



**DEFENSE THREAT REDUCTION AGENCY
AND
UNITED STATES STRATEGIC COMMAND CENTER
FOR COMBATING WEAPONS OF MASS DESTRUCTION
8725 JOHN J. KINGMAN ROAD, STOP 6201
FORT BELVOIR, VA 22060-6201**

6 December 2016

**SUBJECT: Request for Proposal (RFP) No. HDTRA1-17-R-0002,
Georgia Laboratory Information Management System (LIMS)**

1. General Information:

- a. Request for Proposal (RFP) No. HDTRA1-17-R-0002, Georgia LIMS is hereby issued under the Defense Threat Reduction Agency (DTRA) Combined Synopsis/Solicitation Notice for commercial items prepared in accordance with the format in FAR 12.6, as supplemented with additional information included in this notice. The Statement of Work (SOW) at Attachment 1 represents the overall scope of this task as it is currently understood.
- b. This solicitation will be posted to FBO.
- c. The contemplated work will customize and implement the Laboratory Information Management System (LIMS) software program with modules in English and Georgian language that assist in managing laboratory workflows and information. It will serve as an interoperability platform for the electronic exchange of test orders and results with public health labs (PHLs) at Georgian National Center for Disease Control and Public Health (NCDC) and veterinary laboratories, as well as food safety and plant health at Laboratory of Ministry of Agriculture (LMA). The end user will be the Georgian Government.
- d. Your proposal will address how you will design, implement and sustain a LIMS across the 21 sites.
- e. All correspondence and submissions for this RFP shall only be directed to the Contracting Officer, Ms. Tammy Feige at tammy.feige.civ@mail.mil and the Contract Specialist, Mr. Adam Neiman (Contractor) at adam.s.neiman.ctr@mail.mil.
- f. Submission Deadlines:

The proposal shall be submitted no later than **28 December 2016 at 12 PM EST** in soft copy via email to Adam Neiman and Tammy Feige.

- Questions regarding this request for proposal shall be submitted to Tammy Feige and Adam Neiman no later than **12 PM EST 22 December 2016**.
- All proposals received after the exact time specified for receipt shall be treated as a late submissions and will not be considered except under facts and circumstances allowed by the Federal Acquisition Regulation (FAR).

- g. It is anticipated that notification of award will be made by January 16, 2017.
- h. The Government intends to award a single Firm Fixes Price (FFP) contract using FAR Part 12, Acquisition of Commercial Item, & FAR Part 13, Simplified Acquisition Procedures. The Government will evaluate all proposals independently and select the proposal providing the best value to the Government.

2. Submission Instructions:

- a. Proposal Organization:

The Offeror shall prepare the proposals as specified below:

Volume	Title	Original	Page Limit
I	<p>Factor A: Management and Technical Approach</p> <p>Factor B: Past Performance</p>	1	35 Total
II	Factor C: Price	1	Unlimited

- b. Submission Instructions:

- Do not include any pricing information in Volume I.
- The cost volume must lend itself to review and analysis, by providing, to the maximum extent possible, supporting documentation for pricing(e.g. quotes from vendors, number of people).
- Include formulas and working links to show the calculations in the price volume in order to demonstrate how the Offeror arrived at its total price. Failure to do so may render the proposal not compliant and not responsive to this RFP.
- The Offeror shall not embed sound or video (e.g., MPEG) files into the proposal files.
- Use of self-extracting archive files (e.g., ZIP files) is allowed.

- c. Offerors are responsible for ensuring electronic copies are virus-free Pages.

Offerors shall:

- Use 8.5 X 11 inch paper.
- Only use Times New Roman font.
- Use font sizes no less than 12 point.
- Use font sizes no less than 10 point for lettering within tables, charts, graphs, and figures. Offerors may use a font other than Times New Roman for tables, charts, graphs and figures as long as they are legible. Tables, charts, graphs or figures shall be used for illustrative purposes and not used in lieu of main proposal text.
- Have margins of at least one inch on all four sides of each page (proprietary statements, security markings, and page numbers may be in the margin).
- Pages shall be numbered sequentially by volume.

d. Page count:

- Pages exceeding the limitations will not be read or considered in the evaluation.
- Each side of an 8.5 X 11 inch page with printed text will count as one page.
- Each side of an 11 X 17 inch page with printed text will count as two pages.
- Schedule is limited to 10 pages when using an 8.5 X 11 inch page (or limited to 5 pages when using 11 X 17 inch page).
- All pages are counted for Volume I except for the following:
 - Cover Pages
 - Tables of Contents
 - List of Acronyms/Abbreviations
 - Glossaries
 - Lists of Figures, Tables, and Drawings
 - Tabs and Dividers
 - Blank Pages
 - Organization Charts
 - Resumes

3. Proposal Instructions:

a. Volume I – Mission

Capability

(i) **Factor A – Technical and Management Approach**

(a) Subfactor 1 – Technical

- 1) Describe the software you intend to implement, the installation process and usability of the program. Explain how the license or rights agreement works and how updates/upgrades will be performed during post implementation and sustainment.
- 2) Describe how you will train lab staff and administrators on how to use software.
- 3) Provide a schedule for your approach.

(b) Subfactor 2 - Management

- 1) Submit a staffing plan with all relevant labor categories/skills. Describe how you will recruit the required personnel or state that the

capabilities are all in house. If using a subcontractor or other than teaming partners describe your selection process and the subcontractor's capability.

- 2) Describe your approach with implementing and then transitioning this project to the Government of Georgia. Include any challenges or risk you see in execution of the requirements and how you plan to address them.
- 3) Demonstrate that the offeror understands how to work with the Government of Georgia as a end user.

(ii) **Factor B: Past Performance**

The Offeror shall identify up to three (3) relevant past and/or present performance references. Past performance within the preceding five (5) years of the proposal date will be evaluated. The Offeror is requested to have the attached past performance questionnaires completed.

b. **Volume II – Cost/Price**

The Offeror shall include a cover letter inside the cost proposal volume providing:

- The name, title, telephone number, and email address of one primary point of contact and one secondary point of contact through which all correspondence will go.
- A validity statement specifying the length of time for which the proposal is valid.
- Any restrictions or exceptions to terms and conditions.

All cost information shall be addressed **ONLY** in Volume II. The Offeror's proposal shall:

- Show all formulas used in the calculations.
- NOT hide any columns or rows;
- Submit a price that is consistent with the management and technical approach.
- If after receipt of proposals, adequate price competition does not exist, certified cost and pricing data may be required.
- Include a tab that shows summary of price by CLIN.
- Include a tab that shows estimated travel costs.
- Include a tab that shows the initial and reoccurring costs of the software, equipment, and licenses.
- Include a tab that includes misc. costs and labor ODCS (i.e. Wires, materials, paper, projector)
- Include a price narrative that:
 - Identifies all of the Offeror's pricing assumptions used to build the cost estimate.
 - Describe the Offeror's basis of estimate or estimating methodology.
- Delineate the Offeror's:
 - Direct Labor Hours, Labor Categories, wrap rate (and what is included in the wrap rate ie. Profit/fee, G&A, ect), Other Direct Costs (excluding travel), and Travel.
 - Subcontractor costs should be similarly delineated if the subcontract is cost-

reimbursable based. If the subcontractor costs are based on a fixed price contract, the Offeror must explain the entire scope of work (services and/or products) that is included in the subcontract, and

- The Offer must describe the method and basis of selection of the subcontractor (e.g. competition (FAR 52.244-5), trade-off analysis, lowest priced, etc.).
- Not apply fee to Travel.

The Pricing Assumptions document in Attachment 3 may be used in pricing the proposal. Pricing assumptions are provided to facilitate evaluation of proposal only, and are not considered terms and conditions of a resulting contract.

DTRA anticipates using the following Contract Line Item Numbers (CLINs) structure for this contract:

CLIN	ITEM NAME
0001	Implementation
0002	Training/Sustainment
0003	Helpdesk

4. Evaluation factors:

The factors listed below will be considered in the evaluation of the proposals.

Factor A: Technical Approach

- Subfactor A.1 – Technical Approach
- Subfactor A.2 – Project Management Approach
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Factor B: Cost

Factor C: Past Performance

Relative Order of Importance

- Factor A is significantly more important than Factor B.
- All subfactors listed under Factor A are of equal importance.
- Factor B is more important than Factor C.

Contractor selection will be based on an integrated assessment of all the evaluation factors that leads to a best value determination.

Factor A: Technical Approach/Project Management Approach:

The Government will evaluate the effectiveness and efficiency of the Offeror's approach to managing the planning and execution of the project throughout the period of performance, and the offeror's understanding of the technical requirements of the task order through the following subfactors:

Subfactor A.1: Technical approach

The Government will evaluate the Offeror's ability to:

- a. Implement information management systems (IMS) at multiple, geographically dispersed, interconnected sites (please provide minimum three examples). Specific experience in

implementing IMS in the area related to human and/or veterinary disease detection, diagnosis, and reporting systems will be considered a plus.

- b. Provide a logically sequenced schedule for LIMS implementation and sustainment/helpdesk support with critical milestones, as outlined in the SOW.
- c. Provide successful IMS training to users and system administrators (please provide minimum three examples).

Subfactor A.2: Project management

The Government will evaluate the Offeror's ability to:

- a. Provide an effective approach to identifying and retaining personnel with the required experience and qualifications for this effort, particularly the team's individual experience with similar projects in IMS implementation, as demonstrated by resumes of the proposed personnel (especially the key personnel).
- b. Demonstrate an ability to clearly communicate in English and Georgian on technical and programmatic matters, including the outlined approach to effective management, communication, and quality control and assurance (QC&A), as outlined in the SOW.
- c. Demonstrate experience and ability to effectively collaborate with Georgian government agencies and/or international stakeholders.

Factor B: Cost/Price

The Government will evaluate the:

- a. Offeror's price proposal for realism, reasonableness, and completeness. Realism of the proposed price by assessing whether the proposed cost elements are consistent with the Offeror's technical and management approaches.
- b. Reasonableness of the proposed cost/price using the analysis techniques defined in FAR 15.404. The Government will also determine if the Offeror's proposed cost and fee, in nature and amount, do not exceed those, which would be incurred by a prudent company in the conduct of competitive business.
- c. Completeness of each Offeror's cost/price proposal by assessing whether the Offeror provided the required cost data in sufficient detail to fully support the offer and permit the Government to evaluate the proposal thoroughly.

Factor C: Past Performance

The Government will evaluate relevant past performance information submitted by the Offerors and any other information the Government obtains from other sources.

- a. The Government will evaluate past performance that demonstrates the ability to implement software, hardware and related peripheries to Georgian national stakeholders or international stakeholders in health-related information technology systems in the last 5 years, that demonstrates experience with at least two projects that required modifying code to allow different systems to share data and demonstrates the ability to coordinate a successfully implement IT training to the users and system administrators.
- b. The Government will evaluate past performance that demonstrates quality of service provided and excellent customer service.

5. Basis for Contract Award:

The Government intends to award this contract without discussions.

The contract will be awarded to the Offeror who is deemed responsible in accordance with the

Federal Acquisition Regulations (FAR), whose proposal conforms to the solicitation requirements (including all stated terms, conditions, representations, certifications, and all other information required by the solicitation), and is judged, based on the evaluation factors and sub-factors, to represent the best value to the Government, considering both cost and non-cost factors. This may result in an award to a higher-priced Offeror where the decision is consistent with the evaluation factors and the Contracting Officer reasonably determines that the proposal represents the best value to the Government.

The Government intends to award without seeking revised proposals but reserves the right to request revised proposals when the Contracting Officer determines it is in the best interest of the Government.

Sincerely,

Tammy Feige
DTRA Contracting Officer

Attachments: (1) Statement of Work
(2) Equipment List
(3) Contract Clause List
(4) Past Performance Questionnaire