

which the offeror has not had a previous opportunity to comment, if that information makes a difference in the Government's decision to include the offeror in or exclude the offeror from the competitive range. Any past performance deficiency or significant weakness will be discussed with offerors in the competitive range during discussions.

(e) Offerors must send Client Authorization Letters (see Section J of the solicitation) to each reference listed in their proposal to assist in the timely processing of the past performance evaluation. Offerors are encouraged to consolidate requests whenever possible (i.e., if the same reference has several contracts, send that reference a single notice citing all applicable contracts). Offerors may send Client Authorization Letters electronically to references with copies forwarded to the contracting officer.

(1) If an offeror has no relevant past performance history, an offeror must affirmatively state that it possesses no relevant past performance history.

(2) Client Authorization Letters should be mailed or E-mailed to individual references no later than five (5) working days after proposal submission. The offeror should forward a copy of the Client Authorization Letter to the contracting officer simultaneously with mailing to references.

(f) Each offeror may describe any quality awards or certifications that indicate the offeror possesses a high-quality process for developing and producing the product or service required. Such awards or certifications include, for example, the Malcolm Baldrige Quality Award, other Government quality awards, and private sector awards or certifications.

(1) Identify the segment of the company (one division or the entire company) which received the award or certification.

(2) Describe when the award or certification was bestowed. If the award or certification is over three years old, present evidence that the qualifications still apply.

(g) Past performance information will be used for both responsibility determinations and as an evaluation factor for award. The Past Performance Questionnaire identified in section J will be used to collect information on an offeror's performance under existing and prior contracts/subcontracts for products or services similar in scope, magnitude, relevance, and complexity to this requirement in order to evaluate offerors consistent with the past performance evaluation factor set forth in section M. References other than those identified by the offeror may be contacted by the Government and used in the evaluation of the offeror's past performance.

(h) Any information collected concerning an offeror's past performance will be maintained in the official contract file.

(i) In accordance with FAR 15.305 (a) (2) (iv), offerors with no relevant past performance history, or for whom information on past performance is not available, will be evaluated neither favorably nor unfavorably on past performance.

\* Indicates that the contracting officer inserts applicable dollar figure and number.

(End of clause)

[65 FR 58925, Oct. 3, 2000]

**1552.215-76 General financial and organizational information.**

As prescribed in 1515.407(a)(3), insert the following provisions:

GENERAL FINANCIAL AND ORGANIZATIONAL INFORMATION (APR 1984)

Offerors or quoters are requested to provide information regarding the following items in sufficient detail to allow a full and complete business evaluation. If the question indicated is not applicable or the answer is none, it should be annotated. If the offeror has previously submitted the information, it should certify the validity of that data currently on file at EPA or update all outdated information on file.

(a) Contractor's Name: \_\_\_\_\_.

(b) Address (If financial records are maintained at some other location, show the address of the place where the records are kept): \_\_\_\_\_

(c) Telephone Number: \_\_\_\_\_.

(d) Individual(s) to contact re this proposal: \_\_\_\_\_

(e) Cognizant Government: \_\_\_\_\_

Audit Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Auditor: \_\_\_\_\_

(f)(1) Work Distribution for the Last Completed Fiscal Accounting Period:

Sales:	
Government cost-reimbursement type prime contracts and subcontracts .....	\$.....
Government fixed-price prime contracts and subcontracts ...	\$.....
Commercial sales .....	\$.....
<hr/>	
Total sales .....	\$.....

(2) Total sales for first and second fiscal years immediately preceding last completed fiscal year.

Total sales for first preceding fiscal year .....	\$.....
Total sales for second preceding fiscal year .....	\$.....

(g) Is company a separate entity or division?

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If a division or subsidiary corporation, name parent company: \_\_\_\_\_

(h) Date Company Organized: \_\_\_\_\_.

(i) Manpower:

Total Employer: \_\_\_\_\_

Direct: \_\_\_\_\_

Indirect: \_\_\_\_\_

Standard Work Week (Hours): \_\_\_\_\_

(j) Commercial Products: \_\_\_\_\_.

(k) Attach a current organizational chart of the company.

(l) Description of Contractor's system of estimating and accumulating costs under Government contracts. (Check appropriate blocks.)

	Estimated/actual cost	Standard cost
Estimating System:		
Job Order .....	.....	.....
Process .....	.....	.....
Accumulating System:		
Job Order .....	.....	.....
Process .....	.....	.....

Has your cost estimating system been approved by any Government agency?

Yes \_\_\_ No \_\_\_

If yes, give name and address of agency: \_\_\_\_\_

Has your cost accumulation system been approved by any Government agency?

Yes \_\_\_ No \_\_\_

If yes, give name and address of agency: \_\_\_\_\_

(m) What is your fiscal year period? (Give month-to-month dates): \_\_\_\_\_

What were the indirect cost rates for your last completed fiscal year?

Fiscal year	Indirect cost rate	Basis of allocation
Fringe Benefits .....	.....	.....
Overhead .....	.....	.....
G&A Expense .....	.....	.....
Other .....	.....	.....

(n) Have the proposed indirect cost rate(s) been evaluated and accepted by any Government agency?

Yes \_\_\_ No \_\_\_

If yes, name and location of the Government agency: \_\_\_\_\_

Date of last preaward audit review by a Government agency: \_\_\_\_\_.

(If the answer is no, data supporting the proposed rates must accompany the cost or price proposal. A breakdown of the items comprising overhead and G&A must be furnished.)

(o) Cost estimating is performed by:

Accounting Department \_\_\_\_\_

Contracting Department \_\_\_\_\_

Other \_\_\_\_\_

(describe)

(p) Has system of control of Government property been approved by a Government agency?

Yes \_\_\_ No \_\_\_

If yes, name and location of the Government agency: \_\_\_\_\_

(q) Purchasing System: FAR 44.302 requires EPA, where it is the cognizant Government agency, to conduct a Contractor Purchasing System Review for each contractor whose sales to the Government, using other than sealed bid procedures, are expected to exceed \$10 million (annual billings) during the next twelve months. The \$10 million sales threshold is comprised of prime contracts, sub-contracts under Government prime contracts, and modifications (except when the negotiated price is based on established catalog or market prices or is set by law or regulation). Has your purchasing system been approved by a Government agency?

Yes \_\_\_ No \_\_\_

If yes, name and location of the Government agency: \_\_\_\_\_

Period of Approval: \_\_\_\_\_

If no, do you estimate that your negotiated sales to the Government during the next twelve months will meet the \$10 million threshold?

Yes \_\_\_ No \_\_\_

If you respond yes to the \$10 million threshold question, is EPA the cognizant agency for your organization based on the preponderance of Government contract dollars?

Yes \_\_\_ No \_\_\_

If EPA is not your cognizant Government agency, provide the name and location of the cognizant agency \_\_\_\_\_

Are your purchasing policies and procedures written?

Yes \_\_\_ No \_\_\_

(r) Does your firm have an established written incentive competition or bonus plan?

Yes \_\_\_ No \_\_\_

(End of provision)

(Approved by the Office of Management and Budget under control number 2030-0006)

[49 FR 8867, Mar. 8, 1984, as amended at 54 FR 36980, Sept. 6, 1989; 55 FR 13535, Apr. 11, 1990]

**1552.216-70 Award Fee.**

As prescribed in 1516.405(a), insert the following clause: