

**Air Force Civil Engineer Center
Fiscal Year 2013 Broad Agency Announcement
Phase I Proposal Instructions**

1. INTRODUCTION

1.1 Background

The Air Force Civil Engineer Center (AFCEC), with headquarters at Lackland Air Force Base in San Antonio, Texas, is a field operating agency of the Air Force Civil Engineer. The center provides Air Force leaders with the comprehensive expertise they need to protect, preserve, restore, develop and sustain our nation's environmental and installation resources. The Center's mission is to provide integrated engineering and environmental management, execution, and technical services that optimize Air Force and Joint capabilities through sustainable installations. AFCEC is the Department of Defense (DoD) leader in worldwide engineering and environmental services - enabling sustainable Air Force and Joint installations to project global air, space, and cyber power.

AFCEC's Technology Transfer (TT) Program provides the technical expertise needed for evaluating, demonstrating, and applying existing and innovative technologies for Air Force environmental programs such as environmental restoration and military munitions response. One mechanism for implementing the various projects under the AFCEC TT Program has been the Broad Agency Announcement (BAA) for which these instructions apply. BAAs are considered when the government desires unique/creative solutions and/or advances in knowledge, understanding, or technology. They are also used when the government states its requirements in terms of areas of need or interest, rather than specific solutions or outcomes.

This BAA is a two (2) step process that requires completion of Phase I pre-proposal (white paper) that is submitted through an electronic form, and if selected for Phase II, Offerors are invited to submit a more detailed technical proposal and a cost proposal. The instructions for the Phase II submittals will be provided to those Offerors who's Phase I proposals are of interest to the Air Force and that meet specific requirements.

Contracts are often awarded directly to successful bidders for field demonstrations and validation of the technology or approach. Over the last five (5) fiscal years, more than 450 proposals have been evaluated, resulting in over 41 awards for the Environmental Restoration Programs. An Offeror license/registration is not required for this BAA; however, an Offeror is required to submit annual Electronic Representations and Certifications, otherwise known as Online Representations and Certifications Application (ORCA) via the Business Partner Network (BPN) at <http://www.bpn.gov/orca>. Before submitting the Electronic Representations and Certifications, Offerors must be registered in the Central Contractor Registration (CCR) Database. Online registration instructions can be accessed from the Defense Information System Agency (DISA) CCR home page at <http://www.ccr.gov>. It is important to note that no contract award will be made to any Offeror that is not registered or in the process of registering with the ORCA and CCR.

1.2 Schedule

The BAA process includes two phases of submittals. Phase I entails completing a 2 page online form (white paper/pre-proposal) with requested information that will allow review and down selection of the received proposals to those that meet the specific need areas specified in the announcement. Those proposals that are found to be relevant and of interest to the Air Force move on to Phase II, which entails submitting a full proposal that details the technology, the demonstration and validation approach, and the costs for the proposed effort. The anticipated schedule for the submittals, reviews, notifications and awards is presented below.

Activity	AFCECBAA-13-001
BAA Solicitation Released	November 27, 2012
Phase I Proposals Due	January 11, 2013
Selection Notification	February 15, 2013
Phase II Proposals Due	March 19, 2013
Award Notifications	April-May-June 2013
Project Starts	May-June-July 2013

1.3 Notes

- THERE IS NO COMMITMENT BY THE AIR FORCE EITHER TO MAKE ANY CONTRACT AWARDS OR TO BE RESPONSIBLE FOR ANY MONEY EXPENDED BY THE OFFEROR BEFORE A CONTRACT AWARD.
- As no funding for contracts has been reserved in advance, AFCEC will be sharing qualified abstracts with other Federal Government activities to seek sites and funding. Some Federal Government activities may employ civilian contractors to determine the applicability of an offered technology to specific environmental projects. Any information that may be sensitive to review by such personnel should not be submitted.
- The NAICS Code for this acquisition is 541712 and the small business size standard is 500 employees.
- The type of contract awarded under this solicitation is anticipated to be a Firm-Fixed Price (FFP). Offerors should keep this in-mind when proposing their estimated cost. The Government reserves the right to award other contract types or assistance instruments as well.
- The **anticipated funding** for the overall Environmental Restoration Program for Fiscal Year (FY) 13 is \$3M (this is not per contract or award); the past funding per year was FY08 \$4.7M; FY09 \$3M; FY10 \$2.5M; FY11 \$5M; and FY12 \$2.5M. This funding profile is a FY estimate only and will not be a contractual obligation for funding. All funding is subject to change due to Federal Government discretion and availability as well as technical needs. All potential Offerors should be aware that due to unanticipated budget fluctuations, funding in any or all areas may change with little or no notice.
- Average 8 awards per FY; however, the Federal Government reserves the right to make multiple awards, single awards, or no awards as a result of Calls issued to the BAA. The anticipated number of awards will be specified with each individual call.
- FY12 BAA (Phase I and II) proposals are expired with the new FY13 BAA announcement.

2. INSTRUCTIONS FOR PHASE I SUBMITALS

All Phase I AFCEC BAA proposals are submitted online entering specific, clear and concise information in an electronic form (white paper/pre-proposal). The BAA form is available from the FedBizOps solicitation (see attachments) or for download from the AFCEC BAA website at <http://www.afcee.lackland.af.mil/contracting/baa> along with the U.S. Air Force “BAA Guide for Industry”. The guide will help Offerors understand the BAA general process. It is highly recommended to read the BAA form in its entirety, and **prepare the text with a word processor, using only simple text (i.e. no formatting such as bolding, underlining, etc.) along with removing the following characters:**

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These characters will be stripped from your data, so spell out or avoid using them. Then copy and paste it into the electronic form online. **The online submittal is time sensitive and if the Offeror does not enter all of the information during an open session then all inputted data is lost.** Therefore, it is important that the Offerors complete the online submission in one setting to avoid lost input and frustration. Additionally pay attention to the indicated keystroke limitations per Field, the form will not allow any keystrokes beyond the total accumulation of all Fields (i.e. 10,100 keystrokes).

2.1 The Electronic form is comprised of the following eight (8) fields:

Fields 1 through 4 are short answer questions and have no keystroke limitations.

1. Organization
2. Key Personnel Contact Information
3. Proposal Teaming Member(s)
4. Proposal Information

Notes:

- Titles should reflect technology, be concise, and consider Air Force needs and political environment.
- Project performance period should be expedited but sufficient enough to accomplish the proposed project objectives.
- The Offeror should select the most appropriate and applicable item in the dropdown selection questions.

Fields 5 through 8 includes more in-depth technical writing to enable reviewers to understand the nature and probability of successful application of your proposed technology and have length limitations which are noted in parenthesis.

5. Relevant past project(s) that qualify key personnel and team member(s); include specific examples of where the technology/methodology or process has been tested and the outcome of those applications (1000 keystrokes):
 - Give specific example(s) of where the technology/methodology/process has been successfully performed and the outcome of those applications.
 - Technical qualifications of the key personnel and team to perform the innovative technology.
6. Address the problem and describe the technology/methodology or process proposed (3500 keystrokes):
 - Provide background and statement of the problem along with the technical support for the proposed technology/methodology/ process
 - List objectives of proposed project and outline the major tasks to be accomplished during demonstration/validation of the project.
7. Describe the demonstration and validation or process of the project proposed including type of site, list of possible site(s), site size, types of contaminants and matrix treated, along with potential technical benefits (2500 keystrokes):
 - Provide a detailed breakdown of the tasks to be accomplished during demonstration and validation of the proposed project.

- Provide a detailed description of the site type and location needed for the field demonstration, list of possible site(s) if known, site size, types of contaminants and matrix treated, remedy system setup (i.e. numbers wells, recirculation system, number injections, etc.), how and what will be monitored to determine performance success (monitoring events, analytical measurements, etc.), number of replicates, and controls (QA/QC).
 - Provide potential technical benefits and weaknesses/limitations, and describe how the project will achieve regulatory buy-in (e.g. local, state and federal) of the proposed technology/methodology.
8. Justify how this proposed project addresses the Air Force area of need mentioned in the FedBizOps announcement along with how this supports the Air Force's goals of sustainability and expedited site closure. Additionally, include technical support and evidence that the proposed technology will remediate the contaminant of interest (3000 keystrokes):
- Describe how the proposed technology supports the Air Force's goals of sustainability and/or expedited site closure.
 - Discuss the potential for Air Force-wide application and clear return of investment for the Air Force of the technology if validated.
 - Clearly show the science and engineering knowledge to demonstrate that the proposed work is not at the research and development stage. This work needs to be demonstration and validation of the technology/methodology.

Notes:

- Make sure white paper is well written, concise, technically sound (e.g. scientifically defensible), and is cognizant of grammar and spelling.
- Ensure that your terminology is consistent with Air Force terminology.

3. PHASE I EVALUATION CRITERIA

The following presents the Evaluation Criteria and Ratings used to evaluate Phase I proposals submitted in response to this BAA solicitation pursuant to Other Competitive Procedures (FAR 6.102(d)(2)). All Phase I submittals will be reviewed by AFCEC's Technical Evaluation Board (TEB) and will be solely based on the assessment of the pre-proposal meeting the specified criteria.

Technical Aspect:

The criteria are met when the Offeror's proposal provides innovation, meets Air Force needs, and achieves technical merit with a valid demonstration plan, transfer of proposed technology/methodology, and qualifications personnel to perform the work. The Government will evaluate the comprehensive technical approach based on the following criterions:

1. Is there a level of innovation of the proposed technology/methodology or process?
2. Is the Offeror capable of performing the proposed work?
3. Is there scientific and technical merit within the proposal?
4. Is there potential cost effectiveness of the resulting technology/methodology or process proposed?
5. Is the potential breadth of application to solve Air Force-wide problems and address Air Force needs?

Price Aspect:

6. Is the price of the demonstration and validation or process reasonable?

3.1 Evaluation Ratings

The technical aspects of the proposal are first in importance and questions 1 through 5 shall be evaluated with equal importance. Price will be ranked as second in importance (question 6). No other evaluation criteria will be used. Each proposal is categorized into the following evaluation rating:

RATING	DESCRIPTION
Category I	Proposal is well conceived, scientifically and technically sound, pertinent to AF needs, and offered by a responsible Offeror with the competent scientific and technical staff and supporting resources needed to ensure satisfactory program results. Proposals in Category I are recommended for acceptance for Phase II proposal.
Category II	Proposal is scientifically or technically sound, requiring further development and is recommended for acceptance, but at a lower priority than Category I.
Category III	Proposal is in need of further technical development, and/or price perceived to be unreasonable for efforts.
Category IV	Proposal is not technically sound or does not meet AF needs.

Offerors whose “pre-proposals/white papers” fall within Category I are notified electronically via email to submit a detailed Phase II proposal in accordance with a request for proposal (RFP); those not selected are notified electronically via email accordingly.

4. PRE-PROPOSAL NOTIFICATIONS

Air Force Materiel Command 772nd Enterprise Sourcing Squadron (ESS)/PKJ Contracts Office will reply to all Offerors once the TEB has reviewed all pre-proposals submitted. Offerors whose proposals do not match Air Force needs, or that do not assess well against the evaluation criteria will be notified of the decision not to pursue the technology/methodology beyond the Phase I submittal. Offerors who’s proposal are selected for invitation to submit a Phase II proposal will be notified electronically via email and will be provided instructions on how to prepare and submit their Phase II proposal. Proposals that meet Air Force needs and satisfy the evaluation criteria will be kept on file for one year in the event that future interest and funding becomes available.