaluation of options will not obligate the Government to exercise the option(s).

(End of provision)

C 1. Evaluation and Basis for Award

The Government will award a single task order, resulting from this solicitation to the responsible Offeror, whose offer conforms to the solicitation, and will be the most advantageous to the Government, price and other factors considered. Factors 1, 2, and 3 are in descending order of importance.

The evaluation will be based on an integrated assessment of the information submitted in the Offeror's proposal and other evaluation information available to the Government. The integrated assessment of proposals will include a risk assessment of the overall proposal.

1.1. The evaluation result of Phase 1, Factor 1 (Demonstrated Prior Experience) will be used for an Advisory Notice to Offerors. Regardless of the recommendation in the advisory Notice, any Offeror may choose to proceed to Phase 2. In Phase 2, Factor 2 Oral Presentation – List of Presenters (Management, Planning, and Technical Execution) will be evaluated. Factor 3 Price) will be evaluated in accordance with Section 4.3 below but will not be assigned a rating.

All evaluation factors other than cost or price, when combined, are significantly more important than cost or price.

1.2. Basis for Award: An award will be made to the responsible Offeror whose offer, conforming to the solicitation, is determined to be the best overall value to the Government. The evaluation will be conducted in accordance with the evaluation criteria stated in this Section C.

This method does not use any aspects of FAR subpart 15.3. The use of this fair opportunity process does not obligate the government to determine a competitive range, conduct discussions with any contractors, solicit proposals or revisions thereto, or use any other source selection techniques associated with subpart 15.3.

1.3. Comparative Analysis: Following receipt of responses (including oral presentations), the government may perform a comparative analysis (comparing contractor responses to one another) to select the contractor that is best suited to fulfill the requirements, based on the contractors' responses to the factors outlined in this RFP and their relative importance.

1.4. Award on Initial Responses: The government anticipates selecting the best-suited contractor from initial responses, without engaging in exchanges with contractors. Contractors are strongly encouraged to submit their best technical solutions and price in response to this RFP.

1.5. Exchanges with Best-Suited Contractor: Once the government determines the contractor that is the best-suited (i.e., the apparent successful contractor), the government

reserves the right to communicate with only that contractor to address any remaining issues, if

necessary, and finalize a task order with that contractor. These issues may include technical and price. If the parties cannot successfully address any remaining issues, as determined pertinent at the sole discretion of the government, the government reserves the right to communicate with the next best-suited contractor based on the original analysis and address any remaining issues. Once the government has begun communications with the next best-suited contractor, no further communications with the previous contractor will be entertained until after the task order has been awarded. This process shall continue until an agreement is successfully reached and a task order is awarded.

1.6. Other Conditions for award:

- Only proposals received from unrestricted vendors of NIH's GWAC: NITAAC, CIO-SP3, will be considered for award.
- Acquisition Risk Assessment: The Government will review the Offeror's response to the Acquisition Risk Questionnaire (See Attachment 2) to determine if the Offeror has proposed the use of services, or the incorporation of supplies, that present a national security acquisition risk. If it is determined by the Government that the Offeror presents a solution, through the proposed services or supplies, with an unacceptable risk to national security, the Government retains the right to reject the Offeror's proposal.

C 2. EVALUATION CRITERIA

2.1. The following evaluation factors will be used:

1) PHASE I - Factor 1: Demonstrated Prior Experience

2) PHASE II – Oral Presentations

Factor 2: Management, Planning, and Technical Execution

3) PHASE II - Factor 3: Price

4) Evaluation Ratings

The evaluation of each Factor (Factor 1& 2) will be done holistically with a rating scale of "high confidence," "some confidence," and "low confidence," representing the Government's confidence that the Offeror understands the requirement and will be successful in performing the work.

High Confidence	The Government has high confidence that the Offeror understands the requirement, proposes a sound approach, and will be successful in performing the contract.
Some Confidence	The Government has some confidence that the Offeror understands the requirement, proposes a sound approach, and will be successful in performing the contract.
Low Confidence	The Government has low confidence that the Offeror understands the requirement, proposes a sound approach, or will be successful in performing the contract.

4.1 Phase I - Factor 1: Demonstrated Prior Experience

The Government will assess its level of confidence that the contractor will successfully perform the requirements based on their Phase 1, six (6) page submission.

4.2 Phase II – Factor 2 – Oral Presentation

The Government will assess its level of confidence that the Offeror will successfully perform all requirements based on the answers provided to the two (2) questions in Section VI, 9.1, as well as the four (4) scenario-based questions provided the day of the oral presentation, and any exchanges that occur within the oral presentation.

4.3 PHASE II - Factor 3: Price

It is anticipated that pricing and award of this acquisition will be based on adequate price competition. Completion of the price template is necessary for a full evaluation of an Offeror’s quote.

The Government will evaluate the reasonableness of the total price and will make a price fairness and reasonableness determination. Price will not be scored but will be evaluated on both the proposed labor rates and the total price proposed for the base period and all option periods, for determining the best overall value to the Government. Offerors are strongly encouraged to offer substantial discounts from your scheduled rates. The Government will not establish a task order with an Offeror whose proposed hourly rates exceeds the pricing listed on its NIH NITAAC CIO-SP3.

The Government will establish a “total evaluated price” based on a completed Attachment 4 – NRMC Price Template. Price volumes failing to meet or comply with price proposal instructions may be deemed noncompliant. Offerors must use Attachment 4 – NRMC Price Template.

Evaluation of options will be conducted in accordance with FAR 52.217-5, Evaluation of Options, The objective of the evaluation of options is to determine that the price for each of the options to be fair and reasonable. The evaluation of options shall not obligate the Government to exercise any options.

SECTION D – List of Attachments

ATTACHMENTS TO REQUEST FOR QUOTE

ATTACHMENT 1: Statement of Work

ATTACHMENT 2: Acquisition Risk Questionnaire

ATTACHMENT 3: DD Form 254 Contract Security Classification Specification

ATTACHMENT 4: NRMC Price Template

ATTACHMENT 5: Clauses

APPENDIX TO REQUEST FOR QUOTE

APPENDIX A: CISA IP Regional Concept of Operations Final

APPENDIX B: Incident Risk Analysis Cell (IRAC) SOP