This proposal template is provided as a guide only for the purpose of clarifying items required by the following provisions:

**SCP-FSS-001 General Proposal Submission Instructions and**

**SCP-FSS-002 Specific Proposal Submission Instructions**

**SECTION I: ADMINISTRATIVE PROPOSAL**

**Readiness Assessment**

The Readiness Assessment is a mandatory requirement for all offers under this solicitation. It is accessible at the Vendor Support Center at <https://vsc.gsa.gov> under the “Toolbox” tab.

A current officer of the offeror has completed the Readiness Assessment, and a signed copy of the assessment is submitted in eOffer.

**Summary of Offer**

The offeror has completed the Summary of Offer and has submitted it in eOffer.

**Agent Authorization Letter**Offerors utilizing the services of a third party to negotiate on behalf of the offeror must submit an agent authorization letter identifying the agent(s) designated to represent the offeror. **GSA will not accept offers submitted by a third party authorized negotiator without a signed Agent Authorization Letter.** Although an authorized negotiator may submit an offer on behalf of the offeror, at a minimum one of the offeror’s authorized negotiators, who is an employee of the offeror, must have a valid digital certificate to access eOffer, or significant delays may occur in the processing of the offer. Offerors shall confirm the following:

The offeror has not designated any agents outside the offeror’s organization to represent the offeror on this offer. At least one authorized negotiator, who is an employee of the offeror and who has ability to sign a contract on the offeror’s behalf, has a valid digital certificate and is familiar with GSA eOffer.   
  
OR

The offeror has designated an individual who is not an employee of the offeror as an authorized negotiator and has provided a signed agent authorization letter in eOffer using the format prescribed in the Agent Authorization letter template. At least one authorized negotiator, who is an employee of the offeror and who has ability to sign a contract on the offeror’s behalf, has a valid digital certificate and is familiar with GSA eOffer.

**SAM Registration**Each offeror must register at the System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov) and have a current registration as of the date the offer is submitted.

The offeror confirms that its SAM registration is current as of the date the offer is submitted and reflects the NAICS code(s) aligned with the SIN(s) offered.

**Previous MAS Contract Cancellations and/or MAS Offer Rejection Letters**

The offeror has not had any previous MAS Schedule contracts cancelled or MAS offers rejected within the past 2 years.

OR

The offeror has had one or more MAS offers rejected by GSA within the past 2 years, and has submitted a copy of rejection letter(s) and any attachments to the rejection letter(s) provided by the Government, such as an offer review checklist.

AND/OR (if applicable)

The offeror has had one or more previous MAS contracts cancelled within the past 2 years.   
Previous MAS contract number(s):

If a MAS contract previously awarded under this Schedule was cancelled or allowed to expire due to low sales within the past 2 years, the Offer also has included the following in its offer:

A copy of the cancellation modification or notification of determination not to exercise the   
 option that shows a minimum of 12 months have passed since the prior contract expired.

Current federal sales in excess of $25,000, as evidenced by copies of contractual documents that identify the federal entity and the date and value of the product or services provided.

An explanation demonstrating that there is a reasonable expectation that any future award will comply with Clause I-FSS-639, Contract Sales Criteria.

A marketing plan detailing the steps the offeror plans to take to generate sales through a new GSA Schedule contract.

**Current GSA Multiple Award Schedule (MAS) Contracts**

The offeror does not have any current GSA MAS contracts.  
  
 OR

The offeror has one or more GSA MAS contracts currently awarded, as follows:

Contract Number(s):   
  
Name(s) and telephone number(s) of the Assigned Contract Specialist(s):  
  
**NOTE: An offeror holding another current GSA MAS contract must ensure that the GSA Advantage file is posted and is current, accurate, and complete, prior to submitting an offer under this Schedule.**

**Other Pending GSA MAS Offers**

The offeror does not have any other current GSA MAS offers being evaluated by GSA.  
  
 OR

The offeror has one or more GSA MAS offers under evaluation by GSA, as follows:

Schedule(s) offered:  
  
The GSA Contract Specialist(s) evaluating the offer (name and phone number):

**Financial Statements for Previous 2 Years**

Financial statements (including both a balance sheet and an income statement) for the past two years are attached.

The firm has experienced net losses in one of the two past years, or has other negative financial information (delinquent taxes, active suits or liens, etc.). The offeror has attached a detailed explanation regarding the negative financial information and what if any steps have been taken or are being taken to address the situation (attach explanation to this document).

**NOTE: Personal or corporate income tax documents, or a GSA Form 527, are not acceptable to submit in lieu of standard financial statements. Audited financial statements are preferred, but GSA will consider unaudited statements if it is not the firm’s commercial practice to obtain audited financial statements.**

**NOTE: GSA may require an offeror whose financial statements indicate the firm does not have adequate financial resources to perform under a resultant contract to submit additional financial information for GSA’s review, such as proof of existing lines of credit, or completion of documents in conjunction with a pre-award financial review by GSA’s Finance Center. The GSA contract specialist evaluating the offer will notify the offeror if additional financial information is required and will specify the information required.**

**Subcontracting Plan**

The offeror has represented it is a small business for all SIN(s)/NAICS offered and a subcontracting plan is not required.   
  
OR

The offeror has represented it is an “other than small business” and a subcontracting plan is required. The subcontracting plan has been completed in eOffer.   
  
Note: Nonprofit organizations and educational institutions, regardless of the number of employees or annual revenues, are advised of the requirement to submit a Small Business Subcontracting Plan (see Clause 552.219-72). The Government will review each plan to assure it is consistent with the provisions of this clause. Subcontracting plans are subject to negotiations along with the terms and conditions of any contract resulting from this solicitation. The offeror's subcontracting plan must be approved by the Contracting Officer prior to award.

**SECTION II: TECHNICAL PROPOSAL**

**Complete this form and all attachments as required in the instructions below and submit to GSA eOffer.**

**Factor 1: Corporate Experience -- Not to Exceed Two (2) Pages**

**Briefly Address Each Element Below.   
  
Note: Offerors are required to have a minimum of two years corporate experience in order to meet the Corporate Experience requirements. Offers that do not demonstrate two years of corporate experience will be rejected.**

1. **Number of Years of Corporate Experience in Providing the Services Described Under this Schedule, Regardless of the Specific Services Being Proposed – A Minimum of Two (2) Years of Corporate Experience is Required:**
2. **Organization’s Number of Employees, Experience in the Field, and Resources Available to Enable It to Fulfill Requirements:**
3. **Brief History of the Offeror’s Activities Contributing to the Development of Expertise and Capabilities Related to this Requirement:**
4. **Information that Demonstrates the Offeror’s Organizational and Accounting Controls:**

1. **A Description of the Resources Presently In-House or the Ability to Acquire the Type and Kinds of Personnel/Services Proposed:**
2. **A Description of How the Offeror Will Market the Proposed Services to Federal Clients:**
3. **A Discussion Regarding the Intended Use of Subcontractors.**

**Factor 2: Past Performance**

Offeror shall order and obtain a Past Performance Evaluation from Open Ratings Inc. (ORI). The Past Performance Evaluations are valid for a period of one year from the date of issuance by ORI. The submission of an evaluation issued more than one year prior to the date of proposal submission will result in rejection of the proposal.The order form must be completed with a minimum of six (6) customer references submitted. A “customer reference” is defined as a person or company that has purchased relevant services from the offeror. The offeror is advised to use references from projects involving services related to this solicitation and/or those performed under NAICS code(s) applicable to the proposed services.

The offeror shall submit one (1) copy of the completed Past Performance Evaluation and one (1) copy of the order form with its proposal. **Failure to submit the order form and the completed evaluation with the offer will reject in rejection of the proposal.**

The offeror shall address any negative feedback for each of the feedback categories contained in the ORI report, to include actions taken to minimize the problems that resulted in the negative feedback:

**Factor Three: Quality Control – Not to Exceed Two (2) Pages**

**Submit one narrative regardless of the number of SINs offered. Address each of the following items to demonstrate the offeror’s capabilities in satisfying all underlying requirements listed below.**

1. **Describe the Internal Review Procedures Which Facilitate High Quality Standards:**

1. **Identify the Individuals Responsible for Ensuring Quality Control.**

1. **State Whether or Not Subcontractors are Used and, if so, Describe  
   the Quality Control Measures Used to Ensure Acceptable Subcontractor Performance:**

1. **Describe How Potential Problem Areas and Solutions are Handled:**

1. **Describe the Procedures for Ensuring Quality Performance When Meeting Urgent Requirements.**

1. **Describe How Quality Control Will be Managed When Completing Multiple Projects for Multiple Agencies Simultaneously:**

**Factor Four: Relevant Project Experience -- Limit of four (4) pages per project experience (excluding SOW)**

**Complete one form for each project submitted (copy form below and paste additional forms as needed). Projects supporting multiple SINs may be submitted, but must describe specific work and dollar value related to each SIN. Two projects are required for each SIN offered. A complete Statement of Work (SOW) must be included with each project and must be clearly marked to depict which project the SOW is intended to support. The SOW is the document issued by the customer/client that describes the services and specific tasks required, and any specific personnel/labor categories required.**

**Project Experience forms are not required for Ancillary Products and Services.**

**Substitution for Relevant Project Experience: If project experience does not exist, the offeror may substitute relevant projects of predecessor companies or key personnel who will be performing major aspects of the work. If the offeror chooses to make such a substitution, the project description narratives must clearly identify the entity and/or key personnel that performed the services. When substituting for project experience, the project SOW(s) must be attached.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Experience No. (1, 2, 3, etc.)** | **SIN(s) to which this project applies:** | | **Specific services being proposed under the SIN(s):** |
| **This project was completed within the last two years OR**          **Note: Projects that were completed more than two years prior to the date of the offer submission will not be accepted by the Government.** | | **This project is an ongoing contract with a base year and option years, or is a multi-year task order. At a minimum, the base year or first year has been completed.**    **Note: Projects that are in their base or first year and that year is incomplete as of the date of the offer submission will not be accepted by the Government.** | |
| **Customer/Client Name:** | |  | |
| **Project Name/Contract Number:** | |  | |
| **Customer Point of Contact (POC) for Project:** | |  | |
| **POC's Current Phone Number and Email:** | |  | |
| **Project Performance Period (include months/years):** | |  | |
| **Dollar Value of the Entire Project:** | |  | |
| **Dollar Value Received for the Work Performed Relevant to the SIN(s) Offered:** | |  | |
| **Brief Summary Of Project:** | |  | |
| **You must attach the Statement of Work (SOW) for each project and cross reference each SOW to each Project Experience Number.**  **Project Narrative:  A. Detailed Description of SIN relevant work performed and results achieved:**  **(Note: Helpful to link to specific tasks cited in the attached Statement of Work)**  **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. Describe how the work performed is similar in scope and complexity to that described in the Statement of Work (Part I of the Solicitation).**  **F. Demonstration of specific work experience and/or special qualifications detailed in the Statement of Work (Part I of this solicitation).** | | | |

**SECTION III: PRICE PROPOSAL**

**Complete this form and all attachments as required in the instructions below and submit to GSA eOffer.**

**GSA’s Pricing Goal**

Offeror acknowledges GSA’s pricing goal is to obtain equal to or better than the offeror’s Most Favored Customer pricing under the same or similar terms and conditions. Pricing that is not determined by the Government to be highly competitive will not be determined to be fair and reasonable and will not be accepted.

**Price Proposal List (PPL) template**

Offeror has submitted into the eOffer system a completed copy of the Price Proposal List template, in Microsoft Excel format, that includes all offered labor categories/services, classes, and/or products, and certifies that all information provided is current, accurate, and complete. Offeror acknowledges that all prices submitted are fully burdened rates inclusive of all cost factors (e.g., direct costs, indirect costs, G&A, profit, and IFF).

**NOTE: GSA will reject offerors where it is apparent, through supporting documentation or significant mathematical errors that the Price Proposal List template is not current, accurate, or complete.**

**Pricing Documentation**

Offeror has submitted pricing documentation for each and every proposed service/product (e.g., every labor category, percentage based fee, etc). Supporting documentation may consist of published and publicly available commercial catalogs/price lists, copies of invoices, contracts, quote sheets, etc. There must be a clear and relevant relationship between the supporting document and the proposed price it is meant to substantiate. Each supporting document must be clearly labeled with the name of the corresponding proposed product/service.

**NOTE: GSA will reject offers that do not include clear and relevant pricing documentation, or that indicate the Price Proposal List template is not current, accurate, and complete.**

**Fair and Reasonable Pricing Narrative**

**Offerors must select only ONE of the following:**

The prices offered to GSA are equal to or better than the offeror’s designated Most Favored Customer(s), and there are no commercial sales deviations that would result in a commercial customer receiving rates lower than the offered GSA rates.

OR

The prices offered to GSA are not equal to or better than the price offered to the firm’s designated Most Favored Customer(s), and a narrative is provided below that fully explains the offeror’s rationale for proposing higher rates than those provided to the Most Favored Customer(s), and demonstrates why the GSA price is still fair and reasonable. Any deviation from an offeror’s commercial sales practices is explained including the circumstances surrounding and frequency of the deviations.

**Narrative:**

**Economic Price Adjustment**

**Offerors must select one method below to apply to a resultant contract:**

Offeror maintains a dated Commercial Price List (that is, a price list of all services/products offered and available to the public, which is posted on the firm’s website or in a published catalog). The offeror acknowledges that economic price adjustments under a resultant contract will be tied to clause   
552.216-70, Economic Price Adjustment – FSS Multiple Award Schedule Contacts (ALTERNATE I).   
  
OR

Offeror maintains commercial market pricing and requests that economic price adjustments under a resultant contract will be tied to clause I-FSS-969 – Economic Price Adjustment – FSS Multiple Award Schedule, paragraph (b) (1) (adjustments based on escalation rates negotiated prior to contract award). The requested annual escalation rate is \_\_\_% (not to exceed solicitation maximum identified in paragraph (d)(4) of the clause). The offeror has submitted pricing spreadsheet(s) showing the requested annual escalation rates for the base contract period and all option years. The offeror certifies that the annual escalation rate requested conforms to its historic pricing escalation practices and agrees to provide the Government additional supporting documentation to validate requested escalation rate, if required.

OR

Offeror maintains commercial market pricing and requests that economic price adjustments under a resultant contract will be tied to clause I-FSS-969 – Economic Price Adjustment – FSS Multiple Award Schedule, paragraph (b) (2) (adjustments based on agreed-upon publically available market indicator. The requested publically available market indicator is **[offeror insert information here]**.

**NOTE: For professional services, the most commonly used market indicator is the Bureau of Labor Statistics Employment Cost Index (ECI), Table 5: Compensation – Not Seasonally Adjusted – Employment Cost Index for Total Compensation, for Private Industry Workers, by Occupational Group and Industry. Offerors may access the current BLS ECI at** [**www.bls.gov**](http://www.bls.gov)**, and searching for “ECI” or “Employment Cost Index.”**

**NOTE: When proposing economic price adjustments based on an agreed-upon market indicator, offerors are advised to identify the occupational group or industry that is most relevant to the services covered by this solicitation.**

**Travel**

Offeror acknowledges that any travel will be handled in accordance with clause C-FSS-370, Contractor Tasks/Special Requirements. The offeror acknowledges that costs for transportation, lodging, meals and incidental expenses incurred by the contractor in performance of specific task orders are allowable subject to limitations contained in the Federal Travel Regulation and/or Joint Travel Regulations. Costs pertaining to travel are **not** included in the prices offered, and will be offered at the task order level only as applicable.

**Commercial Sales Practices Format (CSP)**

Offeror has completed the CSP in eOffer, in accordance with instructions provided. CSP includes a discussion of any deviations to commercial pricing offered.

**Rationale for Estimated Sales**

The CSP requires the offeror to identify estimated sales under a resultant contract. Provide a brief explanation below as to how the offeror arrived at its estimated sales (for example, based on prior or current federal sales, or realistic expectation of sales if no prior or current federal sales exist).

**Narrative:**

**NOTE: GSA will reject offers that do not include a complete and accurate CSP.**

**Domestic and Overseas Rates**

**Offerors must select only ONE of the following:**

Offeror is offering domestic rates only and does not intend to perform any services outside the United States.  
  
OR

Offeror is offering the same prices for labor categories/training/products offered regardless of whether they are domestic or overseas.  
  
OR

Offeror is offering separate rates for domestic and overseas work and has labeled the pricing spreadsheets accordingly and has included them in the offer.

**NOTE: When offering rates which depend on where the work is performed, it must be supported through the submission of supporting price documentation.**

**Customer Facility or Contractor Facility**

**Offerors must select only ONE of the following:**

Offeror is offering one set of rates that applies whether work is performed at the Customer’s Facility or Contractor’s Facility.  
  
OR

Offeror is offering separate rates for work performed at the Customer’s Facility or Contractor’s Facility and has labeled the pricing spreadsheets accordingly. The pricing spreadsheets are included in the offer.

**NOTE: When offering rates which depend on where the work is performed, it must be supported through the submission of supporting price documentation.**

**Labor Category Descriptions**

**Offerors must select only ONE of the following:**

Offeror has submitted a list of all offered labor categories, which matches all offered labor categories identified in the Price Proposal List template, and provides a detailed position description for each labor category. All offered position descriptions include functional responsibilities, minimum years of experience, minimum educational/degree requirements, and any applicable training or certification requirements. If it is the Offeror’s commercial practice to substitute experience for education, the offeror has submitted the methodology in use.   
  
OR

Offeror is not offering any labor categories; however, any fixed-priced services, products, or training courses offered contain a detailed description of all elements covered in the offered price.

**NOTE: GSA will reject offers that do not include detailed position, service, or product descriptions that match the items depicted on the Price Proposal List template.**

**Professional Compensation Plan**

Offeror has completed and included in its offer a Professional Compensation Plan in accordance with Clause 52.222-46, Evaluation of Compensation for Professional Employees.

**NOTE: Individual compensation disclosure is not required. Submission of general compensation practices printed in an employee handbook is often sufficient.**

**Uncompensated Overtime**

Offeror has included in its offer a copy of the offeror’s policy that addresses uncompensated overtime in accordance with clause 52.237-10 (see the document entitled Regulations Incorporated by Reference for the full text of this clause).

**Repair and Alternations (Only Applicable to Solicitations 03FAC and 874 V)**

Offeror has read the applicable clauses and acknowledged it will comply with the clauses should any task orders be placed against a resultant contract for these services.

**Service Contract Act:**

Offeror has read and acknowledges the requirements pertaining to the Service Contract Act (SCA) pursuant to clauses 52.222-41, 52.222-42, 52.222-43, and 52.222-49, but is not offering any labor categories/services that are covered by the Department of Labor Directory of Service Occupations. The offeror understands its obligations to compensate its employees in accordance with the prevailing wage determination for any work performed by any of its employees under a resultant contract or task order placed against the contract for services covered by the Service Contract Act.

OR

Offeror has read and acknowledges the requirements for Service Contract Act (SCA) pursuant to clauses 52.222-41, 52.222-42, 52.222-43, and 52.222-49, and further verifies that all prices offered for labor categories/services covered by the SCA meet or exceed the SCA wage determination base rates and fringe benefits for the areas included in the geographic scope of the contract under the contract (i.e., nationwide). Offeror further acknowledges that it is required to comply with applicable SCA wage determinations and fringe benefits regardless of the price proposed and awarded on any resultant Schedule contract.

AND

Offeror acknowledges that, upon award of a Schedule contract, it must comply with the base rate and fringe benefit rate requirements of the prevailing SCA wage determination (WD) Revision Number incorporated into the Schedule contract. No prevailing rate WD may be incorporated into a task order as the order may then be in conflict with the Schedule contract terms and conditions. However, WDs based on collective bargaining agreements (CBAs) may be incorporated into a task order if the task order is found to be a successor contract as used in FAR Subpart 22.10; a CBA WD would be applicable only to the task order it is incorporated into and no other orders under that Schedule contract.

**SCA Eligible Labor Categories**

In the Price Proposal List template, the Offeror has indicated proposed labor categories/services which are subject to the SCA by placing a double asterisk (\*\*) next to the labor category name/service.

**SCA Matrix**

Utilizing the table below, identify the SCA eligible labor category/service proposed (must match what was identified in the Price Proposal List template) and the SCA Equivalent Code and Title from the Department of Labor’s SCA Directory of Occupations that corresponds to the labor category/service.

| **SCA Eligible Labor Category/Service\*\*** | **SCA Equivalent Code & Title** | **Applicable Wage Determination** |
| --- | --- | --- |
| Example: Clerk | 01115 General Clerk I |  |
| Example: Driver | 31361 Truck Driver, Light Truck |  |
|  |  |  |

\*\* NOTE: If the vendor is offering services that are SCA-Applicable (example: foreign language translation or interpretation services) but not offering a specific labor category for those services, please insert the SCA applicable service in this column rather than a labor category title.

**SCA Eligible Labor Categories Economic Price Adjustment**

Offer acknowledges that all price adjustments for the base contract period and all options exercised shall be in accordance with clause 52.222-43, Fair Labor Standards Act and Service Contract Act Price Adjustment (Multiple Year and Option Contracts). When a modification is issued to all contract holders incorporating a revised index of wage determinations, contractors shall notify the Contracting Officer of any increase/decrease claimed under clause 52.222-43 within 30 calendar days after receipt of the modification.

In addition to clause 52.222-43, the economic price adjustment method the offeror selected in the Economic Price Adjustment section above will apply.