



# MCICOM Acquisition Assistance and Procuring Contracting Officer (PCO) Support

MAS 8(a) Pool

Solicitation #M9549426Q0008

**Due: May 06, 2026 at 02:00 PM EDT**

**Document Conflicts Detected**

**key\_personnel\_requirements.positions[0].number\_of\_resumes**

Primary: 1 (from PWS 1.6.15.a: 'one (1) Senior Contract Specialist as key personnel')

Secondary: 2 (from PWS Technical Exhibit 1: two rows, each 1 FTE/1912 hours for 'Senior-Level Contract Specialist', and Pricing Template showing two labor rows per period)

**> 1. PWS 1.6.15.a explicitly designates 'one (1) Senior Contract Specialist' as key personnel for resume submission, taking precedence over general staffing indications in the technical exhibit or pricing template.**

## KEY DETAILS

**ISSUING AGENCY**

Department of Defense

**NAICS CODE**

541611 Administrative Management and General Management Consulting Services, \$24.5M

**CONTRACTING OFFICE**

Marine Corps Installations Commands (MCICOM)

**PERIOD OF PERFORMANCE**

1 Base Year + 4 Option Years + 6-month extension = 5 years 6 months total (05/22/202611/21/2031)

**CONTRACT VEHICLE**

MAS 8(a) Pool

**PLACE OF PERFORMANCE**

Contractor facility, within 50 miles of National Capital Region (NCR) or Marine Corps installation/reserve unit

**SOLICITATION NUMBER**

M9549426Q0008

**AWARD TYPE**

Single Award Best Value Trade-Off

**CONTRACT TYPE**

FFP and Cost-Reimbursable (Travel & ODCs)

**CLEARANCE REQUIRED**

None specified

**SET-ASIDE**

8(a) Set-Aside

## RESPONSE TIMELINE

Milestone	Date / Time
Request Issue Date	April 08, 2026 at 11:09 AM EDT
Questions Due Date	April 15, 2026 at 03:00 PM ET
Quote Response Due Date	May 06, 2026 at 02:00 PM EDT
Proposal Expiration Date	180 calendar days from receipt of quotes
<b>Estimated Award Date</b>	<b>Third quarter of Fiscal Year 2026</b>

Procuring Contracting Officer (PCO): Christina Neto — christina.e.neto.civ@usmc.mil | Contract Specialist (CS): Lisa Bennett — lisa.bennett@usmc.mil

## STAFFING REQUIREMENTS

CLIN 0001 (Base Year Labor, FFP): 2 Senior-Level Contract Specialists, 1912 hours each. Total 3824 hours.

CLIN 1001 (Option Year 1 Labor, FFP): 2 Senior-Level Contract Specialists, 1912 hours each. Total 3824 hours.

CLIN 2001 (Option Year 2 Labor, FFP): 2 Senior-Level Contract Specialists, 1912 hours each. Total 3824 hours.



CLIN 3001 (Option Year 3 Labor, FFP): 2 Senior-Level Contract Specialists, 1912 hours each. Total 3824 hours.

CLIN 4001 (Option Year 4 Labor, FFP): 2 Senior-Level Contract Specialists, 1912 hours each. Total 3824 hours.

CLIN 5001 (Option Period Five Labor, FFP - 6 months): 2 Senior-Level Contract Specialists, 956 hours each. Total 1912 hours.

Grand Total Labor Hours: 21,032 hours.

## KEY PERSONNEL REQUIREMENTS

One (1) Senior Contract Specialist is designated as key personnel. Resumes are not explicitly required with the proposal, but CUI training certificates are required post-award.

### Senior Contract Specialist — 1 resume(s) | Post-Award

Exp: At least 10 years as lead negotiator/contract specialist for pre-award/post-award in DOW, DON, or Marine Corps. At least 5 years as lead negotiator/contract specialist on large-scale service acquisitions in DOW, DON, or Marine Corps. At least 5 years leading/managing teams of contract specialists/acquisition professionals. Experience managing large, complex engagements/projects. Experience in key federal acquisition systems (SAM.gov, PIEE, ePS, AMS). | Ed: Bachelor's degree in Business or related field | Clearance: None specified (services are unclassified) | Certs: DoD Mandatory Controlled Unclassified Information (CUI) Training Certificate (post-award) | Location: Not specified | Other: Proficiency with Microsoft Office suite (Word, Excel, SharePoint, Teams, PowerPoint).

## SCOPE OF WORK SUMMARY

- **Acquisition Assistance and PCO Support:**  
Provide comprehensive acquisition support services to the Marine Corps Installations Commands (MCICOMs) Contracting Office. This includes pre-award activities like market research, solicitation preparation, and IGCE development, as well as post-award contract administration, data reporting, and COR program management.
- **Data Reporting and Analysis:**  
Provide comprehensive acquisition data reporting and analysis to track key metrics, identify performance trends, and translate findings into summaries and briefings for Government personnel.
- **COR Program Management:**  
Provide administrative support for the MCICOM COR program, managing the full lifecycle of COR training, appointment processes, compliance, and performance monitoring.
- **Electronic System Support:**  
Provide acquisition support and expert guidance for federal acquisition systems including SAM.gov, PIEE, ePS, AMS, and SharePoint.
- **Solicitation and Proposal Evaluation Support:**  
Assist with writing solicitations, developing pricing recommendations, and evaluating proposals (technical, past performance, and price) in accordance with FAR Part 15.
- **Contract Administration and Closeout:**  
Support all phases of contract administration, including modifications, determinations and findings, and contract closeout processes by developing checklists and preparing necessary documentation.

## PROPOSAL REQUIREMENTS

### Volume I: Administrative - Cover Letter

**Page limit: No Page Limit**

Submit a signed cover letter including company information, RFQ number, contact details, express warranty terms, 'remit to' address, acknowledgement of amendments, and agreement with terms.

Not specified

### Volume I: Administrative - Signed SF1449

**Page limit: No Page Limit**

Include the signed Standard Form 1449.

Not specified

### Volume I: Administrative - Reps & Certs

**Page limit: No Page Limit**

Complete representations and certifications in SAM. If any are not available in SAM, submit them in Volume I.

Not specified



## Volume I: Administrative - OCI Statement

**Page limit: No Page Limit**

Disclose any potential or actual Organizational Conflicts of Interest (OCI) for the company, subcontractors, or teaming partners, including a description and mitigation plan. A negative response is required if no OCI exists.

Not specified

## Factor 1: Technical Approach - Sample Task 1: Data Analysis and Reporting (Written Summary)

**Page limit: No more than 2 pages**

Develop and submit a 'Quarterly Procurement Performance Briefing' from a notional contract action dataset. Include a written summary analyzing actions, obligations, performance trends, competition rates, small business goals, PALT, and other relevant acquisition data.

Not specified

## Factor 1: Technical Approach - Sample Task 1: Data Analysis and Reporting (PowerPoint Presentation)

**Page limit: Maximum 15 slides**

Develop and submit a 'Quarterly Procurement Performance Briefing' from a notional contract action dataset. Include a PowerPoint presentation visualizing key findings.

Professional charts and graphs

## Factor 1: Technical Approach - Sample Task 2: COR Program Management and Compliance (Compliance Plan)

**Page limit: No more than 10 pages**

Submit a sample COR Compliance Management Plan (single document) providing a comprehensive framework for managing the MCICOM COR program. Include a process workflow, initial COR appointment program package, and continuous training program package.

Not specified

## Factor 1: Technical Approach - Sample Task 3: Requirements Development and Improvement (Requirement Analysis Report)

**Page limit: Not to exceed 2 pages**

Submit a brief report identifying deficiencies, weaknesses, and ambiguities in a provided 'Draft Statement of Need', with recommendations for transforming it into a performance-based acquisition.

Not specified

## Factor 1: Technical Approach - Sample Task 3: Requirements Development and Improvement (Revised PWS)

**Page limit: Not to exceed 10 pages**

Submit a complete, revised PWS ready for solicitation, written in a performance-based format, including clear scope, specific tasks, measurable performance standards, and a QASP matrix.

Not specified

## Factor 1: Technical Approach - Sample Task 3: Requirements Development and Improvement (IGE Basis of Estimate)

**Page limit: Not to exceed 3 pages**

Submit a document outlining the methodology, assumptions, and data sources for developing an Independent Government Estimate (IGE) for the revised PWS.

Do not produce a final dollar figure, but detail approach for estimating labor categories, hours, and ODCs.

## Factor 2: Management Approach - Scenario 1: Quality Failure (Quality Control Plan)

**Page limit: Not to exceed 5 pages**

Submit a Quality Control Plan (QCP) addressing a scenario of quality failure on a critical document. Describe the immediate process for addressing failure, root cause analysis, corrective actions, and long-term changes.

Not specified

## Factor 2: Management Approach - Scenario 2: Underperforming Team Member

**Page limit: Not to exceed 2 pages**

Using the QCP from Scenario 1, describe the step-by-step process the Project Manager will take to address an underperforming team member, ensure deliverable quality, and communicate resolution to the government.

Not specified

## Factor 3: Past Performance

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Provide details for two (2) recent projects (within 5 years, may be ongoing) using the Past Performance Questionnaire Template (Attachment S3). Projects must be relevant in scope, magnitude, and complexity, with at least one performed by the Prime contractor.

Submit Attachment S3. Subcontractor PP allowed.

## Volume III: Price - Price Proposal Template (Attachment S4)

**Page limit: No Page Limit**

Include all pricing data in Microsoft Excel format using the Pricing Template (Attachment S4), with formulas intact and visible, rounded to two decimal places. Breakdown pricing by labor categories, hours, rates, travel, and ODCs for each performance period.

Microsoft Excel (\*.xlsx) with formulas intact and visible



## PAST PERFORMANCE

- References: two (2) recent projects
- Recency: performed within the last five (5) years
- Sub References: Quoters may include subcontractors' past performance
- Subs Count Toward Total: Implied yes, in addition to own (if applicable)
- Notes: At least ONE project must have been performed by the Prime contractor. Projects must be contract or task orders for actual technical requirements; master contract vehicles do not satisfy this unless accompanied by a relevant task order.

## EVALUATION CRITERIA

The Government will make a single award to the responsible Quoter whose proposal offers the best value, balancing technical, management, past performance, and price factors.

- **Factor 1: Technical Approach**  
Outstanding, Acceptable, Unacceptable  
**Not explicitly weighted relative to other factors.**
  - **Factor 2: Management Approach**  
Outstanding, Acceptable, Unacceptable  
**Not explicitly weighted relative to other factors.**
  - **Factor 3: Past Performance**  
Acceptable, Unacceptable (Neutral for no relevant PP)  
**Not explicitly weighted relative to other factors.**
  - **Factor 4: Price**  
Reasonableness  
**Not explicitly weighted relative to other factors.**
- *Award will be made off initial quotes, but Government reserves the right to hold exchanges.*
  - *A Quoter without relevant past performance will receive a neutral rating, which is considered acceptable.*
  - *Total evaluated price includes basic requirement plus all option periods.*
  - *Proposals may be deemed unacceptable if option prices are significantly unbalanced.*

## NOTABLE REQUIREMENTS & CONSIDERATIONS

- **Contract Type Hybrid** The contract will utilize Firm-Fixed-Price (FFP) for labor CLINs and Cost-Reimbursable (CR) for Other Direct Costs (ODCs) and Travel.
- **Organizational Conflict of Interest (OCI)** Quoters must disclose any potential or actual OCIs for their company, subcontractors, and teaming partners, along with mitigation plans. A negative response is required if no OCI exists.
- **Contractor Manpower Reporting (CMR)** The Contractor is required to report all labor hours (including subcontractor hours) via the System for Award Management (SAM.gov) reporting tool.
- **WAWF Invoicing Mandatory** Payment requests and receiving reports must be submitted electronically via the Wide Area WorkFlow (WAWF) system.
- **Mandatory CUI Training** All Contractor personnel must complete Department of Defense Mandatory Controlled Unclassified Information (CUI) Training before gaining access to Government systems.
- **Contractor-Furnished Equipment** The Contractor is responsible for furnishing all necessary equipment, including computers/laptops, monitors, CAC card readers, and office space.
- **MCEN Connectivity** Contractor personnel require connectivity and access to the Marine Corps Enterprise Network (MCEN), requiring compliance with MCENMSG-Unification 003-14.
- **Government Laptop Imaging** Compliant Contractor-provided laptops/computers will be imaged by the Marine Corps for MCEN access.
- **Personnel Turnover Threshold** The Contractor must maintain a stable workforce with a turnover rate not exceeding 50% within any 12-month period, with exceeding this rate potentially leading to invoice deductions.
- **Key Personnel Vacancy Penalty** If a key personnel vacancy exceeds 14 calendar days, a price reduction based on the full daily labor rate for the vacant position will be applied to the next monthly invoice.
- **Travel and ODCs Reimbursable** Travel and Other Direct Costs (ODCs) will be reimbursed on a cost-reimbursable basis, with estimated amounts provided by the Government in the pricing template for evaluation purposes.