

Aircrew and Maintenance Training (A&MT)

338th Enterprise Sourcing Squadron

Solicitation: FA300222R0012

Due Date: Jan 31, 2022 at 11:00 AM EST



Contracting Officer: Dawn Cavallo
Contract Specialist: Matthew Woolstenhulme
338 ESS/PKB - Jan 02, 2022



Purpose

Agency	The Office of the Chief Administrative Services Officer (OCASO)
Department	Federal Trade Commission
Opportunity Title	Aircrew and Maintenance Training (A&MT)
Ref# and/or Solicitation#	FA300222R0012 / RFQ1561140
Govt. Solicitation Link	https://www.ebuy.gsa.gov/
Contract Vehicle	GSA
Opportunity Status	RFP
RFI/RFP Release Date	Jan 06, 2022
RFI/RFP Due Date	Monday, January 31, 2022 at 11:00 AM (ET)
Questions Due Date	Thursday, January 15, 2022 at 12:00 PM (ET), Submit any questions regarding this solicitation via email to Dawn Cavallo at dcavallo@ftc.gov and Matthew Woolstenhulme at mwoolstenhulme@ftc.gov with subject line Project and Management Support Services - Questions”.
Current Set-Aside	small business
FTEs	TBD
Contract Type	labor hour contract
Period of Performance (BY + OY)	one-year (12-month) base contract, with four one-year (12-month) option periods. The anticipated start date is September 2, 2022.
Place of Performance	The place of performance for all on-site work is: FTC - Headquarters FTC - Constitution Center 600 Pennsylvania Ave., NW 400 7th Street, SW Washington DC 20580 Washington DC 20024



Point of Contacts

- **Contracting Officer**
 - **Lori A. Robarge**
lori.robarge@us.af.mil

- **Contract Specialist**
 - **Scott A. Springer**
scott.springer.5@us.af.mil

*ALL COMMUNICATION MUST FLOW THROUGH
THE CONTRACTING OFFICER*



A&MT Requirement

- **Commercial Training on commercial off-the-shelf (COTS) configured airframes**
 - Airframes are listed by categories in Appendix A of Performance Work Statement (PWS)
 - Individual Task Order (TO) will identify the airframe category
 - TO may or may not allow for substitution of a specific airframe
- **Aircrew training shall be provided in accordance with (IAW) FAA standards**
- **Maintenance training shall be accomplished IAW OEM technical guidance, FAA regulations, and manufacturer specifications**
- **Place of Performance may be CONUS or OCONUS**
 - If not specified in TO, contractor may select place of performance



Request for Proposal (RFP)

- 100% Small Business Set-Aside Request for Proposal (RFP)
- Multiple Award Indefinite Delivery Indefinite Quantity (IDIQ)
- Proposals due: Jan 31, 2022 @ 1100 CST
- Questions, concerns and/or request for clarification due: Jan 15, 2022
 - The Government may not respond to submissions past the deadline
- Proposal acceptance period: 180 calendar days from due date of receipt of proposals
- RFP is on SF1449 with Addendums to 52.212-1 and 52.212-2

READ THE RFP



Request for Proposal (RFP)

- Performance Period 10 years

Contract Period	Performance Period
Base Year	04 Nov 2022 - 03 Nov 2027
Option Year 1	04 Nov 2027 - 03 Nov 2030
Option Year 2	04 Nov 2030 - 03 Nov 2031
Option Year 3	04 Nov 2031 - 03 Nov 2032

*All dates are tentative and will update upon award

**Exercise of an option is sole discretion of the Government

- Government Obligation to Order
 - Minimum: \$2,500 (met with the issuance of first TO)
 - Maximum: \$194,500,000
 - TO minimum: \$2,500
 - TO maximum: \$15,000,000



Request for Proposal (RFP)

- Attachment 1- Addenda to 52.212-1
- Attachment 2- Addenda to 52.212-2
- Attachment 3- Performance Work Statement (PWS)
- Attachment 4- Ordering Guide
- Attachment 5- Technical Subfactor 2
- Attachment 6- Technical Subfactor 3
- Attachment 7- Past Performance Information
- Attachment 8- Past Performance Questionnaire

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Evaluation Criteria

- Reference FAR 52.212-1, Instruction to Offerors-Commercial Items & Addenda and FAR 52.212-2, Evaluation- Commercial Items & Addenda
- Basis for Award: All evaluation factors and sub-factors will be measured on an acceptable/unacceptable
 - Factor 1: Solicitation Compliance
 - Factor 2: Technical
 - Sub-factor 1: Obtain aircraft and simulators
 - Sub-factor 2: Specialized Undergraduate Pilot (SUPT)
 - Sub-factor 3: Maintenance Training
 - Factor 3: Past Performance
- Any Offeror with a rating of “acceptable” in all three factors, and who has been determined responsible. Will be considered a qualifying Offeror IAW FAR 2.101



Addenda to FAR 52.212-1, Instruction to Offerors

- **Proposals shall consist of three (3) separate volumes**
 - **Volume I - Solicitation Compliance**
 - **Volume II - Technical**
 - **Volume III - Past Performance**
- **Evaluations will be conducted IAW the addenda to 52.212-2 Evaluation - Commercial Items**
 - **Step 1: Solicitation Compliance Evaluation**
 - **Step 2: Evaluate Technical Acceptability**
 - **Step 3: Evaluate Past Performance**

*READ THE RFP
It's the checklist for your proposal*



Addenda to FAR 52.212-1, Instruction to Offerors

- Electronic Proposals shall be sent to the CO and CS
 - ***Emails larger than 10MB will be blocked by the Government server***
 - Offer must request and obtain an acknowledgement of receipt for the electronic submission
- The proposal shall be clear, concise, and include sufficient detail for effective evaluation and for substantiating the validity of stated claims.
- Glossary of Abbreviations and Acronyms (do not count towards page limit)



Addenda to FAR 52.212-22, Evaluation - Commercial Items

- Basis for Award
- The Government intends to make an award to each and all qualifying
- All evaluation factors and subfactors will be measured on an acceptable/unacceptable basis
 - To be considered a successful, an Offeror must have an “acceptable” rating in all three factors
- *The Government reserves the right to award without discussions*
- If discussions are held, Offeror responses to Evaluation Notices (ENs) and the Final Proposal Revision (FPR) request will be considered in making the source selection decision.
- A rating of “Acceptable” for Volume I is a prerequisite to have Volume II evaluated. A rating of “Acceptable” for Volume II is a prerequisite to have Volume III evaluated.



Addenda to FAR 52.212-1 and 52.212-2



Volume I/Factor 1: Solicitation Compliance

Factor 1: Solicitation Compliance

Instructions to Offerors Addenda to FAR 52.212-1

Evaluation Criteria Addenda to FAR 52.212-2

Volume I - Solicitation Compliance

Volume I - Solicitation Compliance

The Offeror shall provide a response to a RFP. The response shall include:

1. Include signed Standard Form 1449 (SF1449)
2. Include signed copies of all Standard Form 30(SF30) with Blocks 15A-15C completed, for any/all amendments
3. Include completed provision at 52,212-3, Representation and Certifications-Commercial Items and shall be registered in System for Award Management (SAM) Registration
4. Include index for the proposal for all Volumes
5. Does not exceed allotted page counts limitations stated in Volumes II and III
6. Signed letter vice-president level or equivalent or higher, that identifies the individual(s) with the authority to obligate, negotiate or otherwise bind your company to the resulting contract and, if necessary, future contract modifications.
7. Response to 52.209-5, Certification Regarding Responsibility Matters
8. Identify exceptions taken to the terms and conditions or any other requirements of this RFP

The Offeror's provide a detailed response which meets all of the solicitation compliance minimum requirements.



Volume I/Factor 1: Solicitation Compliance

TABLE 1 - TECHNICAL RATINGS

Rating	Description
ACCEPTABLE	Proposal meets the minimum requirements of the solicitation.
UNACCEPTABLE	Proposal does not meet the minimum requirements of the solicitation.



Volume II/Factor 2: Technical Subfactor 1

Subfactor 1: Obtain Aircraft and Simulators

Instructions to Offerors Addenda to FAR 52.212-1

Evaluation Criteria Addenda to FAR 52.212-2

Volume II - Technical - Obtain Aircraft and Simulators

The Offeror shall provide technical volume with detailed information which demonstrates the capability to gain access to aircraft from PWS Appendix A, Aircraft Categories A, B, C and D, as well as both simulator & aircraft for categories E and G. The technical volume shall include for each category, at a minimum:

1. Aircraft model(s) obtained for each category above
2. Identify how access will be obtained (in-house, lease- back, etc) for each category of aircraft and simulator required above. If by subcontract, include vendors name.

This technical subfactor response may use a matrix for illustration and brevity but must be no more than two (2) pages in length.

Volume I - Volume II - Technical - Obtain Aircraft and Simulator

The Offeror's proposal demonstrates the contractor's ability to gain access to aircraft from categories A, B, C and D, as well as both simulator & aircraft for categories E and G, IAW PWS Appendix A, Aircraft Categories.



Volume II/Factor 2: Technical Subfactor 2

Subfactor 1: Obtain Aircraft and Simulators

Instructions to Offerors Addenda to FAR 52.212-1

Evaluation Criteria Addenda to FAR 52.212-2

Volume II - Technical - SUPT

Volume II - Technical - SUPT

The Offeror shall provide a proposal to a Fair Opportunity Proposal Request (FOPR) on a sample task order Statement of Work (SOW) for SUPT IAW PWS Section 2.1 and student support services IAW PWS Section 3.1.11. The sample FOPR is Attachment 05 to this RFP. The response shall include a detailed proposal to meet minimum requirements as outlined in the SOW. The proposal shall cover, at a minimum, the following:

1. Technical approach and descriptive narrative of the contractor's understanding of the requested Scope of Work to include Final Service and Criteria for Completion
2. Training Timeline/Schedule, to include breakout of flight, simulator, and academics for aircrew training along with aircraft availability timeline
3. Key personnel assigned
4. Student Support Service for IMS to include lodging, meals, transportation, medical, etc.
5. Teaming Arrangement (including subcontracting) Deliverables IAW with the PWS and SOW to include Training Mitigation plan and COVID protocols
6. All assumptions and exceptions shall be identified in a separate section with a numbered list

The Offeror's sample task order proposal meets all of the sample task order minimum requirements IAW PWS Sections 2.1 and 3.1.11 and Addendum to FAR 52.212-1 Paragraph A.i.2.b.



Volume II/Factor 2: Technical Subfactor 3

Subfactor 1: Obtain Aircraft and Simulators

Instructions to Offerors Addenda to FAR 52.212-1

Volume II - Technical Proposal - Maintenance Training

The Offeror shall provide a Contractor Statement of Work (CSOW) to a FOPR on a sample task order SOO C-208 aircraft maintenance training IAW PWS Paragraph 2.2.2. The sample task order SOO is attachment 06 to the RFP. The response shall include CSOW to meet minimum requirements as outlined in the SOO. The CSOW shall cover, at a minimum, the following:

1. Scope of Work
2. Task Objectives
3. Training Requirements
4. Training Timeline/Schedule
5. Training Capacity
6. Place of Performance
7. Task Order Period of Performance
8. Pricing Sheet completed (example attached to sample task order SOW This technical subfactor response to the RFP must be no more than twenty (20) pages in length

Evaluation Criteria Addenda to FAR 52.212-2

Volume II - Technical Proposal - Maintenance Training

The Offeror provided a detailed CSOW, which meets all of the minimum requirements in the sample task order SOO c-208 aircraft maintenance training IAW PWS Sections 2.2.2 and Addendum to FAR 52.212-1 Paragraph A.i.2.c..



Volume II/Factor 2: Technical

TABLE 1 - TECHNICAL RATINGS

Rating	Description
ACCEPTABLE	Proposal meets the minimum requirements of the solicitation.
UNACCEPTABLE	Proposal does not meet the minimum requirements of the solicitation.



Volume III/Factor 3: Past Performance

- The Past Performance Volume shall be organized according to the following general outline:
 - Table of Contents
 - Past Performance Information (PPI)
 - RFP Attachment 07 - Past Performance Information
 - RFP Attachment 08 - Past Performance Questionnaire
 - Subcontractor Letters of Consent
- Utilize PPI sheets to submit information on no more than four (4) **recent** contracts the Offeror considers most **relevant**
 - **Recent** is defined as work performed during the five (5) years preceding with at least 90 days of performance
 - **Relevant** is defined by three (3) subtopics, each with four (4) supporting criteria (see next slide)



Volume III/Factor 3: Past Performance

- **Relevance (three (3) subtopics, each with four (4) supporting criteria)**
 - **Training**
 - **Administration**
 - **Student Support**
- **Letters, metrics, customer surveys, independent surveys, etc., may be provided as part of the PPI and is limited to six (6) pages.**
- **The Government may collect additional references from other sources during the evaluation of past performance.**
- **The contractor shall have their customer fill out the Questionnaire and have them submit directly to the POC for this Solicitation by the response date. Questionnaires received from the Offeror, will not be considered/reviewed.**



Volume III/Factor 3: Past Performance

- **Subcontractor Letter of Consent.** Past performance information, pertaining to a subcontractor cannot be disclosed to the prime Offeror without the subcontractor's consent. Proposals must include a Subcontractor Letter of Consent executed by each subcontractor, teaming partner, or joint venture partner, that will perform major or critical aspects of the requirement, consenting to the release of their past performance information to the prime contractor.
- **Recency**
 - As assessment of the past performance information will be made to determine if it is recent. To be recent, the effort must have been performed during the five (5) years preceding the date of issuance of this solicitation, to include at least 90 days of documented performance during the five (5) year period.



Volume III/Factor 3: Past Performance

Past Performance Relevancy Table 3A - Training To be considered relevant, past performance is demonstrated in 3 or more of the 4 criteria below

Rating	DESCRIPTION
Relevant	To be considered relevant, past performance is demonstrated in 3 or more of the 4 criteria below
Not Relevant	To be considered not relevant, past performance is demonstrated in less than 3 out of the 4 criteria below
	<ul style="list-style-type: none">A. Past performance providing aircrew flight and/or simulator training that meets FAA Part 61, 141, or 142, or aircraft maintenance training that meets 14 CFR Part 147B. Past performance providing OCONUS aircrew or OCONUS aircraft maintenance trainingC. Past performance providing multiple classes with multiple students per class simultaneouslyD. Past performance graduating students on time



Volume III/Factor 3: Past Performance

Past Performance Relevancy Table 3A - Training To be considered relevant, past performance is demonstrated in 3 or more of the 4 criteria below

Rating	DESCRIPTION
Relevant	To be considered relevant, past performance is demonstrated in 3 or more of the 4 criteria below
Not Relevant	To be considered not relevant, past performance is demonstrated in less than 3 out of the 4 criteria below
	<ul style="list-style-type: none">A. Past performance providing qualified management, support staff, and infrastructure to meet contract requirementsB. Past performance providing qualified aircrew instructors IAW FAA Part 61, 141, or 142, or aircraft maintenance instructors who meet 14 CFR Part 147C. Past performance following International Traffic in Arms Regulation, foreign disclosure, or Third Party Transfer guidance as implemented in the Arms Export Control ActD. Past performance managing multiple simultaneous subcontracts



Volume III/Factor 3: Past Performance

Table 4 - Past Performance Acceptable/Unacceptable Ratings

RATING	DESCRIPTION
ACCEPTABLE	Based on the Offeror's performance record, the Government has a reasonable expectation that the Offeror will successfully perform the required effort, or the Offeror's performance record is unknown.*
UNACCEPTABLE	Based on the Offeror's performance record, the Government does not have a reasonable expectation that the Offeror will be able to successfully perform the required effort.



Volume III/Factor 3: Past Performance

- *** In the case of an Offeror without a record of relevant past performance or for whom information on past performance is not available or so sparse that no meaningful past performance rating can be reasonably assigned, the Offeror may not be evaluated favorably or unfavorably on past performance (see FAR 15.305(a)(2)(iv)). Therefore, the Offeror shall be determined to have unknown (or "neutral") past performance. In the context of acceptability/unacceptability, a neutral rating shall be considered "Acceptable."**



Proposal Requirements (High Level)

VOLUME ONE (30 PAGE LIMIT) [RFQ 6.1]

1 TECHNICAL APPROACH [RFQ 6.1.1]

- 1.1 Approach to Achieving All Required Tasks [RFQ 6.1.1.1, PWS 3.2]
 - 1.1.1 Program Management [PWS 3.2.1]
 - 1.1.2 Project Management [PWS 3.2.2]
 - 1.1.3 Application Support [PWS 3.2.3]
 - 1.1.4 Business Process Analysis and Reengineering [PWS 3.2.4]
 - 1.1.5 Requirements Software and Application Engineering Support [PWS 3.2.5]
 - 1.1.6 Business Intelligence & Data Services [PWS 3.2.6]
 - 1.1.7 Communications, Business and Technical Writing [PWS 3.2.7]
- 1.2 Ability to be Flexible and Handle Special Requests [RFQ 6.1.1.2]
- 1.3 Training and Quality Control Plans [RFQ 6.1.1.3]
- 1.4 Transition Approach [RFQ 6.1.1.4]

2 STAFFING PLAN [RFQ 6.1.2]

- 2.1 Key Personnel Resumes (Page Limit N/A) [RFQ 6.1.2.1, PWS 4.2]
 - 2.1.1 Program (Project) Manager (3 Page Limit) [PWS 4.2.1]
 - 2.1.2 Senior Business Analyst (3 Page Limit) [PWS 4.2.2]
 - 2.1.3 Data Analyst (3 Page Limit) [PWS 4.2.3]
- 2.2 Letters of Intent [RFQ 6.1.2.1.b]
- 2.3 Personnel Education, Skills, Experience, Certifications, and Other Qualifications [RFQ 6.1.2.2]
- 2.4 Staffing Levels [RFQ 6.1.2.3]
- 2.5 Organizational Chart [RFQ 6.1.2.4]
- 2.6 Organizational Structure



Proposal Requirements (High Level)

3 TRANSITION PLAN [RFQ 6.1.3]

- 3.1 Identification of the Transition Team [RFQ 6.1.3.1]
- 3.2 Key Personnel and Roles
- 3.3 Key Transition Milestones [RFQ 6.1.3.2]
- 3.4 Potential Risks and Mitigation Strategies, if any
- 3.5 Development of a Transition Schedule [RFQ 6.1.3.3]

4 EXECUTIVE SUMMARY [RFQ 6.1.4]

- 4.1 Traditional Operations and Maintenance Activities
- 4.2 Skills and Experience to Increase Efficiencies and Streamline Processes

5 PAST EXPERIENCE [RFQ 6.1.5]

- 5.1 Past Experience Narrative [RFQ 6.1.5.1]
 - 5.1.1 Experience Narrative #1 – Title
 - 5.1.2 Experience Narrative #2 – Title
 - 5.1.3 Experience Narrative #3 – Title
 - 5.1.4 Experience Narrative #4 – Title
 - 5.1.5 Experience Narrative #5 – Title

VOLUME TWO (10 PAGE LIMIT) [RFQ 6.2]

- 1 COPY OF GSA SCHEDULE PRICING
- 2 ATTACHMENT 9.3 – PRICING SCHEDULE



Request for Proposal (RFP)

- **100% Small Business Set-Aside**
- **Proposals due: Jan 31, 2022 @ 11:00 EST**
- **Questions, concerns and/or request for clarification due: Jan 15, 2022**
- *Fill in the required clauses*

READ THE RFP



QUESTIONS

READ THE RFP