

SCP-FSS-004 SPECIFIC PROPOSAL INSTRUCTIONS FOR SCHEDULE 70 (JUN 2016)

- (a) Read the entire solicitation document prior to preparation of an offer.
- (b) CRITICAL INFORMATION - See attachment "Critical Information Specific to Schedule 70." Thoroughly read the attachment for additional information, requirements, and terms and conditions specific to Schedule 70.
- (c) The Offeror must comply with the instructions outlined in either SCP-FSS-001-N *Instructions Applicable to New Offerors (Alternate I – MAR 2016)* or SCP-FSS-001-S *Instructions Applicable to Successful FSS Program Contractors*, as applicable.
- (d) Offerors submitting an offer under Schedule 70 must also comply with the following:

I Section I Administrative/Contract Data

- (1) All proposed products must comply with the Trade Agreements Act (TAA). It is the responsibility of the Offeror to determine TAA compliance. When an item consists of components from various countries and the components are assembled in an additional country, the test to determine country of origin is "substantial transformation" (reference FAR 25.001(c)(2)). The Offeror may also request an opinion from a third-party expert or make the determination itself. Offerors can go to The Office of Regulations and Rulings within U.S. Customs and Border Protection (CBP), which is the Federal agency responsible for making final substantial transformation determinations(reference 19 CFR Part 177 Subpart B). CBP's determinations or opinions are based upon tariff laws . The Internet address for CBP is: <http://www.cbp.gov/>. The Offeror should keep this requirement in mind when completing the TAA certification section of its SAM registration. When evaluating offers, the contracting officer will rely on the representations and certifications of the Offeror and will not make substantial transformation determinations.
- (2) If the Offeror is not the manufacturer of the product(s) being proposed, an acceptable Letter of Commitment/Supply must be provided. See clause I-FSS-644 Dealers and Suppliers in the Basic Solicitation and the letter requirements. Failure to provide acceptable Letters of Commitment/Supply may result in rejection of the offer. See Letter of Supply Template for required language.
- (3) If offering END USER LICENSE AGREEMENTS (EULAs), TERMS OF SERVICE (TOS) AGREEMENTS FOR SOFTWARE USE, AND/OR OTHER AGREEMENTS – Often ordering activities will decline to place an order because of Federally non-compliant terms (e.g., customer indemnification). This results in a loss of business for the Schedule holder. In order to facilitate GSA's review and negotiation of each individual set of terms for compliance with Federal law, the Offeror is required to submit its EULA or TOS Agreement in an editable format, and preferably with the Federally non-compliant terms and conditions already removed. Such submissions may help GSA avoid delays in reviewing and negotiating each individual agreement. "Clickwrap" submissions or links to agreements are not acceptable. The Offeror must clearly define what additional products, services, and prices are included with its EULA, TOS Agreement, and other Agreements.

II Section II Technical Proposal:

The Offeror must address a fourth technical factor as described below:

- (1) Factor Four – Relevant Project Experience: The Offeror must submit a narrative demonstrating relevant project experience. A narrative is required for each proposed total solution or service SIN, (this includes, but is not limited to, SIN132-51 -Information Technology Professional Services, SIN132-56 – Health Information Technology Services and SIN 132-60f - Identity and Access Management Professional Services). The narrative must include the following:
 - (i) The narrative must include a description of three (3) relevant projects, not to exceed four (4) pages per project. Each description must clearly indicate the SIN to which it applies, and identify the specific services being proposed under that SIN. For companies with less than two years of corporate experience, Offeror shall submit relevant projects of key personnel.

Each project description must also address the following elements:

- (A) Detailed description of SIN-relevant work performed and results achieved.
- (B) Methodology, tools, and/or processes utilized in performing the work.
- (C) Demonstration of compliance with any applicable laws, regulations, Executive Orders, OMB Circulars, professional standards, etc.
- (D) Project schedule (i.e., major milestones, tasks, deliverables), including an explanation of any delays.
- (E) How the work performed is similar in scope and complexity to the work solicited under the proposed SIN.
- (F) Demonstration of required specific experience and/or special qualifications detailed under the proposed SIN.

The Offeror may use the same project in support of more than one SIN as long as the description clearly identifies the SIN-relevant work. All examples of completed services must have been deemed acceptable by the customer.

(ii) The following SINs have additional requirements that shall be addressed in the Relevant Project Experience narrative:

(A) SIN 132-54 Commercial Satellite Communications (COMSATCOM), SIN 132-55 Commercial Satellite Communications (COMSATCOM) Subscription Services, and SIN 132-56 Health Information Technology Services.

(1) Address requirements in CI-FSS-152-N Additional Evaluation Factors for New Offerors Under Schedule 70 or CI-FSS-152-S Additional Evaluation Factors for Successful FSS Program Contractors Under Schedule 70.

(2) Address requirements in CI-FSS-055 Commercial Satellite Communication (COMSATCOM) Services.

(B) SINs 132-60A – 132-60F Identity, Credential and Access Management (ICAM).

(1) Address requirements in CI-FSS-152-N Additional Evaluation Factors for New Offerors Under Schedule 70 or CI-FSS-152-S Additional Evaluation Factors for Successful FSS Program Contractors Under Schedule 70.

(2) Address requirements in CI-FSS-052 Authentication of Products and Services.

(C) SIN 132-50 Training - The narrative must include the following:

(1) Course names, brief description, length of course, type of training, location (on or off customer site) and any other pertinent details to the training offered.

(2) If other than the manufacturer, submit proof of authorization to provide training course(s) for manufacturer's software and/or hardware products.

* Note that commercially available products under this solicitation may be covered by the Energy Star or Electronic Product Environmental Assessment Tool (EPEAT) programs. For applicable products, offerors are encouraged to offer Energy Star-qualified products and EPEAT-registered products, at the Bronze level or higher. If offerors opt to offer Energy Star or Electronic Product Environmental Assessment Tool (EPEAT) products

then they shall identify by model which products offered are Energy Star-qualified and EPEAT-registered, broken out by registration level of bronze, silver, or gold.