



UNITED STATES MARINE CORPS  
MARINE CORPS SYSTEMS COMMAND  
2200 LESTER STREET  
QUANTICO, VIRGINIA 22134-6050

IN REPLY REFER TO

4200  
CT02BVW/Ser 940  
24 June 2008

Prime CEOss Vendor

Subj: INSTRUCTIONS TO OFFERS – INCUMBENT VENDORS

The following information is provided to assist you in revising and resubmitting your proposal for the FY09 open season. Your proposal should address the following:

1. Technical and Business Strategy. Address how your reconstituted team will improve your ability to meet the needs of Marine Corps Systems Command as set forth in the domain Statement of Work, as well as your business strategy for managing the BPA. Specifically address how you will improve your business model to manage your team. Include specific information on each new teammate and the types of tasks on which you intend to utilize their unique capabilities.
2. Discounts. Specifically address discounts that your firm will offer as a result of your current BPA and the Maximum Order Value (MOV) of your GSA schedule, and how this represents best value to the Government.
3. Government Furnished Property (GFP). Provide a complete reconciliation of all GFP provided to you for all of your active task orders. The listing shall be on an excel spreadsheet and include the description, quantity, task order number and location of each item in your possession.
4. Competition. All BPAs will remain at the required 50% level of competition.
5. Attachment C – Labor Rates. Provide a single spreadsheet with labor rates for your entire team. Use separate worksheets for each teammate (Not required if mapping into your rates).
6. GSA Schedule. Provide an electronic copy of all GSA Schedules utilized, to include teammate schedule (Not required if mapping into your GSA schedule). Ensure you provide three years of coverage (e.g., current year (FY08), cutover/performance year (FY09) and outyear (FY10)).
7. ODCs. Re-state you will ensure your Project Managers' notify both corporate management and ACSS when 75% of the cost-reimbursable CLIN ceiling is met. At 85% of cost, acknowledge that you will take necessary actions to "stop work" and cease incurring costs.
8. Limitation of Funds. As per last year, you must specifically state that you will notify the Project Officer and ACSS when your task is within 30 days of the next scheduled application of an additional increment of funding as stated in the Limitation of Government's Obligation Clause.
9. Base Insurance. Continuing for FY09 (initial requirement in FY08), we will require you to provide proof of insurance in order to provide support that requires the operation and maintenance of Government vehicles and/or equipment. Vendors without this insurance will not be allowed to bid on these types of tasks (e.g. FSRs, Training Support, Field Support). Specifically state you will provide copies of your insurance contract prior to incurring cost on an individual task order. FAR 52.228-5 will be incorporated for use when applicable to task requirements. Limits are as specified in FAR 38.307-2.

10. ACSS Handbook. For FY09, we will update the ACSS handbook to include current direction and guidance related to priced option periods, OCI impact on bid rate, second tier subcontracting, use of consultants, and small business goals. The handbook will be incorporated, by reference, into your BPA and you will be bound by the contents as an element of your BPA.
11. Limitation of Future Contracting. As a continuation from last year, ACSS task orders will include as a standard clause, the Limitation of Future Contracting language. It will be incumbent upon the Offeror to assess the potential impact on their business operations during the "due diligence" phase and to act according to their best judgment. This clause will become binding at issuance of the task order and could have potential long-term implications beyond the control of the ACSS.
12. Small Business Goals. For FY09, the desired small business goal, at the BPA level, is 10% of the total revenue for the BPA. As stated in the various workshops and briefings, this small business goal is desired in preparation for potential mandatory goals in FY10 and out. Please keep this in mind when reconstituting your team and your proposal.

Submit your proposal electronically in Microsoft Office format to [ACSS@usmc.mil](mailto:ACSS@usmc.mil) by the following dates:

Domain Proposal Due Date

|     |            |
|-----|------------|
| ALA | 23 July 08 |
| SE  | 30 July 08 |
| ES  | 06 Aug 08  |
| BA  | 13 Aug 08  |

If you have any questions or concerns, please feel free to contact the undersigned by telephone at (703) 432-3773 or by email [Vicki.Whiteman@usmc.mil](mailto:Vicki.Whiteman@usmc.mil).

Sincerely,



VICKI WHITEMAN  
Contracting Officer