

FUNDING OPPORTUNITY ANNOUNCEMENT (FOA)

Funding Agency: US Army Corps of Engineers Alaska District PO Box 6898 JBER AK 99506	Funding Instrument: Cooperative Agreement Funding Opportunity W911KB-23-2-0009 No. CFDA No: 12.005 Program Authority 10 U.S.C. 2701
Issue Date: 12 July 2023	Application Due Date: 30 August 2023
Overview: Administrative Record Management Support on Air Force Installations JBER-Richardson: HJZH20227320; JBER-Elmendorf: FXSB20237320; and Optional Remote Sites (PACAF Regional Support Center Installations, Bellows, Kaena Point, Clear Air Station) - VNM120XX7320 - This requirement is for support services to update and manage the Administrative Record (AR) for Joint Base Elmendorf-Richardson (JBER), listed separately as Fort Richardson, AK and Elmendorf AFB, AK in the AR, and Optional Remote Sites. See full Funding Opportunity Description in Section I.	
Estimated Total Funding: \$1,026,801.06	Estimated Number of Awards: 1
Contents of Full Text Announcement	
I. Funding Opportunity Description	V. Application Review Information
II. Award Information	VI. Award Administration Information
III. Eligibility Information	VII. Agency Contacts
IV. Application Information	VIII. Other Information
Contact Information: Questions relating to Grants.gov including the registration process and system requirements should be directed to the Grants.gov Contact Center at 1-800-518-4726. For assistance with the requirements of this Funding Opportunity Announcement, please contact the Grants Specialist, casandra.a.hutchins@usace.army.mil.	
Instructions to Applicants: The complete Funding Opportunity Announcement, application forms, and instructions are available for download at Grants.gov. Applications in response to this Funding Opportunity Announcement shall be submitted by the application due date. Applications may be submitted electronically via email or through Grants.gov. Applicants shall have a Unique Entity Identification (UEI) number, registration with the System of Award Management (SAM), and registration with Grants.gov, if submitting application through Grants.gov. See Section IV of the Funding Opportunity Announcement for complete application submission information.	

Section I: Funding Opportunity Description

ADMINISTRATIVE RECORD MANAGEMENT SUPPORT ON AIR FORCE INSTALLATIONS

**JBER-RICHARDSON: HJZH20227320; JBER-ELMENDORF-FXSB20237320; AND
OPTIONAL REMOTE SITES (PACAF REGIONAL SUPPORT CENTER INSTALLATIONS,
BELLOWS, KAENA POINT, CLEAR AIR STATION) - VNM120XX7320**

30-MAY4 AUGUST 2023

Task 1 \$684,543.06

Task 2 \$342,258

Optional Task 3 Value To Be Determined and Presently Unfunded

Project Cost Ceiling \$1,026,801.06

1.0 GENERAL

This requirement shall provide environmental support services to the United States Air Force (AF), Air Force Civil Engineer Center (AFCEC), Alaska Branch (CZOP) for the implementation of the AF Environmental Restoration Program (ERP) which includes the Installation Restoration Program (IRP), Military Munitions Response Program (MMRP), and Compliance Restoration Program (CRP). Under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), record must be preserved for 50 years - 42 USC § 9603(d). Per, Department of the AF Instruction, (DAFI) 32-7020: "The administrative record for ERP activities must be maintained for fifty (50) years after the last site achieves Response Complete." Litigation risk can require records to be kept longer. These records comprise the Administrative Record (AR). The Information Repository (IR) includes non-confidential documents that are in AR and other pertinent documents and records deemed essential to the ERP Program which are made available to the public. The Recipient shall provide temporary environmental and administrative management support to Air Force installations, as identified in this Statement of Work (SOW) and as directed by AFCEC. The Government shall not exercise any direct supervision or control over the Recipient or Recipient personnel. Recipient employees shall be accountable solely to the Recipient.

1.1 Description of Need. This SOW provides for Recipient support services to update and manage the AR for Joint Base Elmendorf-Richardson (JBER), listed separately as Fort Richardson, AK and Elmendorf AFB, AK in the AR. The Remote Sites (PACAF Regional Support Center Installations, Bellows, Kaena Point, and Clear Air Station) are listed in the AR, as per Task 2 below. This SOW provides for on-site support at the designated AF installations herein.

1.2 Policy and Guidance. The project is required to meet the requirements of:

a. Defense Environmental Restoration Program (DERP) Manual - DoDM 4715.20 states, "Pursuant to section 9613(k) of CERCLA and subparts 300.800-300.825 of NCP, the DoD Component shall establish and maintain administrative records and make them available to the public at or near the facility at issue. The AR contains the documents that form the basis for the selection of a CERCLA response action."

b. 2021 AFCEC CERCLA AR 2.2 Training 2021 states, "Master copy of AR must be kept IAW the DERP Management Manual DoDM 4715.20."

c. 40 CFR § 300.805(a) location of AR at an office of the lead agency or other central location. The AFCEC CERCLA AR Search website provides a means to search and review public documents regarding environmental testing and sampling conducted at Air Force installations in compliance with the CERCLA. These documents form the basis for environmental response actions and demonstrate the public's opportunity to participate in and comment on the selection of the response action. AFCEC continuously updates the AR for each installation until the remedy selection documentation is complete.

d. DERP Manual - DoDM 4715.20 states, "Archival Records. DoD records management programs must comply with the National Archives and Records Administration Act of 1984 as implemented by both the National Archives and Records Administration (parts 1220-1238 of title 36, CFR (Reference (br))) and GSA (part 102-193 of title 41, CFR (Reference (bs))). Archival records of the AR may be retained electronically."

For consistency and ease of access, documents are stored and presented in standard PDF format. A PDF viewer is required to view the documents. Adobe Reader is available as a free download from Adobe software. Adobe Pro will be required for scanning, manipulation, and optimizing of documents for upload.

2.0 SCOPE

Task 1 JBER (JBER-Richardson and JBER-Elmendorf) Administrative Record Update:

The Recipient shall provide professional, skilled personnel to assist Air Force installations with the review and management of the AR. The Recipient shall provide supervision and oversight to Recipient personnel. Recipient employees shall work closely with AF remediation program professionals for daily coordination and consultation for work activities at JBER.

Objectives of the AR Update and Management are as follows:

- Review the AFCEC CERCLA AR Search website to ensure all uploaded documents are complete and match the hard copy AR documents.
- Compare "hard copy" files of the current AR for JBER to the files loaded on the AFCEC CERCLA AR Search website.
- Scan and upload required documents to the AFCEC CERCLA AR Search website.
Optical character recognition shall be performed on each file.
- In addition to official AR documents, files that comprise a comprehensive record of all final deliverables for each ERP site in PDF format or other readable format shall also be uploaded to the AFCEC CERCLA AR Search website. Final deliverables include all final plans, reports, regulatory correspondence, responses to comments (RTCs) / approval letters, public meeting minutes, advertisements, etc.
- All documents and materials removed from the installation for review and/or scanning shall be returned to the same area from where they were retrieved unless they are approved for shredding per below.
- Upon receipt of approval from a government point of contact, duplicate documents and materials shall be shredded with a device that can shred paper or CDs to a maximum edge size of one (1) millimeter by five (5) millimeters. Refer to the reference entitled, "NSA/CSS Requirements for Paper Shredders," for additional details. Shredded documentation and materials shall be properly disposed of on or off the installation, depending on where the documentation and materials are being processed. The

government estimates shredding and disposal will not exceed 100 cubic feet of documentation and 10 cubic feet of CDs, DVDs, etc. for this task.

Task 2 Remote Sites (PACAF Regional Support Center Installations, Bellows, Kaena Point, and Clear Air Station) Administrative Record Update:

Installations included: Anvil Mtn, Barter Island, Bear Creek, Beaver Creek, Bellows AFS, Bethel, Big Mountain, Bullen Point, Campion, Cape Lisburne, Cape Newenham, Cape Romanzof, Cold Bay, Driftwood Bay, Duncan Canal, Eareckson, Fort Yukon, Granite Mountain, Indian Mountain, Kaena Point, Kalakaket Creek, King Salmon, Kotzebue, Lake Louise, Murphy Dome, Naknek I, Naknek II, West Nome Tank Farm, North River, Oliktok, Pillar Mountain, Point Barrow, Point Lay, Point Lonely, Port Heiden, Sparrevohn, Tatalina, Tin City, Wainwright, Wake Island, Johnston Atoll, Bradshaw, Kaala, Kokee, Mikua, Punamao, Wheeler, and Clear Air Station.

The Recipient shall provide professional, skilled personnel to assist Air Force installations with the review and management of the AR. The Recipient shall provide supervision and oversight to Recipient personnel. Recipient employees shall work closely with AF remediation program professionals for daily coordination and consultation for work activities at Remote Sites.

Objectives of the AR Update and Management are as follows:

- Review the AFCEC CERCLA AR Search website to ensure all uploaded documents are complete and match the hard copy AR documents.
- Compare “hard copy” files of the current AR for Remote Sites to the files loaded on the AFCEC CERCLA AR Search website.
- Scan and upload required documents to the AFCEC CERCLA AR Search website. Optical character recognition shall be performed on each file.
- In addition to official AR documents, files that comprise a comprehensive record of all final deliverables for each ERP site in PDF format or other readable format shall also be uploaded to the AFCEC CERCLA AR Search website. Final deliverables include all final plans, reports, regulatory correspondence, responses to comments (RTCs) / approval letters, public meeting minutes, advertisements, etc.
- All documents and materials removed from the installation for review and/or scanning shall be returned to the same area from where they were retrieved unless they are approved for shredding per below.
- Upon receipt of approval from a government point of contact, duplicate documents and materials shall be shredded with a device that can shred paper or CDs to a maximum edge size of one (1) millimeter by five (5) millimeters. Refer to the reference entitled, “NSA/CSS Requirements for Paper Shredders,” for additional details. Shredded documentation and materials shall be properly disposed of on or off the installation, depending on where the documentation and materials are being processed. The government estimates shredding and disposal will not exceed 100 cubic feet of documentation and 10 cubic feet of CDs, DVDs, etc. for this task.

Optional Task 3 Shred Documents and Materials (Value To Be Determined and Presently Unfunded):

The Recipient shall provide personnel, transportation, equipment to shred all non-duplicate, Non-Personal Identifiable Information (PII) documentation that is determined to be on the AFCEC CERCLA AR Search website or is subsequently uploaded. This effort pertains to the

proper disposal of all the original documentation and material archives not captured under Tasks 1 and 2. Approval shall be obtained from the Air Force for each document prior to shredding. The requirements are that shredders used must shred paper or CDs to a maximum edge size of one (1) millimeter by five (5) millimeters. Refer to the reference entitled, "NSA/CSS Requirements for Paper Shredders," for additional details. Shredded documentation and materials shall be properly disposed of on or off the installation, depending on where the documentation and materials are being processed. It is estimated that the volumes will not exceed 1600 cubic feet of documents and 10 cubic feet of CDs/DVDs, paper maps, etc. for this task.

Award of Optional Task 3 is contingent upon the satisfaction of all of the following criteria:

- Revision to the Defense Environmental Restoration Program (DERP) Manual that authorizes proper disposal of existing paper and/or other traditional data (e.g., CD, DVD, etc.) archives.
- Availability of funding to award the optional task.
- Identification of Project Cost Ceiling for the optional task.
- Issuance of a written modification, from the USACE Contracting Office, that funds and awards the optional task.
- Authorization from the Air Force to proceed with these efforts, after the executed modification has been disseminated to all associated parties.

3.0 MAJOR REQUIREMENTS

The Recipient shall assess the AFCEC CERCLA AR Search website for each remediation site at JBER for completeness. For JBER-Richardson and JBER-Elmendorf, it is estimated that there are 400 to 500 banker sized boxes of hard copy documents to be reviewed, along with numerous documents in various formats such as CD, DVD, and microfiche, along with some large maps and aerial photos. These documents are currently on 16 shrink-wrapped pallets at Bldg 724, Quartermaster Rd, JBER, Alaska. For Remote Sites (PACAF Regional Support Center Installations, Bellows, Kaena Point, and Clear Air Station) it is estimated that there are 720 linear feet and another 60 banker boxes of hard copy documents along with numerous documents in various formats such as CD, DVDs, and 3.5-inch disks along with some large maps and aerial photos. These documents are currently stored at Bldg 10471, 20th St., JBER, AK., in Rm 329. Any documents noted to be missing from the AFCEC CERCLA AR Search website shall be scanned in PDF format and uploaded. Documents shall be uploaded in accordance with the AFCEE AR System User Manual (most current version). The absolute limit on file size for upload is 60MB; however, no more than 40MB is recommended for optimizing web viewing. Documents larger than approximately 40 MB will be separated into smaller sections (generally at each appendix) and each smaller section will be associated with the parent document for upload. When complete, this will fulfill the goal of the public CERCLA AR website as the public IR for both the CERCLA and state sites. It is anticipated that scanning and uploading of files will be accomplished at the Recipient's off-JBER worksite. Any document identified as PII will be handled appropriately.

4.0 REPORTS, DELIVERABLES, AND SCHEDULE

Deliverables shall be submitted in electronic format to the identified USACE and USAF points of contact.

4.1 A kick-off meeting will be held within the fourteen (14) calendar days of award and shall discuss the project, address concerns, project schedule, and details of the tasks required for this project. Schedule for remaining deliverables will be defined during the project kick-off meeting. Attendees at the kick-off meeting shall include, at a minimum, the JBER POC, JBER Remedial Project Managers (RPMs), Grants Officer or designated representative, Recipient, and coordinating agency representatives (if applicable). JBER POC and/or RPMs and the Recipient shall hold regular meetings to discuss needs, priorities, and updates as deemed necessary by parties to this agreement. The timing and frequency of the meetings will be determined by the project needs and JBER POC. Bi-Weekly Status Reports will be provided to the USACE Project Manager.

4.2 Work Plan. The Recipient shall submit a draft work plan NLT 30 days after award detailing:

- Staffing
- Weekly work schedule
- Equipment available
- Overall schedule to accomplish work

4.3 Bi-Weekly Progress Report. The Recipient shall submit bi-weekly electronic progress reports to the USACE and USAF POCs summarizing activities as follows:

- Number of days the Recipient personnel worked
- Number of documents reviewed, scanned, uploaded, and shredded
- Meetings attended including purpose/objective, attendees, and items identified for follow-on action
- Schedule changes for Recipient personnel

4.4 Other Deliverables. Other deliverables shall include:

- Bi-weekly teleconference progress briefings
- Periodic (every 12 months, prior to the end of the project) Summary Reports describing the methodology, data gathered, and work/studies undertaken under this SOW
- A Final Summary Report of Recipient accomplishments describing the methodology, data gathered, and work/studies undertaken under this SOW.

4.5 External Hard Drives

- Documents that are scanned shall also be stored on external Solid State Drives, after being converted to .pdf but prior to being split for upload to the AR.
- A minimum of two drives per Task 1 (one each for JBER-Richardson, JBER-Elmendorf) and a minimum of one drive for Task 2 (Remote Sites) will be purchased and provided by the Recipient. Each drive will be a minimum of 4 terabytes, unless approved otherwise.
- At the end of the project, the drives will be transferred to the Air Force, with data.

Written reports shall be submitted in Microsoft Word and Adobe PDF formats.

5.0 GENERAL

The following requirements are common to all tasks listed above:

5.1 Services. The Recipient shall provide professional, skilled personnel to assist Air Force installations with the review and management of the AR and reporting of work results. Specific background check(s) may be required to access certain AF systems.

5.2 Equipment, Supplies, and Materials. Provide supplies and materials, as necessary, to review data, conduct analysis, scan hard copies of reports and associated data, ~~shred~~ ~~material as required~~, and prepare work reports.

5.3 Place of Performance. Work shall be performed at JBER and offsite, as required, to perform certain file and data management services. Recipient employees assigned to the project will be provided workspace and access to a telephone. As required, the personnel will be assigned an Air Force laptop computer and relevant access to certain AF internal information systems network. These personnel must be able to pass relevant background checks to obtain access to government systems. Communication with the Government will primarily be through telephone, e-mail, and internet conferencing. For cost estimation purposes, assumed travel would be daily commute to/from JBER, as necessary, and to any alternate places of work.

5.4 Travel and Transportation. Travel is required to access JBER, and the Recipient shall be required to transport documents from JBER to an off-base site for review and/or scanning.

5.5 Recipient Employee Government Access Requirements:

5.5.1 All Recipients shall comply with applicable installation, facility, and area commander installation/facility access and local security policies and procedures. The Recipient shall also provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshall Office, Director of Emergency services or Security Office.

5.5.2 The Recipient shall ensure that its employees entering JBER installations or facilities have obtained access badges and passes in accordance with facility regulations and that these badges and passes are obtained in advance so as not to delay the accomplishment of services.

5.5.3 The Recipient will return all issued U.S. Government Common Access Cards (CAC), installation badges, and/or access passes to the Government Representative when the cooperative agreement is completed or when a Recipient employee no longer requires access to the installation or facility.

5.5.4 Recipient shall be qualified to obtain a government driver's license in addition to having a valid driver's license.

5.6 Government Furnished Items and Services. The Air Force will facilitate access to the installation for qualified Recipient personnel. The Government shall provide all policy, information, and guidance to the Recipient necessary to fulfill the requirements of this SOW. The Government shall provide laptop computers, as needed, for access to AF network systems, as required, to qualified and approved Recipient personnel.

5.7 Quality Control. The Recipient shall develop and maintain an effective quality control program to ensure services are performed, in accordance with this SOW. The Recipient shall develop and implement procedures to identify and prevent defective services.

6.0 PERIOD OF PERFORMANCE

The period of performance for this cooperative agreement is ~~twelve (12) months~~ not to exceed 24 months from date of award. ~~Additionally, up to four (4) option periods are available subject to availability of funding. This does not obligate the Government to extend this agreement beyond the initial 12-month period of performance.~~ The start date and the number of days worked for each Recipient employee shall be determined by consultation and mutual agreement between the Recipient and AF.

7.0 AUTHORITY

The USACE Grants Officer is the only person with the authority to act as agent of the Government under this cooperative agreement. Only the Grants Officer has authority to:

- Direct or negotiate any changes in the SOW;
- Modify or extend the period of performance;
- Change the delivery schedule; or
- Otherwise change any terms and conditions of this agreement.

The USACE Grants Officer is the only person authorized to make or approve any changes in any of the requirements of this cooperative agreement. In the event the Recipient makes any changes at the direction of any person other than the USACE Grants Officer, the change will be considered to have been made without authority and no adjustment shall be made to the total value of the cooperative agreement to cover any increase in costs incurred as a result thereof.

The Government shall conduct periodic inspections of the Recipient's work to determine compliance with the requirements of this cooperative agreement. The USACE Grants Officer shall notify the Recipient of any work that is deemed noncompliant with the requirements outlined in this SOW. The Recipient shall take immediate corrective action after receipt of such notice. The USACE Grants Officer may issue an order stopping all or part of the work until satisfactory corrective actions have been taken.

8.0 POINTS OF CONTACT

Michelle Mandel, Grants Officer
U.S. Army Corps of Engineers, Alaska District
ATTN: CEPOA-CT
P.O. Box 6898
JBER, AK 99506-0898
Phone: (907) 753-2502
Email: michelle.r.mandel@usace.army.mil

Kathryn Russell, USACE Cooperative POC
Army Corps of Engineers, Alaska District
ATTN: CEPOA-PME
P.O. Box 6898
JBER, AK 99506-0898

Phone: (907) 753-2535
Email: kathryn.russell@usace.army.mil

Raymon Hedges, Air Force Technical Point of Contact
Air Force Civil Engineer Center, AFCEC/CZTQ
10471 20th St., Suite 341
JBER, AK JBER, AK 99506
Phone: (907) 552-8757
Email: raymon.hedges@us.af.mil

9.0 REFERENCES

- AIR FORCE MANUAL 37-123 dated 31 AUGUST 1994 (38 pages)
- Administrative Record (AR) Management Manual, Application Version 3.0.0 dated February 2022 (49 pages)
- NSA/CSS Requirements for Paper Shredders (8 pages)

Section II: Award Information

This Funding Opportunity Announcement is for a competed, potentially multiyear, cooperative agreement. The period of performance for this cooperative agreement is **not to exceed 24 months from date of award**. The start date and the number of days worked for each Recipient employee shall be determined by consultation and mutual agreement between the Recipient and the United States Air Force. The total Project Cost Ceiling for the Base Period is \$1,026,801.06.

Announcement Issue Date: 12 July 2023

Application Due Date: **30 August 2023**

Estimated Award Date: On or About 15 September 2023

Section III: Eligibility Information

1. Eligible Applicants – Open to all that meet the criteria of this announcement.
2. Cost Sharing – This action will be 100% funded by USACE.
3. Other Information – None noted.

Section IV: Application and Submission Information

1. Address to Request Application Package:

The complete Funding Opportunity Announcement, application forms, and instructions are available for download at Grants.gov. USACE is not responsible for any loss of internet connectivity or for an applicant's inability to access documents posted at the referenced website.

The administrative point of contact is the Grants Specialist, Casandra Hutchins, casandra.a.hutchins@usace.army.mil.

2. Content and Form of Application Submission

All mandatory forms and any applicable optional forms must be completed in accordance with the instructions on the forms and the additional instructions below.

- a. SF 424 - Application for Federal Assistance
- b. SF 424 A – Budget Information for Non-construction Programs
- c. SF 424 B – Assurances – Non-Construction Programs
- d. Program Narrative – Brief program description illustrating applicant's ability to meet the goals and objectives described in Section VI Scope of Work of this announcement.

3. Application shall be submitted **NO LATER THAN 30 August 2023; 2:00 PM (Alaska Time)** via email or through Grants.gov.

4. Submission Instructions

Applications may be submitted by email or via the internet through Grants.gov. Choose ONE (1) of the following submission methods:

Via Email: Format all documents to print on Letter (8 ½ x 11") paper. E-mail proposal to the Grants Specialist, Casandra Hutchins, at casandra.a.hutchins@usace.army.mil.

Via Grants.gov:

Applicants are not required to submit proposals through Grants.gov. However, if applications are submitted via the internet, applicants are responsible for ensuring that their Grants.gov proposal submission is received in its entirety and within the date and time required. The Government bears no responsibility for data errors resulting from transmission of conversion processes associated with electronic submissions. The Government will bear no responsibility for delays in submissions due to technical difficulties at or with the Grants.gov website. All applicants choosing to use Grants.gov to submit proposals must be registered and have an account with Grants.gov. ***It may take up to three (3) weeks to complete Grants.gov registration.*** For more information on registration, go to <http://www.grants.gov/ForApplicants>.

Section V: Application Review Information

Offer Submission Evaluation Criteria and Basis of Award

ADMINISTRATIVE RECORD MANAGEMENT SUPPORT ON AIR FORCE INSTALLATIONS

**JBER-RICHARDSON: HJZH20227320; JBER-ELMENDORF-FXSB20237320; AND
OPTIONAL REMOTE SITES (PACAF REGIONAL SUPPORT CENTER INSTALLATIONS,
BELLOWS, KAENA POINT, CLEAR AIR STATION) - VNM120XX7320**

June 2023

The Government will evaluate technical submissions in accordance with the criteria described herein and award a cooperative agreement to the responsible offeror whose submission is determined to represent the best overall value to the Government. The Government will not award a cooperative agreement to an offeror whose submission contains a deficiency.

The evaluation factors for this action are:

Factor 1, 40%:	Experience (most important technical factor)
Factor 2, 35%:	Technical Approach (2 nd most important technical factor)
Factor 3, 25%:	Cost (reviewed after the technical package for fairness and reasonableness, and weighted against the totality of the technical factors)

After listing submission strengths, weaknesses, and deficiencies, the Government will assign an adjective rating of Outstanding, Good, Acceptable, Marginal, or Unacceptable to each technical factor which reflects the Government's confidence in each offeror's ability, as demonstrated in its submission, to perform the requirements stated in the Statement of Work (SOW). The adjectival ratings shall be assigned, using the following criteria, which incorporate a submission risk assessment:

Weight	Adjectival Rating	Description
4	Outstanding	Submission indicates an exceptional approach and understanding of the requirements and contains multiple strengths.
3	Good	Submission indicates a thorough approach and understanding of the requirements and contains at least one (1) strength.
2	Acceptable	Submission indicates an adequate approach and understanding of the requirements.
1	Marginal	Submission has not demonstrated an adequate approach and understanding of the requirements or contains an element of risk.
0	Unacceptable	Submission does not meet requirements of the solicitation and, thus, contains one (1) or more deficiencies and is unawardable.

OFFER EVALUATION AND SELECTION CRITERIA

Each Offeror shall be evaluated in accordance with the selection criteria below. The selection criteria are listed in descending order of importance.

Factor 1 Experience

The Offeror shall demonstrate prior project experience relevant to the attached SOW, completed within the last five (5) years, and other qualifications and technical competence in all of the following areas:

- (1) Experience supporting Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) administrative record file organization and management.
- (2) Understanding of Department of Defense (DoD) environmental programs and the records generated to support environmental decisions.
- (3) Recent experience with planning and managing, detailed file organizational structures, and file management.
- (4) Experience supporting the organization/management of GIS data, scanning/georeferencing of hard copy maps and the review of Geospatial deliverables.

The Offeror shall provide examples of up to four (4) past projects of similar size, scope, and complexity that best demonstrate the above qualifications. Submit projects that are at least 25% complete or were completed within the past five (5) years. The example project summaries shall be limited to one (1) page each. The example project summaries shall identify:

- Title/Subject
- Location
- Duration
- Brief description
- Roles and work self-performed
- Date project began and if completed
- Complexities or key accomplishments
- Client contact information

The Government will utilize the example project summaries to evaluate the capability and experience as a basis for comparing offerors to determine best value.

Factor 2 Technical Approach

The Offeror shall provide a brief narrative of their technical approach and a milestone schedule. The narrative shall be no more than one (1) page per main task and must include:

- A discussion of the technical approach to accomplish the Statement of Work requirements, detailing number of hours anticipated to complete the project deliverables.

- A discussion of the quality assurance, quality control, and other technical activities that will be implemented to ensure that quality data is collected to support project data quality objectives.
- A discussion of applicable regulatory requirements and how project requirements will be implemented.
- A discussion of all assumptions.

The Offeror shall also provide an organizational chart with the proposed project team with defined roles, responsibilities, and lines of communication for all key personnel and sub-recipients.

The evaluation standard has been met when the Offeror demonstrates an understanding of the work that adequately addresses the requirements outlined in the SOW. The inclusion of numerous assumptions that significantly “assume away” Offeror risk, with regard to major issues or problems that may be encountered on the project, will be considered unacceptable.

Factor 3 Cost

Provide proposed cost to the Government. Allowable costs incurred by institutions of higher education are determined in accordance with the provision of OMB Circular A-21, "Cost Principles for Educational Institutions," ONR negotiated rates, and institutional policies. OMB's cost principles are contained in 2 CFR 200.400-.475 et seq.

Cost is considered less important than non-cost factors and will be evaluated for fairness and reasonableness per OMB cost principles. If more than one (1) offer is rated as having equal non-cost factors, the lowest cost tender of the offers received would be granted as the preferred tender unless there are extraordinary reasons for not doing so.

Section VI: Award Administration Information

Reserved.

Section VII: Agency Contacts

Reserved.

Section VIII: Other Information

Reserved.

All questions or inquiries regarding this Funding Opportunity Announcement shall be directed to the agency contact(s) noted in Section IV.