

10 Jun 11

GENERAL INSTRUCTIONS

The font for all Sample TORP proposal parts shall be no smaller than Times New Roman 10.

Each part of the Sample TORP proposal shall be separately tabbed.

Page limitations shall be as stated in the Sample TORP.

PART 1 – UNDERSTANDING OF REQUIREMENTS

In this part, the offeror shall demonstrate its knowledge of the overall Sample TORP requirements, which shall consist of the following information:

Subpart 1A – Key Task Aspects

- Identify of any assumptions upon which the Sample TORP proposal is based and discuss the criticality those assumptions have on the proposed solutions to the TORP requirements.
- Delineate any special requirements applicable to the Sample TROP and/or significant considerations that must be accounted for in order to ensure successful attainment of Performance Work Statement (PWS) objectives.
- Identify any technical and management aspects of the required effort that presents potential risks in terms of successful accomplishment of TORP requirements.

Subpart 1B – Team Composition

- Delineate the overall team structure proposed to accomplish Sample TORP requirements, to include prime contractor and any subcontractors/team members.
- Specify the roles that prime and each subcontractor/team member will serve in performing the task, to include the specific functional area(s) of the PWS that each will perform.
- Identify the basis for team member selection in terms of the capabilities each possess that will enhance task performance.

Subpart 1C – Organizational Conflicts of Interest (OCI)

- Identify any actual, perceived, or potential OCI associated with the Sample TORP effort for the prime and all proposed subcontractors/team members. If none, so state.
- For all identified prime and/or subcontractor/team member OCI's, provide a detailed plan for how the prime contractor/subcontractor/team member will mitigate the conflict without adversely impacting the efficiency and effectiveness of task performance.

10 Jun 11

PART 2 – TASK ORDER APPROACH

In this part, the offeror shall delineate the specific technical and management solutions for accomplishing all Sample TORP requirements, consisting of the following information:

Subpart 2A – Technical Approach

Provide a detailed discussion of the offeror’s planned approach for accomplishing the technical objectives of the PWS, including the specific methodologies that will be employed to satisfy each performance requirement.

Subpart 2B – Risk Mitigation and Special Requirements Management

Discuss the the actions that will be taken to eliminate or mitigate any risks and the steps that will be taken to accommodate any special requirements and/or considerations identified in Part 1A.

Subpart 2C – Management Control

Fully describe the management procedures that will be implemented to control all aspects of task performance, to include (1) approach for communicating specific task requirements and Government technical direction to prime contractor and subcontractor/team member personnel; (2) quality control techniques (i.e., how performance by prime contractor and subcontractor personnel will be monitored and managed to ensure all task objectives are achieved); and (3) methodologies for monitoring, controlling, and reporting the expenditure of task resources (labor hours, labor dollars, travel, and other direct costs).

Subpart 2D –Resource Allocation

- Provide DPPH matrix, to include the proposed Government Labor Categories (GLC) and hours for each GLC by task order period. The matrix shall specify the hours proposed, by month, for each GLC proposed. The Government’s estimated total level-of-effort (LOE) specified in the TORP (if applicable) is only provided for INFORMATIONAL PURPOSES; however, it is the offeror’s responsibility to ensure the actual proposed LOE and labor mix allocation is consistent with its proposed technical approach. No pricing information shall be included in this matrix, but shall be consistent with the labor hour information provided in the pricing portion of the TORP proposal. The DPPH matrix shall be submitted in MS Excel format.
- Discuss any anticipated travel, other direct cost, or GFP requirements, over and above that specified by the Sample TORP, applicable to the proposed task approach. Provide detailed rationale as to why each is needed. Include the estimated additional costs of these items in the cost portion of the Sample TORP proposal.
- The allocation of resources discussed in this part shall be consistent with the information presented in Section 11 of Volume V, paragraph L2.d(5)(b)(xi) of the solicitation.

10 Jun 11

PART 3 – TASK SPECIFIC QUALIFICATIONS AND EXPERIENCE

In this part, the offeror shall delineate the proposed team’s qualifications and experience as it relates to the specific Sample TORP requirements. The following information shall be included:

Subpart 3A –Personnel Qualifications

Identify the personnel proposed for this task and describe their qualifications (education, skills and experience) as it relates to the specific performance requirements of the Sample TORP PWS. Demonstrate how these qualifications meet or exceed the applicable minimum personnel requirements established elsewhere in this solicitation.

Subpart 3B – Corporate Experience

For the prime offeror and each proposed subcontractor/team member, briefly describe up to 3 examples of recent contract/task order efforts, within the past three years, that are directly relevant to the requirements of this Sample TORP. Each example shall clearly identify the Sample TORP performance requirement(s) to which it relates.

PART 4 – TASK ORDER COST

Sample TORP cost proposal shall be prepared in accordance with Section L.2 d.(5)(b)(xi) of the solicitation. Allocation of labor categories and hours, travel, and other direct cost items shall be consistent with the information provided in Part 2 of this TORP proposal. All TORP cost information shall be submitted in Volume V, Cost, Section 11.