

**Design Engineering Support Program  
(DESP III)**

**User's Guide**

*15 January 2013*

**DESPIII Web Address:** <http://www.hill.af.mil/library/factsheets/factsheet.asp?id=8115>

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6. [Exception to Fair Opportunity](#) Template
7. [M3 Method](#) (Competitive Procedure Process)
8. [Task Order Quality Assurance Surveillance Plan](#)
9. [CSS/RAD Process](#) (Not required to use DESP III. You may use it to notify your management)
10. [Sample Non-Disclosure](#)
11. [DIDs Pick List](#) and the [CDRL Form](#) (Samples/Instructions will be added later)
12. Reserved
13. Procedure for Activation of [Additional Tasking](#)
14. [Waiver Form \(Labor\)](#)
15. [Public Private Partnering Guidance](#) (To be included in future revisions)
16. [Close-out Survey Form](#)
17. [Frequently Asked Questions](#)
18. [GFP Memo Template](#)

**ACRONYM LIST**

A&AS	Advisory & Assistance Service
AFMCI	Air Force Material Command Instruction
ATE	Automatic Test Equipment
CDRL	Contract Data Requirements Lists
CET	Contractual Engineering Task
CO	Contracting Officer
COR	Contracting Officer's Representative
CORT	Contracting Officer's Representative Tool
CPAR	Contract Performance Assessment Reporting
CPFF	Cost Plus Fixed Fee
CPIF	Cost-Plus-Incentive-Fee
CR	Cost Reimbursable
CSS	Contract Support Services
DESP	Design and Engineering Support Program
DID	Data Item Description
DOD	Department of Defense
EFO	Exception to Fair Opportunity
FFP	Firm-Fixed-Price
IDIQ	Indefinite Delivery/Indefinite Quantity
GFP	Government Furnished Property
J&A	Justification & Approval
JCN	Job Control Number
LSA	Logistics Support Analysis
MIPR	Military Interdepartmental Purchase Request
NDA	Non-Disclosure Agreement
PMP	Program Management Plan
PR	Purchase Request
PRSID	Purchase Request Supplemental Information Document
PWS	Performance Work Specification
QASP	Quality Assurance Surveillance Plan
RAD	Requirements Approval Document
RFP	Request for Proposal
SAP	Streamlined Acquisition Plan
SASS	Streamlined Acquisition Strategy Summary
SDP	Software Development Plan
SEMP	Systems Engineering Management Plan
SOW	Statement of Work
SS	Sole Source
TL	Ordering Center Representatives
TOI	Task Order Initiator
TORB	Task Order Review Board
USAF	United States Air Force

## **GLOSSARY OF TERMS**

**Contractual Engineering Task (CET):** A DESP III Task Order PWS. Since the basic DESP III contracts reference a PWS, the DESP III IPT renamed their task order PWS to be a CET. This was done to eliminate confusion between the basic contract Statement of Work (SOW) called a PWS and the task order SOW called a CET.

**DESP III Contracting Officer (DESP III CO):** The individual who manages post award of the DESP III prime contracts. This individual is located in the DESP III Home Office.

**DESP III Program Manager (DESP III PM):** The individual who manages the DESP III prime contracts. This individual is located in the DESP III Home Office.

**DESP III Program Representative (DESP III PR):** An individual located at an authorized ordering activity responsible for managing the DESP III contract vehicle and its processes.

**Task Order Contracting Officer (TOCO):** The contracting officer who is responsible for signing the task order.

**Task Order Initiator (TOI):** Individual who initiates a project to be awarded as an order under the DESP III contract vehicle.

**Task Order Review Board (TORB):** A TORB is established at each DESP III ordering activity. The TORB consists of a DESP III Program Manager/Representative, Lead Contracting Officer, and a Lead Engineer (optional). The purpose of the TORB is to review all documentation for accuracy and completeness, to include scope determination, prior to submittal for JCN number from the DESP III home office. Evidence of acceptance under the DESP III program is established via signing of the PR supplement sheets.

## **Design and Engineering Support Program III (DESP III) Contract User's Guide**

### ***Notes on Navigating to the Hyperlinks throughout the guide:***

*This document contains a number of links (in blue) to various documents. Hold cursor over link in blue and left click to follow the link)*

## **INTRODUCTION**

The DESP III contract provides a contracting vehicle allowing for rapid access to high quality engineering and technical services to support any Department of Defense (DoD) agency requiring the services of qualified engineering and technical personnel as defined within the DESP III [Performance Work Specification](#) (PWS). Any DoD agency requirements other than Air Force will not be allowed to exceed \$10M. The \$10M level is based on the level at which contractors are allowed to protest task orders and may change if the level changes (See FAR 16.505(a)(9)(i)(B)).

The DESP III scope is defined in more detail in the PWS, but includes such things as technology development and insertion; reliability, maintainability, and deployability improvements; environmental and safety compliance; improvement of depot maintenance and/or repair processes; and development of information management systems and process models. Task Orders may encompass a broad range of engineering related tasks such as: concept exploration; trade studies; systems analysis and specification development; systems design, prototype manufacturing and IV&V; system integration, testing, modeling, and simulation; and engineering and technical documentation. A summary of examples showing the types of work that may be accomplished under DESP III is shown at [Appendix A](#).

The DESP III contract is an Indefinite Delivery/Indefinite Quantity (IDIQ) contract. While the DESP III contract is specifically established within the Air Force Material Command (AFMC), this contract vehicle may be used by all other Air Force and other agencies in the DoD. The DESP III ordering period is five years and extends through 10 Jan 2017 and the performance period is no more than seven years and extends to 10 Jan 2019. The contract ceiling is set at \$1.9B.

The DESP III acquisition process for fulfilling a DoD need for engineering services consists of multiple steps detailed in the following sections.

## **ESTIMATED CONTRACT AWARD TIMES**

The times below start when the Completed PR package reaches the contracting team, after the corrections are made from the task order review board. Although these times are what should normally be expected, unanticipated circumstances may require some flexibility in planning. More complex requirements may require additional time for proposal submission and review. **IF ONLY ONE PROPOSAL IS RECEIVED, THE REQUIREMENT MUST BE SOLICITED FOR AN ADDITIONAL 30 DAYS (Reference DFARS 215.371).**

<u>Acquisitions \$0 - \$500K</u>	<u>Days</u>
• Contracting Award Time	
• Buyer/JCN Assignment	1
• RFP Prep/Release RFP	1
• RFP Opening Days (<\$500K)	5
• Technical Review Request Prep	1
• Technical Review	5
• Best Value Determination	1
• Task Order Award Prep	5
• PCO Review	1
• Award Order	<u>1</u>
<b><u>Estimated</u> Total Working Days:</b>	<b>21</b>

<u>Acquisitions &gt;\$500K - &lt;\$1M</u>	<u>Days</u>
• Contracting Award Time	
• Buyer/JCN Assignment	1
• RFP Prep/Release RFP	1
• RFP Opening Days (>\$500K - <\$1M – 7 days)	7
• Technical Review Request Prep	1
• Technical Review	5
• Best Value Determination	1
• Task Order Award Prep	5
• PCO Review	2
• Award Order	<u>1</u>
<b><u>Estimated</u> Total Working Days:</b>	<b>24</b>

<u>Acquisitions &gt;\$1M - &lt;\$5M</u>	<u>Days</u>
• Contracting Award Time	
• Buyer/JCN Assignment	1
• RFP Prep	1
• Legal Review - RFP	5
• Release RFP	1
• RFP Opening Days (>\$500K)	7
• Technical Review Request Prep/Pricing Support Request Prep	1
• Technical Review/Pricing Review	5
• Best Value Determination	1
• Task Order Award Prep	5
• PCO Review	2
• Legal Review - Order Award	5
• Award Order	<u>1</u>
<b><u>Estimated</u> Total Working Days:</b>	<b>35</b>

**Acquisitions >\$5M - <\$25M**

**Days**

<ul style="list-style-type: none"> <li>• Contracting Award Time           <ul style="list-style-type: none"> <li>• Buyer/JCN Assignment</li> <li>• RFP Prep/Release RFP</li> <li>• Legal Review – RFP</li> <li>• Business Clearance</li> <li>• Release RFP</li> <li>• RFP Opening Days (&gt;\$500K)</li> <li>• Technical Review Request Prep/Pricing Support Request Prep</li> <li>• Technical Review/Pricing Review</li> <li>• Best Value Determination</li> <li>• Task Order Award Prep</li> <li>• PCO Review</li> <li>• Legal Review - Order Award</li> <li>• Contract Committee Review</li> <li>• Contract Clearance - Branch Chief</li> <li>• Order Award</li> </ul> </li> </ul>	<p>1</p> <p>1</p> <p>5</p> <p>3</p> <p>1</p> <p>7</p> <p>1</p> <p>5</p> <p>1</p> <p>5</p> <p>2</p> <p>5</p> <p>5</p> <p>3</p> <p><u>1</u></p>
<b><u>Estimated</u></b> Total Working Days:	<b>46</b>

**Acquisitions >\$25M - <\$50M**

**Days**

<ul style="list-style-type: none"> <li>• Contracting Award Time           <ul style="list-style-type: none"> <li>• Buyer/JCN Assignment</li> <li>• RFP Prep/Release RFP</li> <li>• Legal Review - RFP</li> <li>• Business Clearance</li> <li>• Release RFP</li> <li>• RFP Opening Days (&gt;\$500K)</li> <li>• Technical Review Request Prep/Pricing Support Request Prep</li> <li>• Technical Review/Pricing Review</li> <li>• Best Value Determination</li> <li>• Task Order Award Prep</li> <li>• PCO Review</li> <li>• Legal Review - Order Award</li> <li>• Contract Committee Review</li> <li>• Contract Clearance - Division Chief</li> <li>• Order Award</li> </ul> </li> </ul>	<p>1</p> <p>1</p> <p>5</p> <p>4</p> <p>1</p> <p>7</p> <p>2</p> <p>5</p> <p>1</p> <p>5</p> <p>2</p> <p>5</p> <p>5</p> <p>4</p> <p><u>1</u></p>
<b><u>Estimated</u></b> Total Working Days:	<b>49</b>

**NOTE:** All acquisitions with a **value of \$50M and above** will require Multi-Functional Independent Review Team (MIRT) briefings with all associated pre-reviews, briefings, minute reviews, corrections, etc. There are a minimum of four MIRTs after finishing the Requirements Package. There may also be a MIRT prior to an Acquisition Strategy Panel (ASP) before coming to DESP III. The time required for the MIRTs and ASP is not included in the following timelines. The MIRTs and ASP and all associated time will be the responsibility of the TOI.

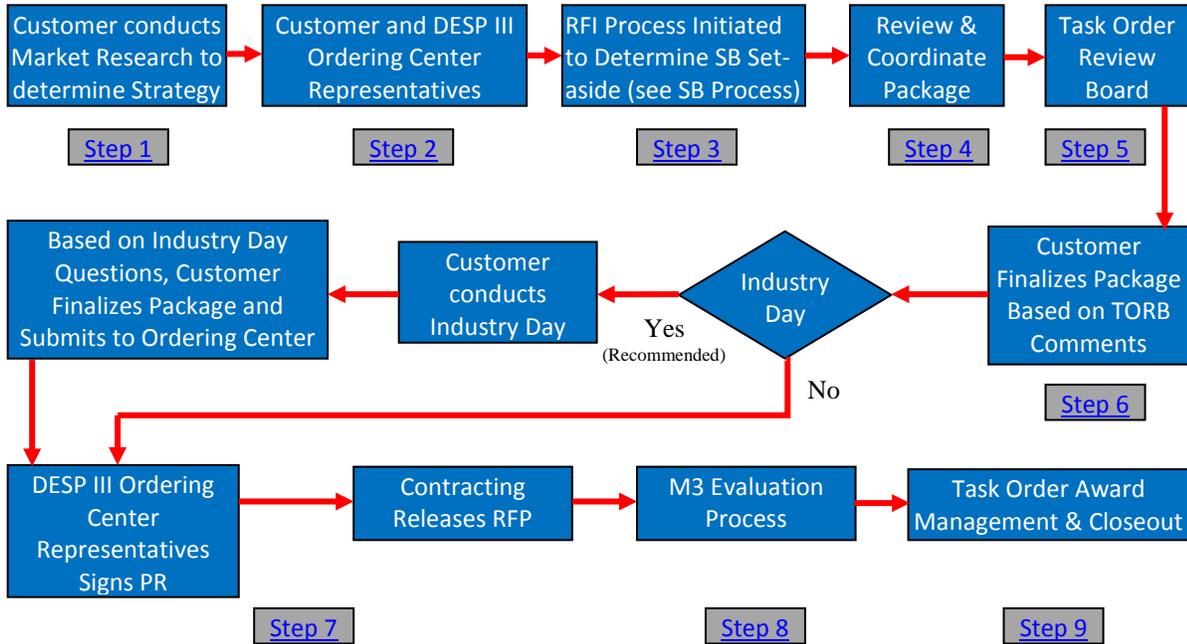
<u>Acquisitions &gt;\$50M and above</u>	<u>Days</u>
• Contracting Award Time	
• Buyer/JCN Assignment	1
• RFP Prep/Release RFP	1
• Legal Review - RFP	5
• Business Clearance	5
• Release RFP	1
• RFP Opening Days (>\$500K)	7
• Technical Review Request Prep/Pricing Support Request Prep	2
• Technical Review/Pricing Review	5
• Best Value Determination	1
• Task Order Award Prep	5
• PCO Review	2
• Legal Review - Order Award	5
• Contract Committee Review	5
• Contract Clearance - PK Director	5
• Order Award	<u>1</u>
<b><u>Estimated</u> Total Working Days:</b>	<b><u>51</u></b>

## OVERVIEW OF THE DESP III ACQUISITION PROCESS

Table 1 provides a correlation of general process steps as compared to the User's Guide Sections. Figure 1 on the next page provides a flow chart describing the steps supporting the development, review, and coordination of the DESP III Requirements Package in preparation for Request for Proposal (RFP) release.

**Table 1: Step-by-Step Summary of Topics**

Description
<u><a href="#">INTRODUCTION</a></u>
<u><a href="#">Overview of the DESP III Acquisition Strategy</a></u>
<u><a href="#">Step 1: Conduct Market Research and coordinate with the Small Business Office</a></u>
<u><a href="#">Step 2: Develop DESP III Requirements Package</a></u>
<u><a href="#">Step 3: Conduct a Request for Information (Small Business Determination)</a></u>
<u><a href="#">Step 4: Review and Coordinate DESP III Requirements Package</a></u>
<u><a href="#">Step 5: Schedule and Support TORB</a></u>
<u><a href="#">Step 6: Finalize DESP III Requirements Package and Conduct Industry Day where possible</a></u>
<u><a href="#">Step 7: DESP III TL Signs PR Supplement Sheets and RFP is Released</a></u>
<u><a href="#">Step 8: M3 Evaluation of Task Order Proposals</a></u>
<u><a href="#">Step 9: Task Order Award, Management, and Close-out</a></u>



Note that any orders >\$10M will require Small MIRT reviews. Any orders >\$50M require ASPs, MIRTs and a series of other reviews. These add a significant amount of time to the schedule.

**Figure 1: Process flow in preparation for RFP release**

## STEP 1 - DEVELOP DESP III REQUIREMENTS PACKAGE

[BACK TO FIG 1 PROCESS CHART](#)

Step 1 of the DESP III acquisition process starts with the customer (also referred to as the Task Order Initiator [TOI]) developing the project concept and requirements. Once the customer has this fundamental information defined, they are ready to begin conversations with the DESP III Ordering Center Representatives and to develop the DESP III Requirements Package.

Every complete DESP III Requirements Package will contain the documents listed below. Prepare DESP III Requirements Package with assistance from the DESP III Representatives at the ordering center associated with your requirement. The current version of Templates and samples to aid you in preparing the various documents can be viewed/downloaded through the hyperlinks listed below (Note: All hyperlinks in this document are linked to the DESP III website). The DESP III Government Web Site may be visited at:

<http://www.hill.af.mil/library/factsheets/factsheet.asp?id=8115>

*(a through h are required for all Task Orders)*

- a. [DD Form 2579](#) (Small Business Coordination Form)
- b. PR Supplemental Sheets  
[Attachment 4a - PR Supplement](#) (See the [Market Research Tool](#) for some help)
- c. Cost Estimate  
[Attachment 4b – Cost Estimate](#)
- d. Contractual Engineering Task (CET)  
Attachment 3 [CET Template](#) (similar to PWS or SOW)
- e. Contract Data Requirements List (CDRLs DD Form 1423)  
Attachment 11 [Attachment 11 - DIDs Pick List](#)
- f. Quality Assurance Surveillance Plan (QASP) [Attachment 8](#)
- g. Contracting Officer's Representative (COR) Requirements (not required for pure R&D efforts)
  - Contracting Officer's Representative Tool (CORT) Registration (This will have a hyperlink)
  - COR nomination letter
  - COR Training Certificates

- h. Purchase Request (PR) or Military Interdepartmental Purchase Request (MIPR)

In addition to the documents listed above, the complete DESP III Requirements Package for an individual Task Order will contain additional documents. The required additional documents will depend on the individual effort to be completed. The DESP III Representatives at the ordering centers will help you define the combination of the following documents to complete your Technical Requirements Package:

*(i through p are specific to task order requirements)*

Competition

- i. M3 Method Evaluation Criteria – *for competitive requirements*  
Attachment 7 – [M3 Instructions](#) and [M3 Template](#)
- j. Exception to Fair Opportunity (EFO) – *for non-competitive requirements*  
Attachment 6 - [Exception to Fair Opportunity Template](#)

**NOTE:** Exceptions to Fair Opportunity should be rare. If your requirement necessitates a sole source or single source, work with your Competition Advocate who will review the EFO and approve it or recommend another course of action. It may mean doing a sole source contract outside of DESP III.

Limited Production

- k. [DD Form 1653](#) (Transportation Data for Solicitations)
- l. [AFMC Form 158](#) (Packaging Requirements) or Command Equivalent
- m. [AFMC Form 807](#) (Recommended Quality Assurance Provision and Special Inspection Requirements) or Command Equivalent

Other Documents

- n. Non-Disclosure Agreement (NDA) – *for performance at a government facility or with access to government information*  
Attachment 10 - [Sample of Non-Disclosure Agreement](#)
- o. [Government Furnished Property \(GFP\) Memo](#) – *for requirements which provide GFP to contractors*
- p. DoD Contract Security Classification (Local to Wing) Specification (DD Form 254) [DD Form 254](#)

The first step in completing a DESP III Requirements Package is to complete a draft of the required documents. Guidance for completing each of the documents listed above is provided in the following paragraphs.

### **Completing Market Research and Small Business Coordination**

Market research must be completed before coming to DESP III. It involves researching potential sources for providing the services required. For DESP III, it is necessary to research whether or not there are any small businesses that may be able to perform the service and specifically if there are any of the following categories of small businesses: HUBZone, 8a, Service Disabled Veteran Owned, and Woman Owned. If any are identified and there are no prime contractors already on DESP III in those categories, then the requirement is not allowed to be placed under DESP III. The market research will be documented on the PR Supplement Sheets. After the market research is complete, fill out the [DD Form 2579](#) and coordinate it with the Small Business Office and Small Business Administration Office to determine whether the requirement should come to DESP III.

Once it is determined that the requirement can come to DESP III, an RFI will need to be issued to the Small Businesses (with the Large Businesses notified) to determine if two or more of the Small Businesses on DESP III are capable, have the capacity, and are interested in bidding as a small business. If two or more respond affirmatively to the RFI then the work will be set aside for small business under the contract. This process is referred to as “The Rule of Two.”

### **Completing the Draft PR Supplement Sheet & Cost Estimate**

The DESP III PR Supplement Sheets are a mandatory component of every DESP III Task Order package. The Task Order Initiator (TOI) is responsible for developing the PR Supplement Sheet and Cost Estimate in accordance with the [Attachment 4 - PR Supplement Sheet](#) and [Cost Estimate](#) templates. Please ensure that you are using the latest version of this document. The TOI will then coordinate content with the DESP III Ordering Center Representatives.

Other important aspects include:

The PR Supplement sheet is designed to tell the DESP III Representatives key facts about the proposed task in order that the following can be determined and/or validated:

- a. Identified task is within the scope of the DESP III contract vehicle
- b. Program Type (i.e. ACAT, PEO, Other Contracting)
- c. Task is performance-based
- d. No known organic resources/capabilities are available to satisfy the task order requirements
- e. The total estimated value of the task
- f. Will the task be competed or be Sole Source?
- g. What is the recommended pricing arrangement (FFP, CPFF, etc)
- h. Do additional security requirements apply to this task (Is it classified or not)
- i. Is there an incumbent?
- j. Will the Government be providing any Government Furnished Property (GFP)
- k. Are there any reasons not to request Unlimited Data Rights?

- l. Who will be tracking performance of the contractor and approving payment (Contracting Officer's Representatives)?
- m. Is an industry day desired. Holding an industry day is highly recommended.
- n. Government Funding Profile for the task order effort (Basic year, Option year 1, 2, Additional tasks, 1, 2, etc). This is used to determine affordability. If proposals come back from the contractors in excess of the Government Funding Profile, they may be rejected as unaffordable.
- o. Establish CPAR Focal Point for task orders over \$1 million. CPARs on DESP III are conducted at the task order level on an annual basis.

Helpful instructions are provided in the [PR Supplement Sheets](#) Template in red font and may be deleted.

- **Template Page #1:**
  - Header at the top of the page:
    - **CET Title:** Same as shown on CET
    - **Date:** Same date as shown on CET
    - **Total Estimated Dollar Amount:** Same value as shown in the government cost estimate (page 7). This is the grand total (including basic task and options)
    - **Funds Type:** Examples include 583, 3400, 3600, etc. (information should match PR/MIPR)
    - **CET Number:** Leave blank unless required by DESP III Ordering Center Representatives
    - **PR/MIPR #:** This number may be penned in later and may not need to be included in support of the initial TORB
  - TOI and TOI Supervisor will need to sign and date page 1 of the PR Supplement Sheets
- **Template Pages #2 - #6:** Follow instructions on each page

**Cost Estimate:** The Cost Estimate is a preliminary government estimate for the task, broken out by approximate costs for Labor, Materials, Other Direct

- Costs, and Travel (Basic, Opt 1, Opt 2, Additional Task 1, 2, etc). Use the [Cost Estimate](#) template (MS Excel Spreadsheet) to develop government cost estimate.
  - Update the spreadsheet tabs to represent worksheets for the basic funded effort and each of the unfunded options
  - Update the worksheet for the basic effort to include a summary of estimated costs for unfunded options (reference bottom of "Sheet 1" contained within the [Cost Estimate](#) template)

The DESP III contract provides the option to the Government customer to identify and suggest different contract types. All contract types will require justification:

- a) Firm-Fixed-Price (FFP)
- b) Cost-Plus-Fixed-Fee (CPFF)
- c) Cost-Plus-Incentive-Fee (CPIF)
- d) Cost Reimbursable (CR)

## Defining the Requirement and Drafting the CET

The Contractual Engineering Task (CET) specifically describes your requirements and is similar to a Statement of Work (SOW) or Performance Work Statement (PWS). The CET is the most critical document of the DESP III Requirements Package. Failure to complete the CET properly may make it difficult for offerors to bid your requirement, may result in you not receiving what you intended to contract for, and may make it difficult or impossible to execute optional/additional tasks.

The general CET format is as follows: (See [CET Template/Samples](#), for more details)

- 1.0 Introduction
  - 1.1 Purpose
  - 1.2 Scope
  - 1.3 Background
- 2.0 Reference Documents
  - 2.1 Government Documents
  - 2.2 Other Documents
- 3.0 Contractor Tasking / Requirements
  - 3.x *as applicable*
  - 3.x *as applicable*
  - 3.x Contractor Program Management
- 4.0 Delivery Schedule and Period of Performance
- 5.0 Special Considerations
  - 5.1 Security
  - 5.2 Access to Facilities and Property
  - 5.3 Government Furnished Equipment, Materials, and Software
- 6.0 Travel Requirements
- 7.0 Quality
- 8.0 Contacts (*mailing address, phone, fax, email*)

Attachment I: Contract Data Requirements Lists (CDRLs)

Attachment II: Task Order Options

A detailed CET Template with instructional notes throughout is available at [CET Template](#). A number of CET samples (with redacted names, units, telephone numbers, and e-mail addresses) have been provided from actual past RFPs. An index of the CET samples outlining the different types of requirements covered will be provided as CET Samples. The various samples included will be available on the website in the future and may be selected and viewed individually. These samples will help you to complete the various CET paragraphs. Below are some additional notes that may help when drafting your CET:

- a) When completing paragraphs 1.1 Purpose, 1.2 Scope, and 1.3 Background, make sure your general scope statement covers all required efforts and options. Failure to do so may lead to a listed Optional/Additional Task being viewed as “out of scope” of the original effort. To assist you in completing these sections, you may be able to use information from a previously used SOW/PWS for your program if available.

- b) Section 3.0 of the CET contains the basic technical requirements and critical aspects of the tasking. The explanatory notes throughout the template are excellent; however, take the time to review the samples when they are provided to help guide you through the process. You will see an index of the available samples and an explanation of some of the peculiarities that the sample offers. When you see a sample that you want to view, click on that sample. All samples are in MS Word documents that will allow you to cut and paste desired segments. **Caution:** make sure that you don't end up with sections of your CET that clearly don't belong or are specific to the CET you copied from.

Any time the contractor is to deliver something, whether it is a Monthly Status Report, Technical Report, Conference Agenda, Conference Minutes, etc. you must identify the requirement at the end of the paragraph where it is called out. For example, at the end of the paragraph describing the Monthly Status Report, state something similar to the following: "CDRL Sequence No. A039 Contractor's Progress, Status and Management Report". Some of the templates/ samples are better than others at illustrating the inclusion of CDRL references at the end of the paragraphs.

- c) Reference Para 4.1 Period of Performance. If there are Options to be exercised in addition to the Basic period, include the anticipated dates of the Option periods. For example:

"The period of performance for this task shall be from 1 July 2011 to 30 June 2012.

Option I (unfunded) 01 July 2012 through 30 June 2013.

Option II (unfunded) 01 July 2013 through 30 June 2014."

- d) Reference Para 6.0 Travel Requirements. Include an estimate of the travel that each offeror will be required to bid. This is a Cost Reimbursable item if travel is in support of FFP CLIN 0001 and should be the same for all offerors. Listing your travel estimate here will ensure that contractor proposed travel dollars are the same and cannot result in any discrimination between contractors.
- e) Reference Attachment 1, CDRLs in the [CET](#). Click on [CDRL Form](#) to see the form. CDRL samples will be available on the website in the future. Then go to [Available CDRL Samples](#) and select the specific examples of the CDRLs that correspond to your needs. Cut and paste these specific examples into your document (ordered from lowest to highest number CDRL), then tailor the information to your needs. All sample documents are provided in MS Word format, allowing you to easily cut and paste/import them to your document.
- f) Reference CET Attachment II—Unfunded Additional Taskings. This should be self explanatory; however, some of the CET samples contain an Attachment II that may be helpful.

## Defining the Draft Deliverable or CDRLs

CDRLs ([DD Form 1423](#)) are required for each deliverable referenced within the CET (See paragraphs 3.3.b and 3.3.f above for additional information regarding CDRLs). There are forms that have [one deliverable per page](#), [2 deliverables per page](#), and [4 deliverables per page](#). **CDRLs must be signed before the RFP will be sent out.** Signed CDRLs will need to be scanned and emailed to the DESP III Ordering Center Representatives. See [Attachment 11 - DIDs Pick List](#) for a Data Item Description (DID) “Pick List” that can be used for developing/tailoring Task Order CDRLs.

## Completing the Quality Assurance Surveillance Plan (QASP)

The QASP is used to evaluate contractor performance while implementing the terms and conditions of the CET. It is designed to provide an effective surveillance method for monitoring contractor performance for each objective listed within CET Section 7.0 (Services Summary). The QASP provides a systematic method to evaluate the services and products the contractor is required to furnish, and it is based on the premise that the contractor, and not the government, is responsible for management and quality control actions necessary to meet the terms of the contract. The role of government quality assurance is to ensure contract standards are met.

The TOI must complete a QASP as a mandatory component of each DESP III Requirements Package. The TOI is responsible for developing the QASP in accordance with the [Attachment 8 - Quality Assurance Surveillance Plan template](#). The TOI will then coordinate content with the DESP III Ordering Center Representatives. The QASP may correspond to your organizational method for developing a “Quality Assurance Plan” or other quality assurance methods/processes. To facilitate the development of your QASP, a more detailed sample with guidance/rationale will be added to the website for future reference. The following notes will be helpful in preparing the QASP:

- Data provided in red font is informational and should be deleted in your final version
- The Table of Contents is not set to automatically generate. You’ll need to manually update the page numbers as appropriate
- The majority of the template contains boilerplate that should be retained and/or includes detailed instructions that are very helpful; other significant aspects for completing this document are as follows:
  - - Section 4.1
      - Delete the methods that do not apply to the performance assessment activity
      - Selected methods must correspond with the content provided within Section 7.0 of the CET (i.e., Services Summary)
    - Section 4.4
      - An introduction to this section is helpful. If an introduction is provided, please select aspects of CET paragraphs 1.1, 1.2, and/or 1.3 (purpose, scope, and background)

- The “Assessment Guides” provided within this section are the most significant aspects associated with document preparation (i.e., they will require the majority of your efforts)
- Ensure that the Assessment Guides correspond directly to the content and logic provided within CET Section 7.0 (Services Summary)
- o Section 5.4
  - If another document is used to clearly describe performance objectives, metrics, and to otherwise track progress, the TOI may be allowed to reference this document
  - The ability to reference another document should be coordinated with the DESP III Ordering Center Representatives
  - Example documents may include: Program Management Plan (PMP), Software Development Plan (SDP), Systems Engineering Management Plan (SEMP), etc.
- o “Other Considerations for CORs” (page 11 of the [template](#))
  - You will have to designate a Primary Contracting Officer Representative (COR) and an Alternate COR. That involves creating a nomination letter for both the Primary and Alternate, both being trained using the [COR Process Steps](#), and providing the nomination letter and training certificates (load the certificates into the CORT).
  - This last section is for information purposes only and should be deleted from your document (i.e., the last page of your document will be the signature page)
  - For additional information on the COR Process, you may reference [Attachment 8b – COR Process Steps](#).

### **Completing the M3 Evaluation Criteria**

The M3 Method is a technique for quantifying subjective or qualitative data for evaluation purposes. It offers a procedure for arriving at a consensus among evaluators when evaluating the Contractors’ Technical Proposals. The TOI must complete the first segment of the M3 Sheet in preparation of each DESP III Requirements Package. Since the M3 Method is extremely important to the selection process, the website provides the following:

- Detailed [M3 Instructions](#) and [M3 Template](#)
- Index of Samples of M3 Evaluation Criteria (will be added later)

Instructions relating to the development of M3 Criteria to be used in evaluating technical proposals can be viewed at [M3 Instructions](#) and [M3 Template](#)-- recommend reading thoroughly. This document will provide valuable information regarding the philosophy and use of the M3 Method in facilitating the evaluation and award of DESP III competitions. You may browse through the samples available on the website, once

samples have been added to get a better feel for specific criteria used in the past. Develop the M3 Criteria that will best serve you in evaluating the offeror proposals.

In developing the evaluation criteria, keep in mind the contractor's proposal will follow the format of the evaluation criteria, and their **proposal will only address the evaluation criteria listed in the M3 spreadsheet**. Consequently, the listed criteria should take into consideration an assessment of Task Order performance risks and their probability of occurrence. A blanket CET M3 Criterion (listing all CET requirements) is typically not recommended, because it does not provide a basis for differentiating between contractors and does not specifically address risks having a significant impact and/or probability. The key is developing criterion elements that enable you to select an offeror that can successfully execute the requirements of the CET without having to prepare a 50-page proposal that addresses everything in the CET.

The number of technical criteria and assigned weighting can vary; however, the mandatory factors are:

- **Technical Criteria:** Weighting may vary from “Not Critical” (NC) with a system weight factor range of 1 - 5 to “Critical” (C) with a system weight factor range of 6 – 10. Further explanation of this criterion is included in [M3 Instructions](#) and [M3 Template](#).
- **Past Performance:** Weighting may vary from “Not Critical” (NC) with a system weight factor range of 1 - 5 to “Critical” (C) with a system weight factor range of 6 – 10. Further explanation of this criterion is included in [M3 Instructions](#) and [M3 Template](#).
- **Total Evaluated Price:** Weighting may vary from “Not Critical” (NC) with a system weight factor range of 1 - 5 to “Critical” (C) with a system weight factor range of 6 – 10. Further explanation of this criterion is included in [M3 Instructions](#) and [M3 Template](#).
- **“Small Business Participation:** The purpose of this criterion is to incentivize small business participation, which is a mandatory evaluation criterion for each competitive Task Order. Further explanation of this criterion is included in [M3 Instructions](#) and [M3 Template](#).
- **Service Disabled Veteran Owned Small Business Participation:** The purpose of this criterion is to incentivize Service Disabled Veteran Owned small business participation, which is a mandatory evaluation criterion for each competitive Task Order. Further explanation of this criterion is included in [M3 Instructions](#) and [M3 Template](#).

It is important to note that the Total Evaluated Price, Small Business Participation, and Service Disabled Veteran Owned Small Business Participation are evaluated by the Contracting Officer and that the Technical and Past Performance criteria are evaluated by your technical review team. Key aspects for completing the initial [M3 Template](#) spreadsheet are as follows:

- **Criterion:**
  - Identify areas of high risk and probability of impact relating to the performance of this Task Order

- Identify CET aspects that differentiate between contractors; the objective being to determine “best value” or “highest M3 score” as selected within item 3.c of the PR Supplement Sheets
- Avoid tracking to every minor aspect of the CET, especially those that will not make a difference when evaluating DESP III prime contractors
- EC (Evaluation Class): Choose “C” (Critical) or “NC” (Not Critical)
- SWF (System Weight Factor): Choose 1 – 5 for “NC” and 6 – 10 for “C”. The higher the number, the more important this criterion is to successful Task Order performance
- Other fields will be completed when scoring proposals, reference [M3 Instructions](#) and [M3 Template](#) and/or discuss this topic with the DESP III Ordering Center Representatives

Take your time when developing these criterion elements to ensure that the elements and weighting assigned to each reflects the order of importance you desire. The use of well thought out criterion elements will allow your evaluators to choose the best company to satisfy your requirements within a limited page count technical proposal.

### **Completing the Exception to the Fair Opportunities Process**

The Exception to the Fair Opportunity Process is similar to the Justification and Approval (J&A) document and consists of a contracting document that includes the details for the rationale in opting for a non-competitive contract award instead of open competition. It is required when one of the following exceptions applies: services are so urgent that fair opportunity would result in unacceptable delays; only one awardee is capable of supplying the services required (e.g. proprietary data); or the order is issued on a sole source basis as a logical follow-on.

The Exception to the Fair Opportunity Process Content and Format form provided within [Attachment 6 - Exception to the Fair Opportunity Template](#) must be completed for all non-competitive task orders. The purpose of this form is to ensure that there is a valid reason for not completing the task.

### **Completing the Non-Disclosure Agreement**

The completion of the Non-Disclosure Agreement (NDA) is designed to ensure that any contractor personnel performing contractual duties under a given Task Order involving access to Confidential, Proprietary and/or Sensitive Information belonging to other contractors, third parties, or the USAF, will not share this information without proper authorization from the USAF and agrees that the Confidential, Proprietary and/or Sensitive Information will be held in trust and confidence and shall be used only in the performance of duties in support of the Contractor's performance of the task order. The NDA template to be completed, if required, is at [Attachment 10 - Sample of Non-Disclosure Agreement](#). The Non-Disclosure Agreement will be completed after award of the Task Order.

### **Requirements Approval Document (RAD, A&AS approval document)**

Advisory & Assistance Services (A&AS) or Services over \$100K would normally require a Requirements Approval Document (RAD), RAD Exemption, or a Command's equivalent. DESP III has an overarching RAD which will cover each task order; therefore **RADs are not required for DESP III task orders**; However, you may consider preparing a RAD and routing it through your their local chain of command, including engineering lead if warranted. Even if the task goes over the \$10M level you could only put \$9.9M as the value of the contract and then in the description state the entire value. These RADs would not have to go off the center, but would give your management visibility of the contracts under their purview.

### **Completing the DD Form 254**

DD Form 254 "DoD Contract Security Classification Specification" is required to be incorporated into each classified task order. The DD Form 254 provides the contractor the security requirements and the classification guidance necessary to perform on a classified task order. The Security Clearances required for Contract personnel handling equipment, documentation or other matters in the performance of this contract will be consistent with the security classification of the equipment, documentation or matter involved. The DD Form 254 should be written as specifically as possible and include only the information that pertains to the classified portion of the task order. If task order requirements exceed those specified in the basic contract DD Form 254 (entitled "Contract Security Classification"), the TOI will prepare a new DD Form 254 to be added to the task order. Instructions for completing the DD Form 254 can be found in the [DD Form 254 Instructions](#). Your Security Manager can provide assistance in the preparation of DD Form 254s.

## **STEP 2 - REQUEST FOR INFORMATION (RFI) RFI PROCESS (SMALL BUSINESS DETERMINATION)**

### [BACK TO FIG 1 PROCESS CHART](#)

Step 2 requires that an RFI be conducted to ensure each requirement will be considered for a small business set aside, regardless of dollar value. The CET, letter RFP, and request for information (RFI) letter will be sent to all DESP III awardees. If at least two small businesses certify that they (1) have the capacity to perform the requirement (2) will accomplish at least 50 percent of the work and (3) will submit a proposal on the subject RFP, the requirement will be set aside for small businesses. If the requirement is not suitable for a small business set aside, the requirement will be competed amongst all DESP III awardees. The Small Business subcategories (e.g. HUBZone, 8(a), SDVO, and Woman-owned) may also be considered for set-asides under DESP III utilizing the same process.

### **STEP 3 – PROCESS/REVIEW AND COORDINATE DESP III REQUIREMENTS PACKAGE (STEP 3)**

[BACK TO FIG 1 PROCESS CHART](#)

Step 3 in completing a DESP III PR package is to complete a detailed review of the draft Requirements Package with the DESP III TL. The DESP III TL will review and discuss the draft Requirements Package with the customer and a determination will be made on required modifications to the Requirements Package that the customer must complete before the package can be reviewed by the Task Order Review Board (TORB).

Once the customer and the DESP III TL complete the final draft Requirements Package, the package is ready for the TORB review.

### **STEP 4 - SCHEDULE AND SUPPORT THE TASK ORDER REVIEW BOARD (TORB)**

[BACK TO FIG 1 PROCESS CHART](#)

The Ordering Center Representatives will coordinate with the DESP III team lead to schedule a TORB once the requirements package is complete and ready for review. The TORB is normally conducted within 24 – 48 hours after a complete requirements package is submitted to the Ordering Center Representatives. At a minimum, for TORBs conducted at Hill, the TORB consists of several members from the DESP III contracting office to include the buyer and contracting officer (CO) for the specific requirement, the Ordering Center Representatives, and the TOI.

The TORB is a page by page review of the entire requirements package. The purpose of the TORB is to ensure the package is complete and ready for award. Contracting personnel will review the package and discuss any potential problems or concerns. The TORB evaluates the requirement to ensure strict compliance with the basic DESP III contract, ensure documentation is complete and signed, and provide an opportunity to make any changes before issuance of the RFP.

Based on an AFMC requirement, the Team Lead and Ordering Center Representatives will certify that an assessment was performed and the team determined the requested services could not reasonably be performed by an existing organic capability; additionally, the team will assess the frequency of occurrence of specific types of services. In cases where there are reoccurring services that would lend themselves to being performed by an organic capability, or it would be in the best interest of the government to build and establish an organic capability for meeting these requirements, the team will make a formal recommendation to the Directorate of Personnel (DP) and the Directorate of Engineering (EN) to initiate efforts to establish that type of capability organically.

The TORB will provide formal recommendations to the TOI to complete the requirements package. Once these recommendations are incorporated/addressed, the requirements package is ready for the next step in the process.

## **STEP 5 - FINALIZE DESP III REQUIREMENTS PACKAGE AND CONDUCT INDUSTRY DAY**

[BACK TO FIG 1 PROCESS CHART](#)

An Industry Day is a critical part of this process with its purpose being to provide industry an opportunity to have a better understanding of your requirement. Although Industry Days are not mandatory, they are highly recommended. Industry Days also, provide the Government an opportunity to introduce key players and obtain feedback from industry to clarify/improve requirements definition. You can also use this forum to collect market research data for your requirement. Finally, it allows industry to better prepare their DESP III teams to provide more competitive proposals.

## **STEP 6 - DESP III REPRESENTATIVES SIGNS PR SUPPLEMENT SHEETS AND RFP IS RELEASED**

[BACK TO FIG 1 PROCESS CHART](#)

## **STEPS 7 & 8 - M3 EVALUATION PROCESS/TASK ORDER AWARD**

[BACK TO FIG 1 PROCESS CHART](#)

DESP III  
Design and Engineering Support Program  
User's Guide

Small Business Participation Factor

Evaluation Class (EC)  
Criticality designator

Swing Weight Factor (SWF)  
Assigned weight factor  
Critical must be 6 to 10  
Non Critical must be 1 to 5

Identification letter for individual contractors

Criterion	EC	SWF	A	B	C
SDVBO Participation per basic contract clause 9952.900-H904 (See Note 5).		1/0	0	0	0
Maximum possible		1			
<b>SDVBO Participation Weight (+3%/10% of Main Factor Weights)</b>		Sums	0	0	0
<b>3</b>		<b>Weighted SDVOSB Participation Total</b>	<b>30</b>	<b>0</b>	<b>0</b>
Small Business Participation per basic contract clause 9952.900-H904. (See Note 4)		-1/1	0	0	0
Maximum possible		1			
<b>Small Business Participation Weight (+/-10% of Main Factor Weight)</b>		Sums	0	0	0
<b>10</b>		<b>Weighted Small Business Participation Total</b>	<b>100</b>	<b>0</b>	<b>0</b>
<b>1</b> Describe your approach to satisfying the overall requirements of the	NC	5	0.0	0.0	0.0
<b>2</b> Corporate Knowledge/Experience related to specific weapon	C	8	0.0	0.0	0.0
<b>3</b> Corporate Knowledge/Experience with technologies related CET	C	10	0.0	0.0	0.0
<b>4</b> Describe unique facilities required to perform on this contract.	C	6	0.0	0.0	0.0
<b>5</b> Capability to reach back to significant GCCS and C2 software developer technical expertise and ability to respond to emerging long term and short-term support requirements	NC	5	0.0	0.0	0.0
<b>6</b> Provide a transition plan that will demonstrate ability to provide on-site personnel at all required ACC sites without a gap in coverage and demonstrate understanding of the support requirements in the customer environment and the ability to provide the expertise and experience to accomplish the required tasks.	NC	5	0.0	0.0	0.0
Maximum possible		195			
<b>Technical Weight (%) - minimum 25%</b>		Sums	0.0	0.0	0.0
<b>34</b>		<b>Weighted Technical Total</b>	<b>340</b>	<b>0.0</b>	<b>0.0</b>
Past Performance: Provide description on two significantly similar contracts, include contract number and current POC. Government may contact personnell to determine similarity, technical capability and performance. (See Note 1)	C	10	0.0	0.0	0.0
Maximum possible		50			
<b>Past Performance Weight (%) - minimum 25%</b>		Sums	0.0	0.0	0.0
<b>33</b>		<b>Weighted Past Performance Total</b>	<b>330</b>	<b>0.0</b>	<b>0.0</b>
Total Evaluated Price (TEP) (See Note 2)	C	10	0.0	0.0	0.0
Maximum possible		50			
<b>Price Weight (%) - minimum 25%</b>		Sums	0.0	0.0	0.0
<b>33</b>		<b>Weighted Price Total</b>	<b>330</b>	<b>0.0</b>	<b>0.0</b>
<b>100</b> Main Factor Weight Totals (%)					
<b>TOTALS</b>		<b>1130</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

Factor Weight Percentages

Evaluator Score Between 1 and 5 (red text)

Product of SWF x Score for contractor A on each criterion. (5 x 5 = 20)

Total of individual scores for contractor A. (20+40+50+12+15+10=147)

Maximum possible

Normalized score (normalized to 10 possible points) multiplied by Factor Weight (147 score/195 possible = 75%. 75% x 34 factor weight x 10 possible points = 256.3)

Criterion must be tailored for each task order. Provide enough description so the contractor's will know what to provide. In other words let them know what you expect to see from them.

Total of the Small Business Participation + the three factors for contractor A. (100+256.3+264.0+264.0=884.3)

## **STEP 9 - TASK ORDER AWARD, MANAGEMENT, AND CLOSE-OUT**

After the order is awarded, the COR will then follow the Quality Assurance Surveillance Plan to ensure the task is completed IAW the Contractual Engineering Task requirements. After all of the requirements in the task order are complete, the TOI will promptly complete a Close-out Survey and return it to the Contracting Officer to initiate close-out of the task order.

## APPENDIX A

### - Types of Work that can be accomplished under DESP III

[BACK TO INTRODUCTION](#)

#### **TYPES OF WORK (Not an exhaustive list)**

- Technical Documentation
- Courseware Development
- System Design and Engineering Development
- Software/Firmware
- Activities in Support of Operations/Processes for Maintenance and Repair
- Support Equipment Studies
- Support Equipment Improvement/Technology Insertion
- Process Modeling, Analysis, and Re-Engineering
- Environmental, Health, and Safety

#### **TYPES OF WORK (Examples of Systems and Applications – not an exhaustive list)**

- **Aircraft/Air Vehicle Systems, Subsystems & Components, such as:**
  - Structures/Composites
  - Radar
  - Avionics
  - Landing Gear
  - Electronic Warfare
  - Fire Control
  - Engines
  - Electrical
  - Electronic
  - Support Equipment
- **Ground Equipment/Ground Transportation**
  - Vehicles (tracked and wheeled)
  - Ground Support Equipment
- **Munitions/Missiles**
- **Gas Generating, Dispensing & Handling Systems**
  - Fueling/Defueling
  - Liquid Fuels
  - Other Materials (ex: N<sub>2</sub>, O<sub>2</sub>, H<sub>2</sub>, CO<sub>2</sub>, etc.)
- **Contained in Various Applications**
  - Power Transmission Equipment
  - Electric Motors, Generators, etc.
  - Automatic Test Equipment (ATE)
  - Test Facilities
  - System Safety
- **Industrial Engineering & Infrastructure**

- IT Infrastructure & Support
- Management Information Systems
- Software Development
- Industrial Improvements
- **Ground Systems**
  - Ground Radar
  - Early Warning
  - Threat Simulation
  - Air Traffic Control Systems
  - Weather Systems
  - Shelters
- **Environmental Research**
  - Remediation
  - Clean/Alternative fuels
  - Waste treatment
- **Space Systems**
  - Space-based Navigation & Tracking/Targeting Systems
  - Military Satellite Communications Systems
  - Weather Satellite Systems
  - Space Based Infra-Red Reconnaissance Systems
  - Space Based Electronic Intelligence Gathering Systems
  - Intercontinental Ballistic Missile Warning Systems
  - Space Surveillance Systems

**TYPES OF WORK (Not an exhaustive list)**

- Studies
- Technology Insertion
- Supplies and Services
- Packaging
- Fabrication
- Prototype/Pre-Production Development, Build, Test, and Evaluation
- Documentation
- Standard Items
- Design Reviews/Audits
- Training
- Engineering Services
- Logistics Support Analysis (LSA)
- Source Qualification
- Test and Evaluation
- Laboratory Services
- Producibility
- Installation
- Human Factors Engineering
- Reliability/Maintainability
- Data Rights (IAW data rights clauses)