

SECTION L OUTLINE AND RESPONSIBILITY MATRIX

Section	Description	Responsible Person	Others Assigned	Due Date	Comments
L-I - Solicitation Provision Incorporated by Reference	Table for required and recommended contract provisions. See acquisitions support team or policy for more information.	CO - Rich Galloway		4/14/2003	NOT provided to offerors
L-II - Solicitation Provision in Full Text	Required and recommended contract provisions. See acquisitions support team or policy for more information.	CO - Rich Galloway		4/14/2003	NOT provided to offerors
L-III-1 - Program Structure and Objectives	Optional section that can be used to lay out program description, CSB goals, etc.	N/A			Already exists in SOO
L-III-2 - General Instructions	General guidance for offerors including points of contact, acquisition phases, number of copies, page limits, glossaries, distribution, etc.	CO - Rich Galloway		4/14/2003	
L-III-3 - Executive Summary (Volume I)	Outlines what is expected of an offeror's executive summary	Denise Leifeste		4/14/2003	
L-III-4 - Requirements Capability (Volume II)	This section details how the offeror will meet the mission capabilities of the CSB end state vision. Scenarios or examples may be requested in this section to allow offerors a chance to address a real-life situation.	Randy Bowman La Teata Jackson Shirley Wheeler Denise Leifeste		Draft - 04/04/2003 Final - 04/11/2003	Focus on telling vendor to write an SOW that addresses the requirements...must map back to SOO.
L-III-5 - Cost/Price (Volume III)	Gives offerors instructions for costing and pricing which includes estimating techniques, rounding, purchasing, accounting, labor rates, labor skills, managements, subcontractors, etc. A chart is included to show cost by defined element.	Rich Galloway Michael J. Murray Linda Paulsen		Draft - 04/04/2003 Final - 04/11/2003	
L-III-6 - Contract Documentation (Volume IV)	Guidance for offerors regarding the contract form, costs, delivery schedule, contract requirements, contract clauses, other contract statements, exceptions, minority owned businesses, subcontracting plan, etc.	CO - Rich Galloway		4/8/2003	
L-III-7 - Relevant Past and Present Performance (Volume V)	Guidance for offerors regarding past and present relevant contracts and the history of the offeror's organizational structure.	Pat Bradfield		4/8/2003	

Source Selection Information -- See FAR 2.101 and FAR 3.104

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Attachment 1 - Cross Reference Matrix	The purpose of this is to allow offerors to show interrelationships and dependencies among the Work Breakdown Schedule, Statement of Objectives, Contract Line Items, Contract Data Requirements List, and Information to Offerors. It ensures that all requirements are addressed, requirements do not conflict, and solicitation sections are internally consistent.	Randy Bowman (will include this w/in his write-up for L-111-4)		Draft - 04/04/2003 Final - 04/11/2003	Plan is not to provide an outline - but instead to tell the vendor to provide this matrix. Expect WBS at 3 levels.
Attachment 2 - Past Performance Information	Information completed by the offeror for each current or past contract/program being described.	Pat Bradfield		4/8/2003	
Attachment 3 - Past Performance Questionnaire	Questionnaire completed by the Government Point of Contact for each current or past contract/program being described by the offeror.	Pat Bradfield		4/8/2003	
Attachment 4 - Integrated Product Development	This section is tailored by FSA to indicate how CSB is relevant to FSA's goals and how it is expected to be integrated as a system and program.	Dan Hayward Denise Leifeste		4/8/2003	Template provides an example.

Source Selection Information -- See FAR 2.101 and FAR 3.104

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SECTION M OUTLINE AND RESPONSIBILITY MATRIX

Section	Description	Responsible Person	Others Assigned	Due Date	Comments
M-I - Solicitation Provision Incorporated by Reference	Table for required and recommended contract provisions. See acquisitions support team or policy for more information.	CO - Rich Galloway		4/14/2003	NOT provided to offerors
M-II - Solicitation Provision in Full Text	Required and recommended contract provisions. See acquisitions support team or policy for more information.	CO - Rich Galloway		4/14/2003	NOT provided to offerors
M001 - Source Selection	Defines the award process, what is being assessed, how many contracts will be awarded, and stipulations for unrealistic offer rejection, "correction potential", and competitive advantage from use of Government Furnished property	CO - Rich Galloway		4/14/2003	
M002 - Evaluation Factors	Defines evaluation factors and subfactors in their relative order of importance, the importance given to cost/price, a description of the rating system, cost/price factor, past performance factor, requirements capability factor, risk factor, and any tradeoffs. It is important to ensure that these factors map back to the Statement of Objectives, Section L, and other relevant documents.	Gary Hopkins Rich Galloway Denise Leifeste - (support)		Draft - 04/04/2003 Final - 04/11/2003	Section M guide gives very detailed information for this section.
MXXX - Pre-Award Site Visits	Optional - The evaluation team may conduct site visits during the evaluation phase to gather information to be used in assessing the offeror's potential for quality management, correcting deficiencies, and other processes and procedures. If conducted, the results will be assessed under the applicable factors and sub-factors.	CO - Rich Galloway		4/1/2003	COMPLETE - will use same text that appears here in Description.
MXXX - Solicitation Requirements, Terms, and Conditions	Optional - Defines terms and conditions of the solicitation	CO - Rich Galloway		4/14/2003	

Source Selection Information -- See FAR 2.101 and FAR 3.104

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