

UNCLASSIFIED



U.S. Army Contracting Command



EXPRESS Industry Attachment Town Hall

09 September 2015

UNCLASSIFIED



UNCLASSIFIED

U.S. Army Contracting Command



Agenda

- Attachments
 - ✓ WHEN & WHERE
 - ✓ WHAT
 - ✓ WHY
- Cover Letter
- Team Matrix
- Attachment 4
- Performance Capability Team File (PCTF)
- Labor Category Alignment (LCA)
- Suggestions, Tips, and Tricks
- Questions





UNCLASSIFIED

U.S. Army Contracting Command



WHEN and WHERE are packages submitted?

- Open Season
 - ✓ Once a year (Typically the announcement goes out at the end of the Fiscal Year; due in November)
 - ✓ Add/Delete Team Members
 - ✓ Add/Delete Schedules
 - ✓ TWO DISCS (All Attachments)
 - ✓ Modification required to incorporate Attachments and extend the BPA

- Monthly Tuesday Updates
 - ✓ Up to once a month
 - ✓ Add/delete rates
 - ✓ PSS Transition
 - ✓ Name Change/Cage Code Change
 - ✓ ONE DISC with Cover Letter listing updates (All Attachments with new dates on updated)
 - ✓ Modification only required if the Team Matrix is updated

- Both are submitted in the Lobby of 5300 of the Sparkman Center at 1300 on Tuesdays. Can be mailed (but not recommended).





UNCLASSIFIED

U.S. Army Contracting Command



WHAT is submitted in each package?

- Team Matrix
 - ✓ Company Names, Cage Codes, and GSA Schedules
- Attachment 4
 - ✓ Labor Categories & Rates
- Performance Capabilities Team File (PCTF)
 - ✓ Labor Category Descriptions
- Labor Category Alignment (LCA)
 - ✓ Prime & Key Team Member Labor Category Configuration

- Please include all 4 Attachments on every update submitted for continuity purposes. Just be sure to clearly date the new Attachments while leaving the old date on previous Attachments.



UNCLASSIFIED

U.S. Army Contracting Command



WHY is each Attachment important?

- Team Matrix
 - ✓ Contractual document attached to each BPA
 - ✓ Used to ensure proposed teams are vetted
- Attachment 4 (Rates)
 - ✓ Used to evaluate proposals and modifications
 - ✓ Living document due to the nature of extensions, cancellations, etc.
- Performance Capabilities Team File (PCTF)
 - ✓ Evaluation teams when clarification is needed to determine if proposed categories are appropriate & also for IGCE preparations
- Labor Category Alignment (LCA)
 - ✓ Internal document



UNCLASSIFIED

U.S. Army Contracting Command



Cover Letter

- Open Season
 - ✓ Be sure to include any new POC information as this will be added to your BPA when it is extended in January.
- Monthly Tuesday Updates
 - ✓ Include ALL changes made and what Attachments were changed.
 - ✓ Include the correct POC for any questions.



Cover Letter (BY
DOC)



Cover Letter (BY
ACTION)



UNCLASSIFIED

U.S. Army Contracting Command



Team Matrix



UNCLASSIFIED



U.S. Army Contracting Command

Team_Matrix_Template.xls [Read-Only] [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ACROBAT

Clipboard Font Alignment Number Styles Cells Editing

TEAM MATRIX

1	TEAM MATRIX										
2	<i>Revision Date: 2/27/2015</i>										
3	Date										
4	Prime Name/BPA Number										
5	Company Name	Cage Code	Status	Category	Bus Sz	PSS	Applicable SInS	PES	IT	MOBIS	LOGWORLD
6	<i>Name as listed in SAM</i>										
7						<i>Consolidated or Professional Services Schedule</i>	<i>List SInS applicable to PSS or Consolidated Schedule</i>				
8	Example Company 1	12345	Existing	T	SB	XX-XXX-XXXXX	871-1 - 871-6; 874-1	XX-XXX-XXXXX		XX-XXX-XXXXX	
9	Example Company 2	67890	Existing	T	SB				XX-XXX-XXXXX	XX-XXX-XXXXX	
10	Example Company 3	13467	Existing	T	LB	XX-00F-XXXXX	871-1&2; 874-4				
11	Example Company 4	XYZ12	Migrated	T	LB	XX-00F-XXXXX	871-1&2	XX-XXX-XXXXX	XX-XXX-XXXXX		
12											
13											
14											
15											
16											
17											
18	Instructions:										
19	"Status" - Indicate action FOR THIS UPDATE ; State "Existing", "Added", "Deleted", "S>T" for Sub changes to TMs, "T>S" for TM changes to Subs, "Name Change" for changes to name, or "Migrated" for those companies transitioning to PSS from other schedules.										
20											
21											
22	"Category" - State "P" for Prime, "T" for Team Member, or "S" for Subcontractor										
23											
24	"Business Size" -List all that apply such as SB, LB, WOSB, VOSB, etc.										
25											
26	For Prime & TMs only , list GSA schedule number under applicable column(s) and IF NO migrations has been made to PSS, add (P) to indicate primary schedule.										
27	If a PSS schedule is annotated, all applicable SInS shall be listed. Do not remove the old GSA Schedule Numbers. Annotate the change with a strikethrough the schedule number.										
28	Move any Consolidated Schedules from the individual columns to the PSS Column.										
29											
30											
31											

Sheet 1

READY



UNCLASSIFIED



U.S. Army Contracting Command

Team Matrix

- Open Season
 - Added/Deleted and Existing
- Monthly Tuesday Updates
 - Make sure all previously approved changes are incorporated
- ANY update to the Team Matrix requires a Modification to the BPA.
- Status vs Category
- Make sure for multiple schedules that one is marked Primary (P)
- Make sure for consolidated schedules/PSS that the SINs are marked (P)
 - ALL consolidated and PSS must have SINs listed.



Team Matrix



UNCLASSIFIED

U.S. Army Contracting Command



Attachment 4 (Rates)



UNCLASSIFIED



U.S. Army Contracting Command

Attachment_4_Template.xls [Read-Only] [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ACROBAT

Normal Page Break Preview Page Custom Gridlines Headings Zoom 100% Zoom to Selection New Window Arrange All Freeze Panes Hide Synchronous Scrolling Switch Windows Macros

A1 : X ✓ fx BPA

	A	B	C	D	E	F	G	H	I	J
1	BPA			BPA Holder: (Prime Contractor/Team Leader)						
2	APPROVED SERVICES LIST									
3										
4	Vendor	Prime Contractor/Team Leader		EXPRESS Business Size Status	Large, Small, Small Disadvantaged (including S(a), Hubzone, Woman-Owned, Service Disabled Veteran Owned)					
5	Update Number									
6	Date	By-Mon-Yr								
7	POC	Name-Email-Phone								
8										
9										
	Schedule Holder	Schedule Number	SIN(s) Awarded	Labor Categories	Labor Qualifications/Minimum Requirements	FSS Price/Hr	BPA Price/Hr	FSS Price/Hr	BPA Price/Hr	FSS Price/Hr
						FROM: TO:				
11	Guaranteed Minimum Discounts (if applicable)						0%		0%	
12	PSS Schedule									
13	Prime Contractor/Team Leader Name	XX-XXX-XXXXX	SIN Information must be listed	Labor Category 1		\$ -	\$ -	\$ -	\$ -	\$ -
14	Prime Contractor/Team Leader Name	XX-XXX-XXXXX	SIN Information must be listed	Labor Category 2		\$ -	\$ -	\$ -	\$ -	\$ -
15	Prime Contractor/Team Leader Name	XX-XXX-XXXXX	SIN Information must be listed	Labor Category 3		\$ -	\$ -	\$ -	\$ -	\$ -
16	Prime Contractor/Team Leader Name	XX-XXX-XXXXX	SIN Information must be listed	Labor Category 4		\$ -	\$ -	\$ -	\$ -	\$ -
17	Prime Contractor/Team Leader Name	XX-XXX-XXXXX	SIN Information must be listed	Labor Category 5		\$ -	\$ -	\$ -	\$ -	\$ -
18	Prime Contractor/Team Leader Name	XX-XXX-XXXXX	SIN Information must be listed	Labor Category 6		\$ -	\$ -	\$ -	\$ -	\$ -
19	Prime Contractor/Team Leader Name	XX-XXX-XXXXX	SIN Information must be listed	Labor Category 7		\$ -	\$ -	\$ -	\$ -	\$ -
20	Prime Contractor/Team Leader Name	XX-XXX-XXXXX	SIN Information must be listed	Labor Category 8		\$ -	\$ -	\$ -	\$ -	\$ -
21						\$ -	\$ -	\$ -	\$ -	\$ -
22						\$ -	\$ -	\$ -	\$ -	\$ -
23						\$ -	\$ -	\$ -	\$ -	\$ -
24						\$ -	\$ -	\$ -	\$ -	\$ -
25										
26										
27										
28										
29										
30										
31										
32										
33										
34										

Prime-Team Leader (PSS Example) Prime-Team Leader (OLD) Individual Team Member (PSS Ex) Individual Team Member (O ...

READY 100%



UNCLASSIFIED

U.S. Army Contracting Command



Attachment 4 (Rates)

NOTE: If it's not on the GSA schedule, you can't put it on Attachment 4!

- BPA Paragraph (6) requires you to maintain an accurate file...update as changes occur (on the affected GSA schedules).

- Common Errors:
 - ✓ Schedule type not identified
 - ✓ Obsolete rate periods included
 - ✓ No current rates
 - ✓ No BPA rates provided, only FSS (or vice versa)
 - ✓ BPA & FSS rate period dates don't match
 - ✓ PSS number is not updated



UNCLASSIFIED

U.S. Army Contracting Command



Attachment 4 (Rates)

- Updates do not require a Modification.
 - ✓ Living document
- All Team Members listed on the Team Matrix must have a tab in the Attachment 4.
- Key Team Member must be marked.
- POC must be listed with either a phone number or email address.
- Primary schedule must be marked.
- Indicate OFFSITE/ONSITE or GOVERNMENT SITE/CONTRACTOR SITE rates (if not specified, it is assumed both).
- Delete obsolete rates.
- Do not include unexercised option rates
- Verify dates



Attachment 4

Attachment 4 can MAKE or BREAK a proposal!



UNCLASSIFIED

U.S. Army Contracting Command



Performance Capability Team File (PCTF)



UNCLASSIFIED

U.S. Army Contracting Command



Performance_Capability_Team_File_Template.xls [Read-Only] [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ACROBAT

Normal Page Break Page Custom Ruler Formula Bar Gridlines Headings Zoom 100% Zoom to Selection New Window Arrange All Freeze Panes Split Hide Synchronous Scrolling View Side by Side Switch Windows Macros

E18

	A	B	C	D	E	F	G	H	I	J	K
1	BPA			BPA Holder: (Prime Contractor/Team Leader)							
2	APPROVED SERVICES LIST										
3											
4	Vendor	Prime Contractor/Team Leader									
5	Update Number										
6	Date	Dy-Mon-Yr									
7	POC	Name									
8	Revision No.	1									
9											
10	Schedule Holder	Schedule Number	SIN(s) Awarded	Labor Categories	Labor Qualifications/Minimum Requirements	Job Description					
11											
12											
13											
14	Primary Schedule										
15	Prime Contractor/Team Leader Name	XX-XXX-XXXXX		Labor Category 1							
16	Prime Contractor/Team Leader Name	XX-XXX-XXXXX		Labor Category 2							
17	Prime Contractor/Team Leader Name	XX-XXX-XXXXX		Labor Category 3							
18	Prime Contractor/Team Leader Name	XX-XXX-XXXXX		Labor Category 4							
19	Prime Contractor/Team Leader Name	XX-XXX-XXXXX		Labor Category 5							
20	Prime Contractor/Team Leader Name	XX-XXX-XXXXX		Labor Category 6							
21	Prime Contractor/Team Leader Name	XX-XXX-XXXXX		Labor Category 7							
22	Prime Contractor/Team Leader Name	XX-XXX-XXXXX		Labor Category 8							
23											
24											
25	Other Applicable Schedules										
26	Prime Contractor/Team Leader Name	XX-XXX-XXXXX		Labor Category 1							
27	Prime Contractor/Team Leader Name	XX-XXX-XXXXX		Labor Category 2							
28	Prime Contractor/Team Leader Name	XX-XXX-XXXXX		Labor Category 3							
29	Prime Contractor/Team Leader Name	XX-XXX-XXXXX		Labor Category 4							
30											
31											
32											
33											
34											
35											
36											
37											
38											
39											
40											
41											
42											
43											
44											
45											
46											

Prime-Team Leader Individual Team Members

READY



UNCLASSIFIED



U.S. Army Contracting Command

Performance Capabilities Team File (PCTF)

- Open Season
- Monthly Tuesday Updates

- All Team Members must have a tab.
- Most Attachment 4 and Team Matrix updates feed into the PCTF.
- Make sure not to lock the Job Description cell.



PCTF



UNCLASSIFIED

U.S. Army Contracting Command



Labor Category Alignment (LCA)



UNCLASSIFIED

U.S. Army Contracting Command



Labor Category Alignment (LCA)

- Open Season
- Monthly Tuesday Updates

- Key Team Members should each have their own tab.
- Least updated document.



LCA



UNCLASSIFIED

U.S. Army Contracting Command



Suggestions, Tips, and Tricks

- Include the BPA Number on all updates.
- Keep Revision dates up to date.
- Tracking Tab for Team Matrix and Attachment 4.
- Use Cover Letter as a check sheet.
- Please do not submit Read-Only or Locked documents.
- Keep Excel version consistent from update to update (.xls/.xlsx)
- No longer required to track Subcontractor Tab.
- Check Databases (eLibrary and SAM).



SAM.gov

The screenshot shows the SAM.gov website interface. At the top, there is a navigation bar with links for HOME, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. Below this is the Entity Dashboard for the University of Alabama in Huntsville. The dashboard displays the following information:

- Entity Information:**
 - Name: UNIVERSITY OF ALABAMA IN HUNTSVILLE
 - Doing Business As: UAHUNTSVILLE
 - Business Type: Business or Organization
 - POC Name: Robert Leonard
 - Registration Status: Active
 - Activation Date: 05/06/2015
 - Expiration Date: 05/05/2016
- Entity Overview:**
 - DUNS: 949687123
 - CAGE Code: 9B944
 - Status: Active
 - Expiration Date: 05/05/2016
 - Purpose of Registration: All Awards
- Entity Address:**
 - 301 SPARKMAN DR NW
 - HUNTSVILLE, AL, 35805-1911
 - UNITED STATES

On the left side of the dashboard, there is a sidebar menu with the following options:

- Entity Dashboard
- Entity Overview
- Entity Record
 - Core Data
 - Assertions
 - Reps & Certs
 - POCs
- Reports
 - Service Contract Report
 - BioPreferred Report
- Exclusions
 - Active Exclusions
 - Inactive Exclusions
 - Excluded Family Members

- Verify all CAGE Codes
- Verify no Active Exclusions





U.S. Army Contracting Command



GS AeLibrary.gsa.gov

The screenshot shows a web browser window with the URL <http://www.gsaelibrary.gsa.gov/ElibMain/contractorInfo.do?contra>. The page title is "GSA eLibrary Contractor Information". The main content area is titled "Contractor Information" and displays the following details:

- Contract #:** GS-23F-0062P
- Contractor:** UNIVERSITY OF ALABAMA IN HUNTSVILLE
- Address:** 301 SPARKMAN DR NW, HUNTSVILLE, AL 35805-1911
- Phone:** (256) 824-2660
- E-Mail:** troupef@uah.edu
- Web Address:** <http://www.uah.edu>
- DUNS:** 949687123
- NAICS:** 541330

Socio-Economic : Other than small business
EPLS : Contractor not found on the Excluded Parties List System

Govt. Point of Contact:
Yvonne J. Salas
Phone: 253-931-7082
E-Mail: yvonne.salas@gsa.gov

Contract Clauses/Exceptions:
[View the specifics for this contract](#)

Search: all the words

(Vendors) How to change your company information

Source	Title	Contract Number	Contractor T&Cs / Pricelist	Contract End Date	Category	View Catalog
871	PROFESSIONAL ENGINEERING SERVICES	GS-23F-0062P		Dec 1, 2018	871 1	GSA Advantage!
					871 2	GSA Advantage!
					871 3	GSA Advantage!
					871 4	GSA Advantage!
					871 5	GSA Advantage!
					871 6	GSA Advantage!

- Verify Name, Schedule Number, Socio-Economic Status, and Categories
- When updating rates for Attachment 4, verify in eLibrary before submitting.



UNCLASSIFIED

U.S. Army Contracting Command



Questions?



We can only answer questions pertaining to Attachments and Attachment submission. Thank you for understanding!