

MIT LINCOLN LABORATORY



Instructions for Proposal Preparation Guide

1 December 2017

INSTRUCTIONS FOR PROPOSAL PREPARATION TABLE OF CONTENTS

General Instructions	3
Volume I – MANAGEMENT/TECHNICAL PROPOSAL	5
Section 1 – Corporate History	5
Section 2 – Corporate Resources	5
Section 3 – Technical.....	5
Section 4 – Project Risks	6
Section 5 – Project Schedule.....	6
Volume II - Cost/Price Proposal	6
Section 1 – Cost Proposal Overview	6
Volume III - Terms & Conditions	7
Section 1 – Exceptions to MIT Lincoln Laboratory Terms	7
Section 2 – Proposal Assumptions	7
section 3 – pre-award disclosure form	7
Section 4 – Executive Compensation Form.....	7

Information furnished by an Offeror, if stated to be proprietary, will be protected accordingly and will be discussed by authorized personnel only in connection with MIT Lincoln Laboratory's evaluation of such proposals. Information concerning MIT Lincoln Laboratory's operating plans, work programs, and research activities, which may be provided by this solicitation, are for the sole purpose of assisting prospective Offerors in preparing their response to the stated needs of MIT Lincoln Laboratory. Note that FAR 35.017(a)(2) authorizes MIT Lincoln Laboratory as a Federally Funded Research and Development Center (FFRDC) to have access to sensitive and proprietary supplier data.

GENERAL INSTRUCTIONS

This section provides general guidance for preparing proposals as well as specific instructions on the format and content of the proposal. The Offeror's proposal must include all data and information requested and must be submitted in accordance with these instructions. The offer shall be compliant with the requirements as stated in the SOW. Non-conformance with the instructions provided may result in an unfavorable proposal evaluation.

The proposal shall be clear, concise, and shall include sufficient detail for effective evaluation and for substantiating the validity of stated claims. The proposal should not simply rephrase or restate MIT Lincoln Laboratory's requirements, but rather shall provide convincing rationale to address how the Offeror intends to meet these requirements. Offerors shall assume that MIT Lincoln Laboratory has no prior knowledge of their facilities and experience and will base its evaluation on the information provided in the Offeror's proposal.

- 1.1. The Offeror shall make a clear statement in their proposal cover letter on the proposal validity period. The proposal cover letter should include a detailed listing of the individual volumes in the proposal and any attachments to the proposal such as electronic media that have been provided. **Offeror is to provide a validity period of their proposal for 90 days. The proposal due date and time is no later than 3PM EST on Friday 15 December 2017.** Unless changed by a formal amendment to the RFQ, quotations and/or modifications received after 3:00 PM Eastern Time on the due date will be nonresponsive and will not be considered. **Please submit proposal electronically via the MIT LL Small Business Opportunities webportal <https://smallbusiness.ll.mit.edu/sbo/current-opportunities#>.** If you need assistance in doing so, please contact Brian Doyle at Brian.Doyle@ll.mit.edu 781-981-0585.
- 1.2. The sole point of contact for this acquisition is Brian Doyle. Address any questions or concerns you may have directly with him/her by email at Brian.Doyle@ll.mit.edu. All questions must be forwarded in writing.
- 1.3. The MIT Lincoln Laboratory preferred method of verifying annual representations and certifications is through the on-line U.S. Government website, available at www.sam.gov. It is requested that you complete the Representations and Certifications at www.sam.gov. If you require any assistance during the process, please call the MIT Lincoln Laboratory Small Business Office at (781) 981-7256 or e-mail at SBLO@ll.mit.edu. If you are unable to use www.sam.gov please request paper representations and certifications and return them with your proposal. Failure to complete certifications through one of these methods may render your proposal nonresponsive and preclude further consideration by MIT Lincoln Laboratory.
- 1.4. All cost or pricing information shall be addressed ONLY in the Cost/Price Proposal.

- 1.5. It is not anticipated that the proposal will contain any classified information. Where classified information is required in your response, it shall be provided as a classified supplement and bound separately. Prior to forwarding any classified material, please contact Brian Doyle.
- 1.6. All participating subcontractor technical, support, and administrative staff must be U.S. persons. This applies to participants from subsidiaries and subcontractors. The subcontractor must declare the exact extent of foreign ownership, control, or influence of their company, any participating subsidiaries or lower tier subcontractors involved in performance under this Statement of Work.
- 1.7. MIT Lincoln Laboratory intends to award this subcontract using a Fixed Price Level of Effort (FPLOE) vehicle.
- 1.8. The Offeror shall prepare the proposal as set forth in Table 1 below. The titles and contents and the volumes should be as defined in Table 1, and shall be within the required page limits and in the number of copies as specified in the table. The Offeror's proposal must be based on the solicitation as written. Offerors who wish to propose an additional item or a different approach or set of equipment(s) may do so in a separate proposal, which can be submitted as an alternate to the basic proposal, submitted in response to this solicitation.

Table 1 – Proposal Organization

Offerors shall submit electronic PDF copies of their proposals in three (3) PDF volumes and organized into sections as detailed below.

<i>Volume</i>	<i>Section</i>	<i>Title</i>	<i>Page Limit</i>
I		Management /Technical Proposal	Unlimited
		Table of Contents	
		List of Attachments, Exhibits – Volume I	
	1	Corporate History	
	1	Corporate Resources	
	2	Technical	
	3	Project Risks	
	4	Project Schedule	
II		Cost/Price Proposal	Unlimited
		Table of Contents	
		List of Attachments, Exhibits – Volume II	
	1	Cost Proposal Overview	
III		Terms & Conditions	Unlimited
		Table of Contents	
		List of Attachments, Exhibits – Volume III	
	1	Exceptions to MIT Lincoln Laboratory Terms	
	2	Proposal Assumptions	
	3	Pre-Award Disclosure Form	
	4	Executive Compensation Certification	

VOLUME I – MANAGEMENT/TECHNICAL PROPOSAL

In the Management/Technical proposal (Volume I), the Offeror shall provide the following information formatted into five (5) sections. Include a detailed table of contents for the Volume which includes a listing of specific attachments, or exhibits which may include documents or electronic media.

SECTION 1 – CORPORATE HISTORY

The Offeror shall provide a brief description of their corporate history to include:

- a) When your company was established, its relevant technical accomplishments, and a discussion of why your company is the most qualified for this project.
- b) Three recent project descriptions and references of relevant size and scope to show demonstrated capabilities – include names, addresses (including e-mail), and telephone numbers of these customers.

SECTION 2 – CORPORATE RESOURCES

The Offeror shall provide a complete description of company resources to include:

- a) A brief description of personnel to perform the proposed work. An organizational chart shall be provided identifying individuals in key positions, as well as the experience level of those individuals. The Offeror shall identify the Project Manager and other key members of the management and technical teams. Provide brief biographies of these personnel and the approach to ensure the key personnel are retained on the project.
 - i. Certify that there are no known or potential Organizational Conflict of Interest(s) surrounding your relationship with MIT/LL per FAR 9.504.

SECTION 3 – TECHNICAL

The technical proposal shall describe according to the SOW.

- a) The proposal shall include a compliance matrix which tracks to each SOW/Spec goal and/or requirement. The matrix shall include the applicable SOW/Spec section reference, a description of the goal/requirement, and a compliance column to designate full compliance, partial compliance or non-compliance. Partial or non-compliance designations must be fully explained and should be included in risk discussion required in section 4 below.

- b) Proposed innovative approaches, unique capabilities and/or specialized experience, and relative advantages compared to key competing approaches should be identified where applicable.

SECTION 4 – PROJECT RISKS

The Offeror shall identify areas of risk as follows:

- a) The Offeror shall provide a concise narrative summary of the entire proposal, including significant risks, and a highlight of any key or unique features, excluding cost/price.
- b) Project risk shall be addressed. Provide the rationale for each risk, including quantitative estimates of the impact on cost, schedule, and performance. Describe the impact of each identified risk in terms of its potential to interfere with or prevent the successful accomplishment of other contract requirements (e.g. Statement of Work requirements). Suggest a realistic “work-around” or risk mitigator for identified risks that will eliminate or reduce risk to an acceptable level. Identify any new risks introduced by such risk mitigation. If a risk mitigation is proposed as an alternate for MIT Lincoln Laboratory to consider at the point of award, detail the pricing for this alternate separately in your Volume II cost/price proposal.

SECTION 5 – PROJECT SCHEDULE

The Offeror shall provide a project schedule. A brief narrative should discuss how the project will be managed to a successful completion.

VOLUME II - COST/PRICE PROPOSAL

In the Cost/Price proposal (Volume II), the Offeror shall provide the following information formatted into one (1) sections. Include a detailed table of contents for the Volume which includes a listing of specific attachments, or exhibits which may include documents or electronic media.

SECTION 1 – COST PROPOSAL OVERVIEW

- a) **Price Proposal:**

The Offeror shall provide a Cost Proposal letter detailing their proposed Fixed Price Level of Effort Not to Exceed Value to include labor classifications, hours, and associated labor rates. If there is material or ODCs proposed please detail these as well. Material costs shall use a contract type of Firm Fixed Price and ODCs such as Travel shall use a contract type of Cost Reimbursement No Fee.
- b) **Submission of Best Offer:**

The Offeror shall submit his best price at the due date for submission of cost/price proposal. MIT Lincoln Laboratory reserves the right to make award without discussions.

VOLUME III - TERMS & CONDITIONS

In the Terms & Conditions proposal (Volume III), the Offeror shall provide the following information formatted into four (4) sections. Include a detailed table of contents for the Volume which includes a listing of specific attachments, or exhibits which may include documents or electronic media.

SECTION 1 – EXCEPTIONS TO MIT LINCOLN LABORATORY TERMS

The Offeror shall identify exceptions to the MIT Lincoln Laboratory terms and conditions included in the solicitation and the rationale for your position. **Any exceptions to the provided clauses are to be submitted with the proposal.**

SECTION 2 – PROPOSAL ASSUMPTIONS

The Offeror shall identify all assumptions made in the proposal which the Offeror wants to present to MIT Lincoln Laboratory in the evaluation of the proposal. The Offeror should identify any support to be provided by MIT Lincoln Laboratory upon which your proposal is conditioned.

SECTION 3 – PRE-AWARD DISCLOSURE FORM

The Offeror shall submit a completed Pre-Award Disclosure Form. **The attached completed form is to be returned with the proposal.**

SECTION 4 – EXECUTIVE COMPENSATION FORM

Please note that FAR 52.204-10 “Reporting Executive Compensation and First-Tier Subcontract Awards” will apply to this award and is included in MIT Lincoln Laboratory’s terms and conditions. **A requirement of this clause is that the Executive Compensation Certification form, as included with this Request for Proposal, be completed. The attached completed form is to be returned with the proposal.**