

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF	PAGES
			1	50
2. AMENDMENT/MOIFICATION NO. A0006	3. EFFECTIVE DATE July 23, 2008	4. REQUISITION/PURCHASE REQUEST NO. N/A	5. PROJECT NO. (If applicable)	
6. ISSUED BY U.S. Department of Housing and Urban Development (HUD) Office of the Chief Procurement Officer 451 Seventh Street, SW, Room 5266 Washington, DC 20410	CODE	7. ADMINISTERED BY (If other than Item 6) Katharina Washington, Contract Specialist Office: (202) 402-3240 Email: Katharina.Washington@hud.gov		CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and ZIP Code) Potential Offeror		(v)	9A. AMENDMENT OF SOLICITATION NO. R-OPC-23287	
		X	9B. DATED (SEE ITEM 11) May 2, 2008	
			10A. MODIFICATION OF CONTRACT/ORDER NO.	
CODE	FACILITY CODE		10B. DATED (SEE ITEM 13)	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of offers is extended is not extended

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or, (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If, by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

Not Applicable

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

<input checked="" type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) AS SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103.(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

IMPORTANT: Contractor is not is required to sign this document and return copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this amendment is to publish the current version of the Source Selection Plan in order to level the competitive playing field among all Offerors. This measure is being taken by the Department as a result of an inadvertent disclosure, to one prospective Offeror, of a prior draft of the Source Selection Plan.

The current version of the Source Selection Plan is attached and is being provided to all competing Offerors. However, Offerors are cautioned that no reliance should be placed on information contained in the current Source Selection Plan being provided. Offerors' proposals still will be evaluated based on the extent that the proposals respond to the stated evaluation criteria contained in the Request for Proposals. Further, Offerors should be mindful that the Source Selection Plan may be changed over the course of the procurement process when necessary or appropriate as determined and authorized by proper HUD officials. Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) DANA Y. LONG CONTRACTING OFFICER
15B. CONTRACTOR/OFFEROR <i>(Signature of person authorized to sign)</i>	16B. UNITED STATES OF AMERICA BY <i>(Signature of Contracting Officer)</i>
15C. DATE SIGNED	16C. DATE SIGNED

Department of Housing & Urban Development

**THE POOL PROCESSING & POOL CERTIFICATION
AGENT, CENTRAL PAYING & TRANSFER AGENT,
PLATINUM TRUSTEE AND MULTICLASS
INFORMATION AGENT
FOR THE
GINNIE MAE MORTGAGE-BACKED SECURITIES
PROGRAM**

Source Selection Plan



REDACTED VERSION

as of JULY 23, 2008

*** This document contains proprietary information or source selection information related to the conduct of a Federal Agency procurement. The disclosure and receipt of this information is restricted by Section 27 of the Office of Federal Procurement Policy Act (41 U.S.C. 423). Violations may result in civil or criminal penalties as provided by law. ***

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1.0 INTRODUCTION

This acquisition will provide services, described below, which are necessary to administer Ginnie Mae's Mortgage-Backed Securities programs.

The objective of this Source Selection Plan (SSP) is to provide a process and guidelines for the selection of an Offeror. Each Offeror will be required to demonstrate their ability to meet the requirements of the statement of work (SOW). More specifically, the Offeror must demonstrate that they (1) have a thorough understanding of the SOW and specific knowledge of the Ginnie Mae Mortgage-Backed Securities Program; (2) are capable of meeting the contract requirements; (3) have prior experience in performing the same or similar work; (4) are able to successfully manage and staff the project for the entire period of performance; (5) have a demonstrated record of successful past performance, if possible, and (6) can provide a realistic subcontracting plan which demonstrates their commitment to meeting HUD's subcontracting goals of up to 40%.

The Government intends to award to the Offeror whose proposal represents the best overall value to the Government.

The purpose of this SSP is to:

- a. Provide simple, clear, fair, and impartial source selection procedures;
- b. Establish the formal Government source selection committee responsible for conducting proposal evaluations as well as formulate the competitive range, if appropriate, and for selecting the most qualified Offeror;
- c. Establish rating procedures to provide the Source Selection Authority (SSA) with thorough and accurate findings based on the thorough evaluation of the proposals;
- d. Provide source selection participants with a clear understanding of their roles and responsibilities; and
- e. Serve as part of the official record of the entire source selection process.

1.1 Acquisition Strategy

The acquisition strategy is to conduct a full and open competition to perform the services listed below. These services are required to carry out the day-to-day operations necessary for Ginnie Mae to administer its Mortgage-Backed Securities programs. A single contract will be awarded to perform largely the following functions:

- Pool Processing (Issuance of MBS securities)
- Central Registry and Payment functions, including, when necessary, emergency payments
- The collection and dissemination of financial data
- Commitment Authority
- Transfers of Mortgage Servicing Rights
- Verification of pool certifications, both initial, final and/or re-certifications, as well as tracking and monitoring Letters of Credit, where needed.

- Certificate Transfers
- RPB Factor Processing
- Ginnie Mae I MBS Depository Payment Calculations, ACH and pre-collection notifications to Issuers
- Ginnie Mae II MBS ACH and pre-collection notifications to Issuers
- The collection of Ginnie Mae I MBS and Ginnie Mae II MBS Guaranty Fees
- REMIC Services
- The issuance of Platinum securities
- Serve as Ginnie Mae's Platinum Trustee
- Provide Information System services, including the maintenance and sustainment of optimal operations, including technology development and enhancement activities.

2.0 SOURCE SELECTION PROCESS SUMMARY

The following actions will be taken in executing the source selection process described by this plan:

- a. A Technical Evaluation Panel (TEP) will be established to fully analyze Offeror proposals;
- b. The Source Selection Plan (SSP) will be prepared by the Government Technical Monitor (GTM) and approved by the Source Selection Official with the concurrence of the Contracting Officer, the OCPO Division Director, the Deputy Chief Procurement Officer, the Office of the General Counsel and the Program Manager;
- c. The Request for Proposals (RFP) will be developed, reviewed and issued;
- d. Proposals will be received;
- e. Proposals will be distributed to the TEP Committee Members;
- f. Individual proposal evaluations will occur;
- g. Evaluation reports will be prepared by the TEP Committee;
- h. If appropriate, a competitive range will be established, discussions conducted and Final Proposal Revisions requested, received and evaluated;
- i. If necessary, a final Technical Evaluation Panel Report of discussion results and final revised evaluations will be prepared by the TEP Committee;
- j. The Offer representing the Overall Best Value to the Government will be selected;
- k. The Contract will be awarded; and
- l. Unsuccessful Offerors will be debriefed upon request.

2.1 General

The Government will conduct the evaluation and selection of proposals in accordance with the source selection procedures prescribed in FAR Part 15. The implementation of these procedures is outlined in this Source Selection Plan (SSP).

The source selection is accomplished through a series of events leading to contract award. A description of each major source selection event and responsible organization is provided below.

2.2 Establish the Source Selection Authority (SSA)

The **Pool Processing & Pool Certification Agent, Central Paying & Transfer Agent, Platinum Trustee and Multiclass Information Agent** (PPA) Source Selection Committee and the major responsibilities of each organization component are identified in Section 4. The Source Selection Authority (SSA) will appoint the source selection committee.

2.3 Develop the Source Selection Plan (SSP)

The SSP is the Government's statement of how the Government intends to acquire the **Pool Processing & Pool Certification Agent, Central Paying & Transfer Agent, Platinum Trustee and Multiclass Information Agent** for Ginnie Mae's Mortgage-Backed Securities Program.

2.4 Develop the Request for Proposals (RFP)

The Integrated Program Team (IPT) will develop the Request for Proposals (RFP) in order to clearly communicate the Government's needs as well as the evaluation criteria for proposal evaluation. The evaluation factors and criteria for each adjectival rating are included in Section M of the RFP to assist Offerors in their proposal preparation. The RFP will be reviewed by the Department's Office of General Counsel (OGC) Procurement Division, to ensure its compliance with all acquisition regulations, policies and procedures.

2.5 Exchanges with Offerors

Once an official announcement has been published on the Fedbizops website, the Contracting Officer will control all exchanges with outside entities concerning the procurement. These exchanges may include responding to Offeror questions concerning the Fedbizops announcement or the RFP.

2.6 Evaluate Proposals

Technical proposals and price/cost proposals will be evaluated by a Technical Evaluation Panel (TEP). Each proposal will be evaluated in accordance with the evaluation criteria specified in the RFP, using the procedures outlined in this SSP. The TEP will evaluate each proposal and prepare the Technical Evaluation Report (TER) that consolidates the results of the factor evaluation and overall best value analysis. The Technical Evaluation Report will document the ratings of each Offeror, the price/cost of each offer and, finally, will discuss each Offeror's strengths, weaknesses and risks. The offers will then be ranked in order of their overall best value to the Government.

2.7 Evaluation Training

The Contracting Officer, Contract Specialist and the procurement attorney will conduct a training session for all TEP members in order to prepare them for the evaluation process. The training session shall include a security procedure, an overview of the evaluation process and a discussion of procurement integrity laws.

2.8 Evaluation Notebook

The Evaluation Notebook describes the TEP's evaluation responsibilities, procedures and methodology in detail. It includes worksheets that incorporate the evaluation factors for which each proposal will be evaluated. The Notebook will also contain a copy of the SSP, the RFP and a copy of applicable sections from each proposal.

2.9 Security/Documentation Control

The sensitivity of competitive source selection dictates absolute security throughout the entire proceedings, including the actions of all personnel associated with the evaluation and administration of Offeror proposals. During the source selection process, the Contracting Officer must authorize the release of any source selection information prior to its release. All personnel involved in this evaluation must have a complete appreciation of the need for constant adherence to security practices and the consequences if stated practices are not followed. Disclosure of source selection information, whether inadvertent or intentional, can be very detrimental to the Government, both in terms of potential challenge(s) to the award by unsuccessful Offerors as well as potential criminal liability to the individual(s) involved. All individuals involved in the source selection process are responsible for, and expected to maintain, a security-conscious attitude at all times.

All source selection documentation, including, but not limited to proposals, acquisition and source selection plans, working papers and individual and collective evaluation sheets, shall be marked on each page as "SOURCE SELECTION INFORMATION" – SEE FAR 3.104." When not in use, these documents must be secured and stored in locked filing cabinets or containers. All proposal review and evaluation material discussions shall occur behind closed doors in a Government facility. All working papers, rough drafts, computation sheets, copies, computer disks/CDs/DVDs and/or handwritten notes, etc., relating to documents that are not for retention in the official source selection files, must be disposed of in accordance with Departmental procedures.

2.10 Rules of Conduct

All members of the Source Selection Organization (SSO) shall observe the following rules of conduct, beginning with official notification of the requirement to participate in the source selection process (or earlier if involved in the development, preparation or issuance of the procurement requirement):

- a. Do not discuss any information pertaining to the source selection evaluation (SSE) (including your own participation) with any nonparticipating individuals. Note that the right to access source selection information does not extend to the chain of command of individual SSO members. The Chairperson shall coordinate with supervisors of individuals assigned to the source selection, as necessary, to ensure the availability of personnel. The obligation not to discuss any aspects of the selection process does not end with the completion of the selection activities or contract award. The

selection and evaluation information, including the contents of all proposals, remains protected after award.

- b. Do not discuss any aspect of the source selection with other members of the source selection organization outside the area designated for deliberations. Discussions among TEP members may be conducted in a closed-door office. Do not talk about the source selection in hallways, elevators, restaurants, etc. In other words, do not assume that it is safe to speak of the source selection because you are among Government employees or are in Government buildings.
- c. Direct inquiries regarding the evaluation from anyone outside the source selection organization (including Offerors, other contractors and/or other Government employees) to the Contracting Officer. Inform the Contracting Officer of any such attempted communication.
- d. Under no circumstances may participants accept any invitation from contractor personnel for participation at any function (social, professional, etc.) regardless of how remote it may seem to be from the source selection process, unless prior written approval is obtained from the Contracting Officer (CO). The CO shall consult with the Legal Advisor prior to granting approval.
- e. If, at any time during the evaluation proceedings, it should be found that there has been an unauthorized disclosure or release of either classified information, proprietary information or information marked "**Source Selection Information**," the matter shall be brought immediately to the attention of the CO. Any unauthorized disclosure or release of source selection material, classified material or proprietary information shall be investigated and, as appropriate, will be treated under disciplinary procedures authorized by law or administrative regulation.
- f. Any source selection committee member who leaves the Government's employment during the conduct of the procurement must certify to a continuing obligation not to disclose proprietary or source selection information.

2.11 Procurement Integrity

In addition to other rules of conduct and security procedures governing the source selection process, the Office of Federal Procurement Policy (OFPP) Procurement Integrity Act of 1988 (41 U.S.C. 423), as amended by Section 814 of P.L. 101-189 (the Act) prohibits certain conduct and requires specific procedures during the procurement process. All participants involved with the source selection committee are considered to be subject to the OFPP Act, in accordance with Federal Acquisition Regulation (FAR)3.104-4b).

During the conduct of a source selection, no source selection committee member shall knowingly:

- a. Solicit or accept, directly or indirectly, any promise of future employment or business opportunity from, or engage directly or indirectly in any discussion of future employment or business opportunity with any officer, employee, representative, agent or consultant of any competing contractor;
- b. Ask for, demand, exact, solicit, seek, accept, receive or otherwise agree to receive, directly or indirectly, money, gratuity or any other article of value from any Offeror, employee, representative, agent or consultant of any competing contractor;

- c. Disclose any proprietary or source selection information regarding such procurement, directly or indirectly, to any person outside the source selection organization;

All voting members, including advisors to the source selection committee, must report immediately to the contracting officer any information concerning a violation or possible violation of the Act, including a violation of the prohibition against the release of proprietary or source selection information to an unauthorized individual.

Only the CO has the authority to grant persons or classes of persons access to proprietary business or source selection information. The CO shall maintain, in the contract file, a list of all persons granted access.

2.12 Proposal Evaluation

Technical proposals will be evaluated by an evaluation team, known as the Technical Evaluation Panel (TEP). The TEP will conduct the review and prepare a Technical Evaluation Report (TER) in accordance with the procedures described below. The Cost/Price proposal will be evaluated by an evaluation team known as the Cost Evaluation Panel (CEP). The CEP will evaluate the Cost/Price proposal in accordance with the procedures described below.

2.13 Individual Evaluation

Each TEP member is expected to independently review each Offeror's proposal in its entirety and then respond to each of the individual evaluation factors listing the strengths, weaknesses, significant weaknesses and deficiencies found in the proposal for each evaluation factor. Once the initial individual evaluation sheet is successfully completed, the TEP member will then complete all remaining individual evaluation factor sheets for that Offeror. The TEP members will then evaluate each remaining proposal individually. After the first evaluation sheet is completed, the TEP member should provide that sheet to the TEP Chairperson for review.

All individual TEP member evaluation sheets will be submitted to the TEP Chair, who will then forward them on to the Contracting Officer for inclusion in the formal contract file, once the TEP process has been completed.

2.14 Consensus Evaluation

Once all individual evaluations are complete, the TEP Chairperson will convene the TEP committee for consensus evaluation. The TEP chairperson may appoint a secretary from among the TEP members to record the consensus results and assist with writing up the details of the consensus results. All TEP members should actively participate in the consensus. TEP Advisors may not participate in voting on the actual consensus ratings.

The TEP as a whole will discuss the strengths, weaknesses, significant weaknesses and deficiencies found by individual TEP members. Additional strengths, weaknesses, significant weaknesses and deficiencies may be found during the consensus process. Based upon the analysis of the TEP as a whole, the TEP will separately discuss the appropriate descriptive rating for each factor. Once the TEP has reached consensus on the adjective ratings for each technical (non-price) factor in the proposal, the TEP will then evaluate the

overall non-price portion of the proposal, including any associated risks. Once the TEP committee determines the overall adjective rating for the proposal, the TEP will move to the next proposal for consideration. All proposals must be evaluated only on the evaluation factors stated in the RFP and all proposals must be evaluated sequentially, in the same manner.

2.15 Technical Report

The TEP committee will then prepare a report that summarizes the evaluation process, and shall provide a detailed analysis of the results of the consensus report which summarizes all technical evaluations. The report will include an evaluation of each offer by factor, assigning a descriptive rating with supporting information on the strengths, weaknesses, significant weaknesses and deficiencies. The report will assign an overall rating to each Offeror's proposal.

2.16 Cost/Price Evaluation

The Cost Evaluation Panel (CEP) will perform the cost/price analysis in accordance with Section M of the RFP. The CEP will compare the proposed prices with the independent government estimate. The CEP will also compare the prices among Offerors and against those of the existing contract.

The CEP will then prepare a report detailing the line item prices and totals for each Offeror, including the independent government estimate. Unit prices for each line item will be evaluated for balance in accordance with FAR 15.402. The CEP will note pricing discrepancies, risks associated with the price and other price-related issues associated with the terms and condition in the Offer. The CEP will provide the written report to the TEP once the technical concensus process is complete.

Price will be evaluated but will not be assigned an adjectival rating.

2.17 Trade-Off Analysis

After review of the technical evaluation by the Contracting Officer to ensure completeness, the Contract Specialist will provide the evaluated prices to the TEP for the Trade-Off Analysis, if required. The TEP will then conduct the Trade Off Analysis, if required, assessing those features that significantly increase or decrease the value of the Offer, and then compare them against the other overall technically acceptable Offers received. A summary, matrix or ranking of the Offers will be prepared based on the results of the trade-off analysis, and the TEP committee will recommend that proposal which represents the best value to the government, or recommend those Offerors that are to be included in the competitive range, if necessary.

2.18 Proposal Revisions

If a competitive range is established and discussions are held, the Contracting Officer may request or allow proposal revisions at any time during discussions. At the conclusion of discussions, each Offeror in the competitive range will be given an opportunity to submit a final proposal revision. The TEP committee will update the TER in order to reflect an evaluation of the changed aspects of the final proposal revisions submitted.

2.19 Review of TEP Report

The TEP chairperson will provide the draft report to the Contract Specialist. The Contract Specialist and Contracting Officer will review the report for completeness, clarity and conformance to the RFP and SSP requirements, and provide comments. After completing their review, the Contract Specialist will forward the TEP report with OCPO comments to the Office of General Counsel (OGC) for legal analysis and review, and to identify any potential litigation risks. The OCPO and OGC counsel comments will be provided to the TEP chairperson for consideration and, as appropriate, may be incorporated into the report. Once the TEP report is finalized, each TEP member must sign the report and forward it to the Source Selection Authority for final award decision.

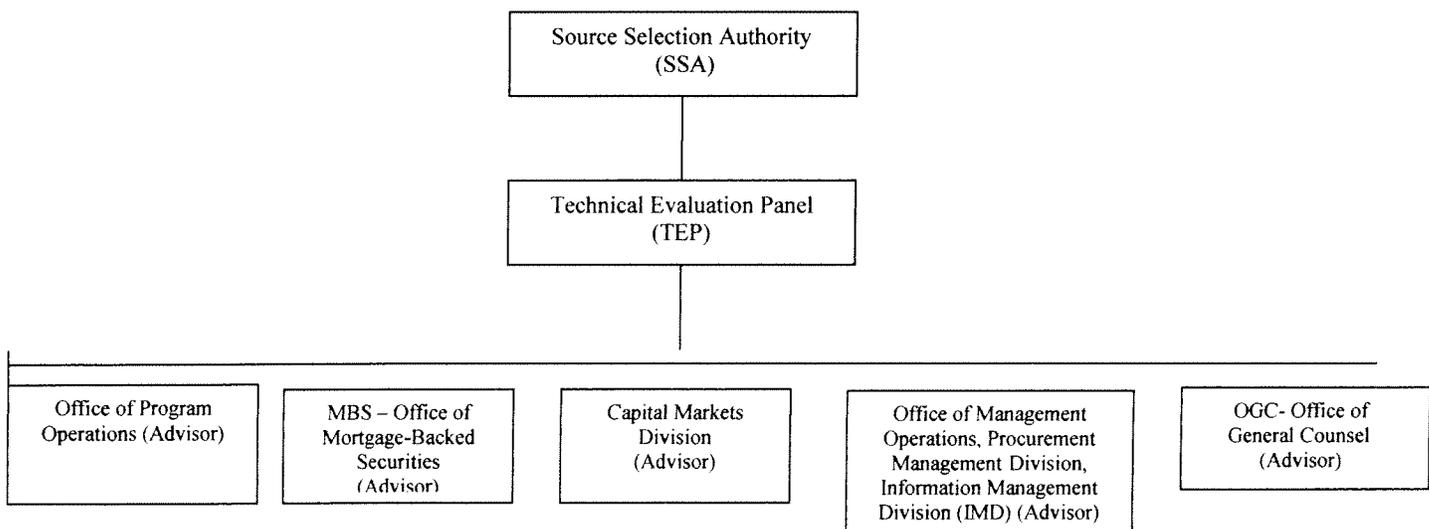
2.20 Source Selection Decision

The TEP will complete a written Evaluation Report. The report will include an evaluation of each offer by factor, and will assign a descriptive rating with supporting information on the strengths, weaknesses, significant weaknesses, deficiencies and risks. The report will have an overall rating for each offer and a trade-off analysis of the technical portions of the proposal as compared to the overall evaluated price. The offers will then be ranked from overall best value to the government to overall least value to the government. The SSA will review the Evaluation Report, analyze the findings and exercise independent judgment in determining which offer represents the overall best value to the Government. The SSA will subsequently issue the selection decision and document the supporting rationale in the Source Selection Decision Document (SSDD).

2.21 Award Debriefing

After award, the Contracting Officer will offer an award debriefing to all Offerors who did not receive a pre-award debriefing. Debriefings will include an overview of the source selection process in order to show the procedures followed, and it shall be conducted in accordance with FAR 15.506(d). The debriefings will specifically discuss the evaluation and overall trade-off analysis of the Offerors' proposals.

3.0 Source Selection Organization and Responsibilities



3.1 Organizational Structure and Membership

The Government will conduct the competition for this procurement as a best value, full and open competition for a single award, without partial or total set-asides for small business, in accordance with the source selection procedures prescribed in FAR Part 15. The implementation of these procedures is outlined in this Source Selection Plan (SSP).

The source selection is accomplished through a series of events leading to contract award. A description of each major source selection event and responsible organization is provided below.

The source selection organization for this procurement is:

Source Selection Authority (SSA)

Contracting Officer (CO)

Technical Evaluation Panel (TEP)

Chairperson

Members

Advisors

Review and Approval Advisors

Cost Evaluation Panel (CEP)

Chairperson

Members

Office of General Counsel

3.2 Source Selection Authority (SSA)

The SSA is responsible for selecting the successful proposal and for the proper and efficient conduct of the entire source selection process. Specifically, the SSA will:

- Review and approve the Acquisition Plan;
- Review and approve the Source Selection Plan;
- Appoint the evaluation team;
- Review the RFP before release;
- Ensure all involved in the source selection are knowledgeable of their roles and responsibilities and any restrictions regarding unauthorized disclosure of source selection information;
- Ensure that proposals are evaluated solely on the factors and sub-factors contained in the solicitation;
- Conduct an independent analysis of the proposals and consider TEP recommendations in the selection for award;
- Make the selection decision and document the supporting rationale in the Source Selection Decision Document (SSDD);
- Forward the SSDD to the Contracting Officer for contract award; and
- The SSA will have maximum flexibility and discretion in making the source selection, subject to the following constraints:
 - The SSA may not alter the factors or the relative importance of the evaluation factors as stated in the RFP;
 - The SSA must analyze the strengths, weaknesses and risks of each competing proposal;
 - The SSA must ensure that the SSDD represents his independent judgment and that it is made in accordance with the stated evaluation criteria.

3.3 Contracting Officer

The Contracting Officer is responsible for managing all business aspects of the acquisition. As the business advisor, the Contracting Officer is the principal advisor to the TEP on the conduct of the source selection. Specifically, the Contracting Officer will:

- Serve as the focal point for all inquiries from actual or prospective Offerors after source selection process initiation;
- Control exchanges with Offerors after receipt of proposals;
- Make competitive range determinations, as necessary;
- Oversee evaluation team training;
- Provide business advice to the SSA;
- Review Volume I, Business Proposal. Volume I includes information necessary for evaluation of the Offeror's compliance with law and regulation;
- Provide the evaluated prices to the TEP.
- Ensure that all persons receive source selection information, sign a certificate and receive instruction concerning security procedures to be used by the TEP to protect proprietary and source selection information;
- Ensure TEP members are knowledgeable of their responsibilities and the evaluation process before any proposal is reviewed;

- Coordinate the price/cost evaluation with the TEP Chairman;
- Maintain independence of the price/cost evaluation from the technical evaluation pending the TEP's initial technical evaluation;
- Evaluate the proposed prices/costs presented in each proposal in accordance with the solicitation.
- Prepare the price/cost evaluation and total evaluated price findings for incorporation into the Evaluation Report;
- Award the contract; and
- Debrief successful and unsuccessful Offerors.

3.4 Contract Specialist

- Serve as the second point of contact for all inquiries from actual or prospective Offerors after source selection process initiation, as the Contracting Officer is the primary contact per § 3.3;
- Conduct TEP training;
- Provide the evaluated prices to the TEP;
- Ensure that all persons receiving source selection information sign a certificate and receive instruction concerning security procedures to be used by the TEP to protect proprietary and source selection information;
- Ensure that TEP members are knowledgeable of their responsibilities and the evaluation process before any proposal is reviewed;
- Review Volume I, Business Proposal. Volume I includes information necessary for evaluation of the Offeror's compliance with law and regulation;
- Evaluate the proposed prices/costs presented in each proposal in accordance with the solicitation.
- Provide the evaluated prices to the TEP;
- Maintain independence of the price/cost evaluation from the technical evaluation pending the TEP's initial technical evaluation;
- Prepare the price/cost evaluation and total evaluated price findings, in conjunction with the Contracting Officer, for incorporation into the Evaluation Report.

3.5 Technical Evaluation Panel (TEP)

The TEP will have a Chairperson and appointed members chosen by the SSA. The TEP will evaluate the Offeror's entire proposal, performing the technical analysis first and then the trade off analysis.

The TEP is responsible for evaluating the portions of each proposal, documenting the results of the evaluation and summarizing the technical and cost evaluations in a final report. Specifically, the TEP will:

- Conduct an in-depth individual review and evaluation of each proposal against the approved evaluation factors and subfactors in Section M;
- Attend TEP meetings and participate as fully prepared team members;
- Develop and support consensus factor and overall ratings;
- Develop a consensus ranking of offers;
- Prepare and sign an Evaluation Report that clearly summarizes the final technical and cost evaluation results with strengths, weaknesses and risks for each Offeror;
- Document the evaluation findings and the best value determination in the Technical Evaluation Report as described in section 2.15, above; and

- Support the Contracting Officer as required during oral presentations.

The Office of General Counsel (OGC)

As requested by the contracting officer, the Office of General Counsel Advisor will have the following responsibilities:

- Brief the TEP on standards of conduct, including disclosure of potential conflicts of interests of TEP members and advisors;
- Review the source selection and evaluation documentation, including the TER and SSDD, for compliance with regulatory and statutory requirements and provide the TEP with advice on the legal aspects of any matter that may be presented.

In addition, the Office of General Counsel Advisor responsibilities include:

- Advising the TEP Chair and the Contracting Officer regarding any possible, apparent or actual conflict of interest of TEP members or advisors, and recommend appropriate action(s).

As requested by the TEP chairperson or Contracting Officer, OGC will:

- Advise the TEP and Contracting Officer regarding legal matters related to source selection documentation.

3.6 TEP Chairperson

The TEP Chairperson is responsible for managing all activities necessary for proper and efficient conduct of the non-cost evaluation and for documentation of the source selection process. Specifically, the TEP Chairperson will:

- Ensure personnel, resources and time devoted to the source selection reflect the complexity of the program;
- Ensure that all persons receiving source selection information sign a certificate and receive instruction concerning security procedures to be used by the TEP to protect proprietary or source selection information;
- Review and recommend approval of the SSP to the SSA;
- Ensure that TEP members are knowledgeable of their responsibilities, including details of the evaluation process before any proposal is reviewed;
- Furnish a Technical Evaluation Report that includes the integrated assessment of both cost and non-cost factor ratings. The report will be supported by narrative descriptions of each Offeror's strengths, weaknesses and risks;
- In conjunction with the Contracting Officer, prepare the SSDD for the SSA's signature;
- Support the Contracting Officer in negotiations and debriefings with Offerors;
- Ensure that all necessary precautions are taken to protect the confidentiality of the evaluation process, the TEP records, proposals and other sensitive source-selection information;
- Prepare technical information to support to Offeror debriefings;

- Ensure that the TEP Report is supported by written narratives that describe each Offeror's strengths, weaknesses, significant weaknesses, deficiencies and risks;
- Notify the Contracting Officer of any actual or potential conflicts of interest or actual or suspected violations of conflict of interest or standards of conduct and ethics rules;
- Notify the Contracting Officer and Source Selection Authority of any TEP schedule changes; and
- Furnish a Technical Evaluation Report that includes an award recommendation.

3.7 Advisors

The Advisors are responsible for answering technical questions and for providing historical perspective to the TEP and SSA. The advisors may read and comment on the proposals, if requested by the TEP or SSA. An advisor could be named to the TEP if a member of the TEP were unable to perform the requisite duties.

Reviewing and approving advisors are those advisors who are required by statute, regulation, policy or procedure to review, concur or approve any document created by, or in support of, this acquisition. It may be appropriate for these persons to have access to information regarding this acquisition, however, none of the reviewing or approving advisors may be named to the TEP in the event that a member of the TEP becomes unable to discharge his or her duties.

4.0 Evaluation Factors and Ratings

Each Offeror shall be evaluated relative to the following:

Factor 1: Technical Capability

Subfactor A: KNOWLEDGE AND EXPERIENCE

Subfactor B: KEY PERSONNEL

Subfactor C: MANAGEMENT AND TECHNICAL APPROACH

Subfactor D: TRANSITION PLAN

Factor 2: Past Performance

Factor 3: Subcontracting

Factor 4: Price

The technical factors are described in descending order of importance. For the purpose of offer evaluation and selection of the contractor, or contractors, under this solicitation, the combined relative merit of the Offeror's technical proposal as evaluated in accordance with the technical evaluation factors listed, shall be considered significantly more important than the cost or price. While the proposed cost or price will not be assigned a specific weight, it shall be considered a significant criterion in the overall evaluation of proposals.

Within Factor 1, All Subfactors are of equal importance.

Past Performance will be rated at the factor level.

Subcontracting will be rated at the factor level.

4.1 Evaluation Criteria

4.1.1 Technical Capability

Each Offeror will be evaluated on its capability to perform the Statement of Work (SOW). This will include the Offeror's knowledge and experience to perform the type of work required by the Statement of Work, the quality of the key personnel, the Offeror's ability to manage the contract and the contractor's team and the Offeror's ability to perform the required effort. The Offeror's demonstrated ability to achieve and maintain a trained, high-performing and stable workforce will be evaluated. The Offeror's Statement of Work and transition plans will be evaluated as to the extent to which it provides a clear and concise plan to successfully transition the contract services.

4.1.2 Past Performance

Each Offeror, to include its predecessor companies, key personnel and subcontractors who will perform major or critical aspects of the requirement, will be evaluated on past performance based upon the summary provided in the proposal, the references listed in the Past Performance Table, the surveys provided by customers, the Government Evaluation Reports and any other past performance information the TEP deems relevant. Information from other customers known to the Government, including Ginnie Mae records (if available), may be used to determine the quality and timeliness, business relationships and customer satisfaction of the Offeror's past performance. More recent work performed within the last five years may be considered more relevant and more important. Evaluation of past performance shall be based on consideration of all relevant facts and circumstances. The evaluation shall include demonstrated past performance in providing quality services, schedule, business relationships, success in transition and the extent of its past compliance with subcontracting plan goals for small disadvantaged business (SDB) concerns and monetary targets for SDB participation. In the case of an Offeror that does not have relevant past contract performance information, or with respect to which information on past contract performance is not available, the Offeror shall receive a neutral rating on the factor of past performance.

4.1.3 Subcontracting

All large business Offerors will be evaluated as to the extent and quality of the subcontracting proposed for all types of small businesses. The proposed subcontracting will also be evaluated as to the likelihood that the Offeror will meet the proposed small business subcontracting goals.

HUD is strongly committed to ensuring that small businesses, veteran-owned small businesses, service-disabled veteran-owned small businesses, HUBZone small businesses, small disadvantaged businesses and women-owned small businesses each have maximum opportunities to participate in subcontracting with HUD prime contractors. To reinforce its commitment, HUD has established a subcontracting goal of up to 40% of the total value of each contract action. Contractors responding to this solicitation shall address in their proposal the manner in which they can achieve this goal. HUD will consider the contractor's ability to meet the subcontracting small business participation goal as part of the evaluation for award.

The evaluation shall consider the following:

1. The total value of the proposed small business subcontracting effort as it relates to the total value of the prospective contract.

2. Specific goals established for:

- (a) Small Business
- (b) Veteran-Owned Small Business
- (c) Service Disabled Veteran Owned Small Business
- (d) HUBZone Small Business
- (e) Small Disadvantaged Business
- (f) Women-Owned Small Business

3. Specific commitments to small business concerns evidenced by the proposal.

4. Substantive nature of the subcontracted work as required by the solicitation.

4.1.4 Price

The Offerors' proposed price for all fixed price and labor hour items will be evaluated for reasonableness. Reasonableness will be assessed by comparing the line item prices among Offerors, against the independent government estimate and against the current contract's line item prices. Adjustments will be made to the labor hour rates that appear to be unreasonably low or unreasonably high in consideration of the proposed technical approach. Unbalanced or unreasonably low or unreasonably high labor hour rates will be adjusted in determining total evaluated prices to minimize potential risks.

4.2 Rating Scale

4.2.1 Factor 1 - Technical Capability

See Attachment 1 – “Evaluation Factor Grid”

4.2.2 Factor 2 - Past Performance

OUTSTANDING The Offeror has received primarily high ratings in all areas of quality, schedule, business relations and success in transition from the past performance sources available. Substantially all of the past performance references contacted would hire the Offeror again for similar work.

GOOD The Offeror has received primarily good ratings in the areas of quality, schedule, business relations and success in transition from the past performance sources available. The vast majority of the past performance references contacted would hire the Offeror again for similar work.

ACCEPTABLE The Offeror has received primarily satisfactory ratings in the areas of quality, schedule, business relations and success in transition from the past performance sources available. A majority of the past performance references contacted would hire the Offeror again for similar work.

UNACCEPTABLE The Offeror has received primarily less than satisfactory ratings in the areas of quality, schedule, business relations and success in transition from the past performance sources available. Most of the past performance references contacted would not hire the Offeror again for similar work.

NEUTRAL The Offeror has no record of relevant past performance.

4.2.3 Factor 3 Subcontracting

OUTSTANDING The Offeror's subcontracting plan maximizes subcontracting opportunities for small businesses, and provides high quality, meaningful work to small businesses.

GOOD The Offeror's subcontracting plan provides meaningful, quality subcontracting opportunities for small businesses but does not maximize the number of small business opportunities.

ACCEPTABLE The Offeror's subcontracting plan provides subcontracting opportunities for small businesses but does not optimize the number, quality, or meaningfulness of the opportunities.

UNACCEPTABLE The Offeror's subcontracting plan does not provide adequate subcontracting opportunities for small business, or the number, quality and meaningfulness of the opportunities are negligible.

4.2.4 Overall Rating Scale

OUTSTANDING The Offeror demonstrated a likelihood of significantly exceeding government expectations for the performance of the contract at a very low risk. The Offeror has not received any "unsatisfactory" factor ratings.

GOOD The Offeror demonstrated a reasonable likelihood of exceeding government expectations for the performance of the contract. The Offeror has not received any "unsatisfactory" factor ratings. The proposal has low risk.

ACCEPTABLE The Offeror demonstrated a reasonable likelihood of meeting government expectations for the performance of the contract and/or the proposal has moderate risk. The Offeror has not received any "unsatisfactory" factor ratings.

UNACCEPTABLE The Offeror demonstrated a reasonable likelihood that they may have significant difficulty meeting government expectations for the performance of the contract and/or the proposal more than a moderate level of risk. The Offeror has received at least one "unsatisfactory" factor rating.

4.2.5 Value of the Proposal to the Government

OUTSTANDING The proposal overall is a high value to the Government considering the price, technical merit and risks inherent in the proposal. The proposal will result in the government receiving an outstanding solution for a reasonable price for the solution proposed.

GOOD The proposal overall is a good value to the Government considering the price, technical merit and risks inherent in the proposal. The proposal will result in the government receiving a good solution for a reasonable price.

ACCEPTABLE The proposal overall is a reasonable value to the Government considering price, technical merit and risks inherent in the proposal. The proposal will result in the government receiving an acceptable solution for a reasonable price.

UNACCEPTABLE The proposal overall has less than adequate value to the Government considering the price, technical merit and risks inherent in the proposal. The proposal has an unacceptable technical solution and/or an unreasonably high price for the solution.

SECTION L –

INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

L.1 INTRODUCTION

The purpose of this Request for Proposals is to procure certain services in support of Ginnie Mae's Mortgage-Backed Securities program.

An eligible Offeror under the PPA/CPTA solicitation shall demonstrate that it meets the following requirements:

- a.) It is a (i) federally-chartered bank or a state-chartered bank or trust company regulated by the Federal Reserve System or the Federal Deposit Insurance Corporation, and (ii) its ultimate (or top-tier) parent holding company is organized under the laws of the United States, as determined by HUD in its sole discretion.
- b.) It will conduct all operations under the contract within the fifty (50) United States and the District of Columbia.

L.2 FAR 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 98)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available. The Offeror is cautioned that the listed provisions may include blocks that must be completed by the Offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the Offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address(es):

<http://www.hud.gov>

<http://www.hud.gov/offices/cpo/hudar.cfm>

<u>Number</u>	<u>Title</u>	<u>Date</u>
52-215-1	INSTRUCTIONS TO OFFERORS –COMPETITIVE ACQUISITION PREAWARD ONSITE EQUAL OPPORTUNITY COMPLIANCE EVALUATION [insert cite]	JAN 2004 FEB 1999
52.232-13	NOTICE OF PROGRESS PAYMENTS	APR 1984
52.237-10	IDENTIFICATION OF UNCOMPENSATED OVERTIME	OCT 1997
2452.209-70	POTENTIAL ORGANIZATIONAL CONFLICTS OF INTEREST	FEB 2000
2452.233-70	REVIEW OF CONTRACTING OFFICER PROTEST DECISION	OCT 1999

L.3 FAR 52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates the award of an Indefinite Delivery/Indefinite Quantity (IDIQ) contract resulting from this solicitation.

L.4 FAR 52.233-2 SERVICE OF PROTEST (AUG 1996)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

U.S. Department of Housing & Urban Development (HUD)
Office of the Chief Procurement Officer
451 Seventh Street, SW, Room 5256
Washington DC 20410-3000

(b) A copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

L.5 QUESTIONS FROM OFFERORS CONCERNING THE SOLICITATION

The PPA schedule includes a pre-proposal conference after the release of the RFP and followed shortly thereafter by a Q&A period.

Offerors may submit questions, concerns, or request clarification of any aspect of this solicitation via electronic mail to Katharina.Washington@hud.gov. The Offeror must include the company name in the subject line of the email. The question(s) should include the page number and paragraph number or identifier, which pertains to the Offeror's question. Questions received without this information may not be answered. It is requested that all questions be received by **May 6, 2008** to allow the Government adequate time to prepare and issue responses so that Offerors can use the information to prepare their proposals. The Government will continue to accept questions up to the closing date and time set for receipt of proposals; however, time may not permit responses to questions received after **May 19, 2008**. Comments and questions must reference **SOLICITATION R-OPC-23287**. Acknowledgment of receipt of questions will not be made. Communications deemed necessary or important to understand or respond to the solicitation will be posted along with any and all solicitation amendments at www.hud.gov/offices/cpo/contract and Fedbizops.

L.6 INSTRUCTIONS FOR SUBMISSION OF OFFERS

Proposals must be submitted no later than June 3, 2008 at 12:00 Noon local time at the following address:

U.S. Department of Housing & Urban Development (HUD)
Office of the Chief Procurement Officer
Ginnie Mae Support Division
451 Seventh St. SW Room 5266
Washington, DC 20410
Attention: Ms. Katharina Washington

Modifications, amendments or withdrawal of proposals and other written non-electronic communications should be made to the above address before the closing date and time. Offers transmitted via facsimile shall not be considered. Offerors must also submit transition plan documents on or before the deadline noted herein.

Offerors are required to submit one original paper copy, one CD ROM version of the entire proposal in **Microsoft Word 2003, with read and write access**, and seven paper copies of Volumes I & II of the proposal. Offerors must comply with the detailed instructions for proposal format and content. Proposals that do not comply with the detailed instructions for format and content may be considered non-responsive and may render the Offeror ineligible for consideration and/or award.

Potential Offerors should also be aware that The Department of Housing & Urban Development is a secure federal building. All visitors must enter through either the North or South Lobby and are required to pass through a metal detector, have their belongings screened by an x-ray system, show valid picture identification and, finally, sign the HUD visitor's log. Guards will then telephone the visitor's contact office for an official escort, which will require additional time. Therefore, Offerors must ensure that any commercial delivery service or company employee carry appropriate identification, and they should allow extra time for hand-carried deliveries. Delays experienced at the guard desk or refusal of admission DO NOT constitute excusable delays. Proposals must be in the designated place no later than the deadline specified in the solicitation in order to be considered for award.

L.7 ACCESS TO SENSITIVE HUD INFORMATION

- (a) For the sole purpose of preparing an offer in response to this solicitation, HUD will make available to prospective Offerors certain sensitive information. "Sensitive information" is defined in the Nondisclosure Agreement referenced in paragraph (b)(2) below.
- (b) As a prior condition to being provided access to sensitive information, each prospective Offeror shall execute the following nondisclosure agreements and deliver the executed agreements to the Contracting Officer:
 - (1) **Nondisclosure Agreement between the Department of Housing and Urban Development ("HUD") and Offeror Granting Conditional Access to Sensitive but Unclassified Information ("Offeror Agreement") (see Attachment 2). This agreement must be executed by an officer or other representative of the company authorized to bind the firm to the commitments made by the agreement and the individual nondisclosure agreements executed by those Offeror employees or representatives to whom the sensitive information will be provided.**
 - (2) **Nondisclosure Agreement between the Department of Housing and Urban Development and External Party Granting Conditional Access to Sensitive but Unclassified Information ("Nondisclosure Agreement") (see Attachment 3). A separate agreement must be executed by each person to whom access to the sensitive information will be provided, regardless of whether HUD or the Offeror provides such access. The Offeror is responsible for ensuring that all affected individuals execute a nondisclosure agreement.**
- (c) The Sensitive Information will be provided to prospective Offerors by the contracting officer on compact disk (CD) at any time after the release of this solicitation. HUD also will make available to prospective Offerors access to a Reading Room in which they may review additional sensitive information.
- (d) To obtain a CD, prospective Offerors must deliver to the Contracting Officer the Offeror Agreement, executed by an authorized official of the firm (see instruction (b)(1) above).

L.7.1 “Offeror Agreement” – See Attachment 2

L.7.2 “Nondisclosure Agreement” – See Attachment 3

L.8 GENERAL INFORMATION REQUIRED TO PREPARE OFFERS:

For Bidding/Proposal purposes, the estimated effective date of contract award is August 29, 2008.

The proposal shall consist of a written proposal. The written proposal shall be prepared and submitted in form and content in accordance with the instructions herein. Offerors must respond to all stated solicitation requirements with no additions or deletions. All required information must be completed. Non-conformance with any of the solicitation requirements may render the offer non-responsive, and the Offeror may be ineligible for award consideration.

An Offeror’s proposal is presumed to represent his best effort to respond to the solicitation. Offerors are reminded that offers containing exceptions to the solicitation may render the offer non-responsive, and the Offeror may be ineligible for award. The Government reserves the right to award without discussions and based on initial proposals.

Offerors must provide comprehensive information on all pertinent aspects of the effort being offered to enable the Government to evaluate the Offeror’s understanding of, and capability to meet, all the stated requirements covered in the Statement of Work (SOW). The Offeror shall also provide sufficient detail to substantiate the validity of all stated claims. Further, the Offeror shall indicate that it shall comply with each requirement of the solicitation and shall explain how each compliance objective will be achieved. Clarity, completeness and conciseness are essential, and the overall breadth and depth of the proposal will be evaluated in the context of being representative of the Offeror’s capabilities. Responses must adequately address specific solicitation requirements and be responsive to the terms and conditions of the solicitation. The Government also reserves the right to change any of the terms and conditions of this solicitation by amendment at any time prior to contract award, and to allow Offerors to revise their offers accordingly, as authorized by FAR 15.206.

L.9 PROPOSAL FORMAT

In order to maximize efficiency and minimize the time for proposal evaluation, it is required that all Offerors submit their proposals in accordance with the format and content specified. Offerors must respond to all requirements of the solicitation. Offerors shall not alter the solicitation (other than completing the appropriate “fill-in” blocks and certifications). Offerors that do not comply with the detailed instructions for the format and content of the proposal may be considered non-responsive and may render the Offeror ineligible for award consideration.

- (a) Proposals shall be submitted in two parts, as described below. Each part must be completed separately so that evaluation of each may be conducted independently.
- (b) Proposals shall be enclosed in sealed packaging and addressed to the office specified in the solicitation. The Offeror’s name and address, the solicitation number and the date and time specified in the solicitation for proposal submission must appear in writing on the outside of the package.
- (c) Proposals shall be submitted in original and seven copies of both parts. One CD ROM with Microsoft Word 2003 of the documents, with read and write access, shall also be submitted.

- (d) It is the sole responsibility of the Offeror to ensure that the electronic media submitted is virus free and can be opened and read by the Government. If the electronic media cannot be opened and read by the Government, the Offeror shall have 72 hours after notification of the same to correct the deficiency. After that time, if the electronic media cannot be opened and read by the Government, the proposal may be determined unacceptable and may render the Offeror ineligible for award consideration.

The proposal shall comply with the following format requirements:

- 8.5 x 11 inch paper,
- Single-spaced typed lines
- 1-inch margins
- 12-point Times New Roman font for text
- 10-point font size for graphics and charts.
- Foldout charts and graphs may be included as a single page
- CD ROM shall be submitted in Microsoft Word, file version 2003.

The proposal shall be limited to the following submissions and pages:

<u>Proposal Element</u>	<u>Page Limit</u>
Volume I Offer	2 pages
Cover letter	1 page
SF 33	No limit
Section B	No limit
Audited Financial Statement	No limit
Section H Section	No limit
Section K	No limit
 Volume II Technical Proposal	
Evaluation Factor 1: Technical Capability	
(a) Knowledge/Experience	15 pages
(b) Experience Chart	4 pages
(c) Resumes of Key Personnel	2 pages per resume
(d) Management Approach	
Organizational Chart (L.5.11.3(1))	4 page chart 2 page narrative
Flow chart of each process (L.5.11.3(2))	1 page for each process flow
Narrative for all processes	60 pages total
Disaster recovery & COOP plans	5 pages
(e) Transition Plan	10 pages
 Evaluation Factor 2: Past Performance	
(a) Reference Table	1 page
(b) Relevance Table	1 page
(c) Copy of Recent Government Performance Appraisals	No limit
(d) Customer Surveys provided by customers	3 pages per survey

L.10 PROPOSAL CONTENT

The completion of an offer and its submission to the Government shall indicate the Offeror's unconditional agreement to the terms and conditions in this solicitation. In evaluating an Offeror's capability, the Government shall consider how well the Offeror complies with the instructions in the solicitation.

PART I OFFER

COVER LETTER: The proposal shall include a cover letter signed by an individual authorized to commit the company to the proposal. The cover letter shall identify all enclosures being transmitted as part of the proposal. The letter shall include all information required by FAR 52.215-1. In addition, the cover letter must include:

- Acknowledgement that it transmits an offer in response to the solicitation;
- Taxpayer Identification Number (TIN);
- DUNS number ;
- Address(es) of the location(s) at which the Offeror intends to perform the proposed effort;
- Statement that the Offeror is registered in CCR;
- Names and telephone numbers of persons authorized to conduct negotiations, as well as the name of the official authorized to bind the Offeror's organization; and
- Statement that by submitting the offer the Offeror agrees that there are no known Organizational Conflicts of Interest that would prevent either the Prime Contractor or any Subcontractor from performing under the contract.

Standard Form 33: The Offeror shall complete blocks 12 through 18.

Section B: The Offeror shall insert the unit and total prices for each line item where an "*" appears.

Section H: *Government Furnished Property. If (or where) applicable, the Contractor is required to use the government furnished property listed in this solicitation.*

Key Personnel: The Offeror shall complete Key Personnel by filling in the name, title and tasks to be performed by each key person proposed.

Subcontracting Plan

This proposal submission only pertains to those Offerors who do not qualify under North American Industrial Supply Code (NAISC) 523999 at a size standard of \$21 million or do not have a plant-wide contracting plan. For those Offerors required to submit a subcontract plan, the plan must include the requirements under 19.702(a)(1) and (2).

HUD is strongly committed to ensuring that small businesses, veteran-owned small businesses, service-disabled veteran-owned small businesses, HUBZone small businesses, small disadvantaged businesses and women-owned small businesses each have maximum opportunity to participate in subcontracting with HUD primes. To reinforce its commitment, HUD has established a subcontracting goal of up to 40% (Refer to Section M) of the total value of each contract and subsequent modifications. Contractors who are

unable to meet the established goal due to practical considerations must provide the rationale for the proposed level of subcontracting.

In addition to the Technical & Past Performance evaluation factors enumerated above, proposals shall be evaluated in terms of subcontracting opportunities provided to small business concerns. The evaluation shall consider the following:

- The total value of the proposed small business subcontracting effort as it relates to the total value of the prospective contract;
- Specific goals established for up to 40% of the contract award applied to Small Business concerns;

Within that total, the following subordinate goals shall apply:

- 5% Small Disadvantaged Business;
- 5% Women Owned Small Business;
- 3% Service-Disabled Veteran Owned Small Business
- 2.5% HUBZone Small Business

Specific commitments to small business concerns as evidenced by the proposal. Substantive nature of the subcontracted work as required by the solicitation.

Section I: The Offeror shall insert current, accurate, and complete information where an * appears in Section I.

Section K: The Offeror shall insert current, accurate, and complete information where an * appears in Section K. Only Section K in its entirety should be included in the proposal.

L.11 TECHNICAL CAPABILITY

L.11.1 KNOWLEDGE AND EXPERIENCE

The Offeror shall demonstrate, in addition to the requirements listed below, their experience and technical capability to carry out these or similar functions, as described in this Statement of Work.

Knowledge must include:

- Knowledge of the Primary and Secondary Mortgage Markets as well as Capital Markets, including financial products offered in both the forward and reverse mortgage markets;
- Knowledge of Ginnie Mae's products, processes, procedures and guides;
- Knowledge of standard financial fiduciary industry practices and procedures, and knowledge of financial fiduciary responsibilities;
- Knowledge of the Federal Reserve's Fedwire process; and
- Knowledge of state-of-the art information technology available for use in the mortgage and securities/financial industries.

Experience must include:

- Experience performing the key processes listed in L.5.1 L3(2) or similar processes;
- Experience with the Federal Reserve's Fedwire process;
- Experience in developing and enhancing state of the art information technology systems;
- Experience operating and enhancing systems (hardware and software) the same or similar to those offered as GFP under this solicitation;

- Experience in successfully transitioning similar contracts with a value of \$50,000,000 or more;
- Experience in enhancing IT infrastructure, with well-documented and repeatable processes; and
- Experience in providing access to clean, usable data to support effective business intelligence, analysis and reporting.

The Offeror shall complete the chart on page J-1 summarizing the Offeror's experience in each of the above areas. The Offeror shall include all relevant experience gained within five years of the proposal submission deadline stated in the RFP.

L.11.2 KEY PERSONNEL

The Offeror shall describe the extent to which key personnel to be assigned to this contract, including managers in the areas of servicing, collections, foreclosures/repossessions, bankruptcies, escrow, investor reporting, insurance and claims processing, etc., are qualified to assume the duties of the contract.

The Offeror shall provide at least seven key personnel for this contract. The Offeror shall provide a narrative description identifying their roles and responsibilities, and demonstrating that they have the skills, education, training and experience to perform the identified functions. Also the Offeror shall include resumes of all key individuals.

In addition, the Offeror shall describe the extent of the firm's capability to recruit, train and provide adequate staff resources, as well as the ability to maintain a stable workforce, as needed.

The Offeror shall describe roles they have performed which demonstrate they have the capability to perform under this contract. The Offeror shall provide references to confirm its prior experience in performing the work and/or providing the deliverables required by the solicitation, including meeting delivery dates and schedules the same as, or substantially similar to, that required by the solicitation. The Offeror shall provide references as follows: the names and telephone numbers of contact persons for previous customers who can provide information regarding the performance of the Offeror during the last five years on work of the same or similar nature to that described in the Statement of Work. Include the dollar amount and length of contract for each contract referenced. When discussing performance of previous Government and/or private sector projects similar to that proposed, provide sufficient detail to allow evaluators to determine the relevance of the skills and objectives required. In particular, Offerors shall address how their prior experience and expertise satisfies the evaluation criteria set forth in the solicitation.

L.11.3 MANAGEMENT AND TECHNICAL APPROACH

1. Provide an organization chart showing the functions/titles for each management position (prime and subs), reporting/communications chain, locations of performance and estimated number of FTEs for the key processes listed below in 5.11.3(2). Provide a summary of your internal management control plan or program, including your approach to managing quality, timeliness, and completeness and your approach to managing Subcontractors.
2. Provide a flow chart for each of the following key processes:

- Pool Processing (Issuance of MBS Securities in the forward market and HMBS securities in the reverse market)
- Perform Central Registry and Payment Functions
- Collection and Dissemination of Financial Data
- Ability to Dispense, Track and Monitor Commitment Authority needed to issue Ginnie Mae securities
- Transfers of Mortgage Servicing Rights
- Final Certifications and Recertifications of MBS Pools/Letter of Credit
- Certificate Transfers
- RPB Factor Processing
- Ginnie Mae I Depository Payment Calculation, ACH and Pre-Collection Notification
- Ginnie Mae II ACH and Pre-Collection Notification
- Collection of Ginnie Mae I and II Guaranty Fee
- REMIC Services
- Issue Platinum Securities
- Platinum Trustee Services
- Information Systems Development, Maintenance and Upgrade Capabilities

In a narrative:

- Describe the tasks, timelines, and procedures for performing each process listed above in 5.11.3(2). Identify the group that will perform the effort, the group's capabilities and the human and technological resources that will be employed.
- Provide the risks associated with each process that would impact successful performance, including the mitigation plan to limit each risk, and the quality control plan that will be performed to ensure timely, accurate and complete performance. Mention any Organizational Certifications held by the firm that are related to the required effort.

3. Provide a disaster recovery plan that provides detailed information on how the disaster recovery requirements of the Statement of Work (section C.3.22) will be accomplished. The disaster recovery plan must document how the contractor will ensure consistent, quality performance in the event of a disaster in order to meet the requirements of the SOW, and within four hours of a disaster or Continuity of Operations Plan (COOP).

L.11.4 TRANSITION PLAN

The Offeror shall provide a detailed plan describing its approach to successfully transition the contract services from the current Contractor. The Offeror shall describe how it will take over each of the key processes listed herein and perform the other work required under this contract. The Plan shall include details on the specific tasks that the Offeror will perform for each key process, including establishing hardware, software and connectivity. The transition plan shall identify critical implementation issues and elaborate on how the successful Offeror will address such issues. The transition plan shall include the transition of all GFP, including all files and records to the successful Offeror and the set up of the storage facility. The transition plan shall be comprehensive and provide Ginnie Mae assurance that all of the work will successfully transition to the Offeror within five months from contract award. The transition plan shall demonstrate a clear management approach and implementation plan which describes how the Offeror will complete all required certifications within the five month transition-in period. The transition plan shall be

incorporated into the Statement of Work at the time of award and shall be implemented so that there is no reduction in service or interruption of service to Ginnie Mae. As such, the plan shall be written as a Statement of Work (active voice, shall statements). The Offeror's plan must address, and give consideration to, the transition plan of the current Contractor, with the following revisions:

- The new contractor will be permitted to 'shadow' the incumbent contractor in performing the key business processes outlined in the Statement of Work.
- The incumbent will be available to consult with the new contractor in order to transition all Ginnie Mae proprietary equipment and business applications.
- The incumbent will be available to consult with the new contractor in order to migrate all data to the new contractor's systems, including a data reconciliation with the new contractor to ensure that all data has been properly moved to the new contractor's site(s).

L.12 PAST PERFORMANCE

L.12.1 SUMMARY PAST PERFORMANCE INFORMATION

The Offeror shall identify up to five (5) of the most relevant contracts, either on-going or completed, not more than five (5) years from the RFP-stated deadline for proposal submissions, which demonstrate performance relevant to the solicitation requirements with the telephone number, fax number and e-mail address of a person familiar with the contract. The Offeror shall complete the summary information in the format provided on page 3-2. The Offeror shall complete a relevancy chart in the format provided on page 3 for each contract listed in Attachment 3-2. The Offeror shall provide a copy of the past performance reports for each contract listed above where customer reports are available.

When evaluating the Offeror's past performance, the Contracting Officer is not restricted to information obtained from the references but may also use information obtained from other sources.

If the Contracting Officer obtains a "poor" or "unsatisfactory" rating from a reference, or negative past performance information from any other source on which the Offeror has not had a previous opportunity to comment, the Offeror will be afforded the opportunity to comment on the negative information.

If the Offeror, which includes its predecessor companies, key personnel and subcontractors that will perform major or critical aspects of the requirement, is a new entity and has not performed work within the past five (5) years that is the same or similar to the requirements described in this solicitation, the Offeror will not be evaluated favorably or unfavorably on the factor of past contract performance.

L.12.2 SURVEY INSTRUCTIONS: The Contractor shall send the following survey to each reference listed in Attachment 2 and request that the completed survey is sent by the reference directly to the Contracting Officer on or before **May 22, 2008**. Surveys received after **June 3, 2008** may not be evaluated. The Offeror should complete numbers 1 through 7 on page 1 of the survey before it is sent to the reference.

L.12.3 PAST PERFORMANCE EVALUATION SURVEY

RE: RFP R-OPC-23287

PLEASE FAX or Email on or before May 22, 2008

TO: Katharina Washington 202) 401-2032

FROM: (Insert Name of Firm or Organization)

NAME of OFFEROR: _____

CONTRACT NUMBER: _____

CONTRACT TYPE: _____

AWARD DATE: _____ COMPLETION DATE: _____

CONTRACT VALUE: _____

GTR/Contact Name: _____

GTR/Contact Title: _____

GTR/Contact Phone Number: _____

Check all of the following contract types that apply:

- _____ FIRM-FIXED PRICE (FFP)
- _____ FIXED-PRICE, ECONOMIC PRICE ADJUSTMENT (FP-EPA);
- _____ COST-PLUS-FIXED-FEE (CPFF), COMPLETION OR TERM;
- _____ COST-PLUS-INCENTIVE-FEE (CPIF);
- _____ COST-PLUS-AWARD -FEE (CPAF);
- _____ COST Plus No Fee; COST SHARING;
- _____ INDEFINITE DELIVERY/INDEFINITE QUANTITY (IDIQ);
- _____ FEDERAL SUPPLY SCHEDULE;
- _____ REQUIREMENTS;
- _____ LABOR HOURS;
- _____ TIME AND MATERIALS (T&M);

DESCRIPTION(S) OF PRODUCTS OR SERVICES PROVIDED:

Please rate the company listed in 1 above on the contracts listed in 2 above. Please provide comments to describe your ratings. Detailed comments are the most useful in the evaluation process. Your name will not be shared with the firm evaluated, but any adverse results that they are unaware of will be provided to them for comment only.

A QUALITY OF PRODUCTS AND SERVICES

Reliability: Describe the Offeror's success in meeting contract requirements relating to service performance.

____ Outstanding ____ Good ____ Satisfactory ____ Poor ____ Unsatisfactory

Comments:

Reports: Were users able to access the reports as needed? Was the data reliable?

____ Outstanding ____ Good ____ Satisfactory ____ Poor ____ Unsatisfactory

Comments:

Overall Quality of Product/Services:

____ Outstanding ____ Good ____ Satisfactory ____ Poor ____ Unsatisfactory

Comments:

Timeliness of Performance:

____ Outstanding ____ Good ____ Satisfactory ____ Poor ____ Unsatisfactory

Comments:

BUSINESS RELATIONS:

____ Outstanding ____ Good ____ Satisfactory ____ Poor ____ Unsatisfactory

Comments:

Would you select this firm again?

_____ Yes _____ No

Explain:

Preparer Name (Please print): _____

Preparer Phone Number: _____

Preparer Signature: _____

Date Signed: _____

Please return this survey to:

Katharina Washington, Contracting Officer
Department of Housing & Urban Development
Fax: 202/401-4032

L.12.4 ADDITIONAL SUBCONTRACTING INFORMATION

HUD is strongly committed to ensuring that small businesses, veteran-owned small businesses, service disabled veteran-owned small businesses, HUBZone small businesses, small disadvantaged businesses and women-owned small businesses have maximum opportunities to participate in subcontracting with HUD prime Contractors. To reinforce its commitment, HUD has established a subcontracting goal of up to 40% of the total value of each contract action. Offerors responding to a solicitation shall address in their proposal the manner in which they can achieve this goal. HUD will consider the Contractor's ability to meet the subcontracting small business participation goal as part of the evaluation for award. In evaluating subcontracting plans, HUD will consider the total value of the subcontracted effort as it relates to the total value of the prospective contract.

In accordance with FAR 19.702 and HUDAR 24.52.219-70, the Offeror shall provide the maximum practicable subcontracting opportunities to small business, veteran-owned small businesses, service disabled veteran-owned small business, HUBZone small business, small disadvantaged business and women owned small business concerns. HUD's subcontracting goals for the current fiscal year are provided below and are expressed as a percentage of the total value of the contract.

HUD Subcontracting Goals:

40% Small Business

Within that total, the following subordinate goals shall apply:

- 5% Small Disadvantaged Business
- 5% Women Owned Small Business
- 3% Service-Disabled Veteran Owned Small Business
- 2.5% HUBZone Small Business

L.13 PRICE

The Offeror shall provide the firm, fixed prices for each line item. If any price appears to be unreasonably high, the Offeror may be required, upon request from the Contracting Officer, to submit documentation demonstrating the basis of estimate for each price.

L.14 AUDITED FINANCIAL STATEMENT

The Offeror shall provide a copy of the most recent audited Financial Statement for the prime Offeror. The financial statement shall include all findings and recommendations made by independent auditor.

L.15 RISK ASSESSMENT (NON-COST/PRICE)

Risk Assessments consider each Offeror's likelihood of success in performing the requirements stated in the solicitation. Risk issues arise due to such factors including, but not limited to, the following: unknowns, weaknesses, areas of little or no relevant experience and/or business uncertainty issues, such as pending corporate acquisitions, mergers, organizational or leadership changes, business volume drop-offs, program or contract terminations, etc., Evaluators will assign a proposal risk assessment rating (VERY LOW, LOW, MODERATE or HIGH) to each Offeror's proposal at the Evaluation Factor level and to the

proposal as a whole. The audited financial statement will be evaluated as part of the risk assessment, and must have been performed by an independent auditor within the last year.

Risk Standards: The following definitions or standards for risk will be used:

Performance Risk	Description
VERY LOW	Very little doubt exists that the Offeror will successfully perform the required effort. Normal Contractor effort and normal Government monitoring will likely minimize any difficulties.
LOW	Little doubt exists that the Offeror will successfully perform the required effort. Normal Contractor effort and normal Government monitoring will probably minimize any difficulties.
MODERATE	Some doubt exists that the Offeror will successfully perform the required effort. Special Contractor emphasis and close Government monitoring may be able to overcome difficulties.
HIGH	Substantial doubt exists that the Offeror will successfully perform the required effort. Risk may be unacceptable even with special Contractor emphasis and close Government monitoring.

L.16 Non-Responsive Offerors

After receipt of proposals, the Contracting Officer will review each to ensure that it is compliant with the published Request for Proposals (RFP). Information not requested in the RFP and pages submitted beyond the stated page limits shall not be reviewed. The technical proposals conforming to the RFP requirements will be provided to the TEP. A material failure to comply with the terms and conditions of the solicitation may result in the Offeror being removed from the award consideration process.

SECTION M - EVALUATION FACTORS FOR AWARD

M.1 ONE AWARD

The Government intends to make one award under this solicitation.

M.2 BASIS FOR CONTRACT AWARD

The Offerors' attention is directed to Federal Acquisition Regulation (FAR) 52.215-1, which provides that contracts shall be awarded to that responsible Offeror whose proposal represents the best value after evaluation in accordance with the factors in the solicitation. "Factors" shall include all of those evaluation factors that are described in this Section M.

This is a best value source selection acquisition conducted in accordance with the Federal Acquisition Regulation using full and open competition to 8(a) firms in accordance with FAR Part 15. Award will be made to the Offeror that is deemed responsible in accordance with FAR 9.104, and whose proposal conforms to the solicitation's requirements and is judged to represent the best value to the Government. The best value is represented by the most advantageous offer, price and other factors considered. Such offer may not necessarily be the proposal offering the lowest price or receiving the highest technical rating. A rating of Unsatisfactory in the Technical Capability factor, Past Performance factor or Subcontracting Plan factor will render the entire proposal technically unacceptable and, therefore, not eligible for award.

Each Offeror shall be evaluated relative to the following:

The non-price factors are listed below in descending order of importance, while the subfactors under Factor 1 are of equal importance.

Non-Price Factors:

- Factor 1: Technical Capability
 - Subfactor A: KNOWLEDGE AND EXPERIENCE
 - Subfactor B: KEY PERSONNEL
 - Subfactor C: MANAGEMENT AND TECHNICAL APPROACH
 - Subfactor D: TRANSITION PLAN

- Factor 2: Past Performance

- Factor 3: Subcontracting Plan

Price Factor:

Although all of the non-price factors combined are considered significantly more important than price, price is an important factor.

M. 3.0 EVALUATION FACTORS AND RATINGS

3.1 Evaluation Plan

The Evaluation Plan below identifies three factors that will be utilized for the evaluation of all proposals. Each factor shall receive a rating of Outstanding, Good, Acceptable or Unacceptable based on the strengths and/or weaknesses identified relative to the requirements of the factor. The combined relative merit of Factors 1 through 3, as evaluated in accordance with the technical factors listed herein, shall be considered significantly more important than price. While the proposed price will not be assigned a specific weight, it shall be considered a significant criterion in the overall evaluation of proposals.

M.3.1.1 – Technical Capability:

Each Offeror shall be evaluated on its capability to perform the Statement of Work. This shall include the Offeror's knowledge and experience to perform the type of work required by the Statement of Work, the quality of the key personnel, the Offeror's ability to manage the contract, and the Contractor's team and ability to perform the required effort. The Offeror's transition plan will be evaluated on the extent to which it provides a clear and concise plan to successfully transition all of the contract services, within five months of contract award.

In addition to the standard reports required by the Ginnie Mae Mortgage-Backed Securities Guide 5500.3 ("Guide 5500.3"), the Contractor shall prepare and submit timely and accurate reports to Ginnie Mae and its agents as required in the Statement of Work. The Ginnie Mae Guide 5500.3 is located at www.ginniemae.gov.

M.3.1.2 – Past Performance

The Offeror shall identify up to five (5) of their most relevant contracts, either on-going or completed, not more than five (5) years from the date the initial proposals are due, performed by itself, its predecessor companies, its key personnel or its subcontractors that will perform major or critical aspects of the requirement. These contracts shall demonstrate performance relevant to the solicitation requirements, including the Offeror's prior compliance with subcontracting goals for SDB concerns and monetary targets for SDB participation, with the telephone number, fax number, and e-mail address of a person familiar with the contract. The Offeror shall complete the summary information in the format provided in this solicitation. The Offeror shall complete a relevancy chart, in the format provided, for each contract listed. The Offerors may provide information on problems encountered on the identified contracts and the Offeror's corrective actions. When evaluating the Offeror's past performance, the Contracting Officer is not restricted to information obtained from the references but also may use information obtained from other sources. If the Contracting Officer obtains a "poor" or "unsatisfactory" rating from a reference, or negative past performance information from any other source on which the Offeror has not had a previous opportunity to comment, the Offeror will be afforded the opportunity to comment on the negative information. If the Offeror has no relevant past performance, the Offeror will not be evaluated favorably or unfavorably on the factor of past contract performance.

M.3.1.3 – Subcontracting Plan

All large business Offerors will be evaluated as to the extent and quality of the subcontracting proposed for all types of small businesses. The proposed subcontracting will also be evaluated as to the likelihood that the Offeror will meet the proposed small business subcontracting goals.

HUD is strongly committed to ensuring that small businesses, veteran-owned small businesses, service disabled veteran-owned small businesses, HUBZone small businesses, small disadvantaged businesses and women-owned small businesses each have maximum opportunities to participate in subcontracting with HUD prime contractors. To reinforce its commitment, HUD has established a subcontracting goal of up to 40% of the total value of each contract action. Contractors responding to this solicitation shall address in their proposal the manner in which they can achieve this goal. HUD will consider the contractor's ability to meet the subcontracting small business participation goal as part of the evaluation for award.

The evaluation shall consider the following:

1. The total value of the proposed small business subcontracting effort as it relates to the total value of the prospective contract.
2. Specific goals established for:
 - (a) Small Business
 - (b) Veteran-Owned Small Business
 - (c) Service Disabled Veteran Owned Small Business
 - (d) HUBZone Small Business
 - (e) Small Disadvantaged Business
 - (f) Women-Owned Small Business
3. Specific commitments to small business concerns evidenced by the proposal.
4. Substantive nature of the subcontracted work as required by the solicitation.

M.3.1.4 PRICE

The Offerors' proposed price for all fixed price and labor hour items will be evaluated for reasonableness. Reasonableness will be assessed by comparing the line item prices among Offerors, against the independent government estimate and against the current contract's line item prices. Adjustments will be made to the labor hour rates that appear to be unreasonably low or unreasonably high in consideration of the proposed technical approach. Unbalanced or unreasonably low or unreasonably high labor rates will be adjusted in determining total evaluated prices to minimize proposal risk.

M.4.0 Evaluation Factor Grid -

Factor 1: Technical Capability/Experience
Perform the complete range of services expected of a Ginnie Mae Issuer. The services include, but are not limited to, the issuance of MBS securities in the forward and reverse markets, the performance of central registry and payment functions, the collection and dissemination of financial data., the ability to dispense, track and monitor commitment authority needed to issue Ginnie Mae securities, transfers of servicing, initial and final pool certifications, including recertifications and/or letters of credit, certificate transfers, RPB factor processing, Ginnie Mae I Depository Payment Calculations, ACH and Pre-Collection Notification, Ginnie Mae II ACH and Pre-Collection Notification, Collection of Ginnie Mae I and II Guaranty Fees, REMIC Services, Issuance of Platinum Securities and related Platinum Trustee Services, Information Systems Development, Maintenance and Upgrade Capabilities. In addition to the standard reports required by the Ginnie Mae Mortgage-Backed Securities Guide 5500.3, the Contractor shall prepare and submit timely and accurate reports to Ginnie Mae and its agents as required in the Statement of Work.

OUTSTANDING	GOOD	ACCEPTABLE	UNACCEPTABLE
The Offeror's proposal demonstrated a thorough understanding of Ginnie Mae's programs, and provided a detailed plan describing how they will perform the requirements for the Pool Processing & Pool Certification Agent, Central Paying & Transfer Agent, Platinum Trustee and Multiclass Information Agent.	The Offeror's proposal demonstrated a good understanding of Ginnie Mae's programs, and provided a complete plan describing how they will perform the requirements for the Pool Processing & Pool Certification Agent, Central Paying & Transfer Agent, Platinum Trustee and Multiclass Information Agent.	The Offeror demonstrated a satisfactory knowledge of the Ginnie Mae programs, and provided a plan describing how they will perform the requirements for the Pool Processing & Pool Certification Agent, Central Paying & Transfer Agent, Platinum Trustee and Multiclass Information Agent.	The Offeror failed to demonstrate an adequate understanding of the scope of work.
The Offeror demonstrated that they have expertise performing similar roles, have expertise related to Ginnie Mae programs, and demonstrated how that experience will bring value to Ginnie Mae's program.	The Offeror demonstrated that they have expertise performing similar roles, experience related to Ginnie Mae's programs, and demonstrated they have general knowledge of Ginnie Mae's programs.	The Offeror demonstrated that they have expertise performing similar roles. The Offeror demonstrate they have some knowledge of Ginnie Mae's programs, processes and policies.	The Offeror failed to demonstrate that they have expertise performing similar roles and/or failed to demonstrate they have adequate knowledge of Ginnie Mae's programs, processes and policies.
The Offeror demonstrated in detail their management plan and the specific approach to be utilized in providing the requirement. The Offeror also demonstrated how its expertise would add significant value to Ginnie Mae's programs.	The Offeror demonstrated a management plan and the approach to be utilized in providing the requirements.	The Offeror demonstrated an adequate management plan and an approach to be utilized in providing the requirements.	The Offeror failed to demonstrate an adequate management plan and an approach to be utilized in providing the requirements.
The Offeror identified Key Personnel who have expertise to perform the requirements, and identified and detailed their Roles and Responsibilities. Each of the Key Personnel has or exceeds the skills, education, training, and experience to perform under the contract.	The Offeror identified the Key Personnel who have the experience in performing the requirements, and identified their roles and responsibilities. Each of the Key Personnel has the skills, education, training, and experience to perform.	The Offeror identified the Key Personnel who will be responsible for the contract requirements but there is inadequate detail as to their roles and responsibilities. Each of the Key Personnel has the skills, education, training, and experience to perform.	The Offeror failed to identify all of the Key Personnel who will be responsible for the contract requirements, there is inadequate detail as to their roles and responsibilities, and/or each of the Key Personnel does not have the skills, education, training, and experience to perform.

Factor 2: PAST PERFORMANCE				
<p>Rating Criterion: The Government will assess each Offeror's past performance based upon the information provided in the proposal and the surveys provided by customers. Information from other customers known to the Government and Ginnie Mae records (if available), may also be used. Using all available information, the Government will assess the relevance of the past performance and consider the quality, timelines, and customer satisfaction of the Offeror's past performance work, including that of its predecessor companies, key personnel and major subcontractors. The Government may take into account the similarity, size, scope and complexity of the past performance in comparison to the work requirements of the SOW. More recent work performed within the last five (5) years will be considered more relevant in consideration of all relevant facts and circumstances. In the case of an Offeror that does not have any relevant past contract performance information, or with respect to information for which past contract performance information is not available, the Offeror shall receive a neutral rating on the factor of past performance.</p>				
OUTSTANDING	GOOD	ACCEPTABLE	UNACCEPTABLE	NEUTRAL
The Offeror has received primarily high ratings in all the areas of quality, schedule, and business relations from the past performance sources available. Substantially all of the past performance references contacted would hire the Offeror again for similar work.	The Offeror has received primarily good ratings in all of the areas of quality, schedule, and business relations from the past performance sources available. The vast majority of the past performance references contacted would hire the Offeror again for similar work.	The Offeror has received the acceptable or better ratings in the majority of areas of quality, schedule, and business relations from the past performance sources available. A majority of the past performance references contacted would hire the Offeror again for similar work.	The Offeror has not received primarily less than satisfactory ratings in the areas of quality, schedule, and business relations from the past performance sources available. Most of the past performance references contacted would hire the Offeror again for similar work.	In the case of an Offeror that does not have past contract performance information, or with respect to which information on past contract performance is not available, the Offeror shall receive a neutral rating on the factor of past performance.

Factor 3: Small Business Subcontracting Participation (APPLIES ONLY TO LARGE BUSINESSES)				
<p>Rating Criterion: The Offeror clearly described its plans for using subcontracting to maximize the opportunities for subcontracting to small businesses. The Offeror expressed its goal for the work that will be performed by subcontract labor as a percentage of total contract dollars and identified specific goals:</p> <p style="text-align: center;">Small Businesses Service-Disabled Veteran-Owned Small Businesses HUBZone Small Businesses Small Disadvantaged Businesses Women-Owned Small Businesses in accordance with the provision of Section L.11</p>				
OUTSTANDING	GOOD	ACCEPTABLE	UNACCEPTABLE	NEUTRAL
Offeror clearly identifies the % of contract dollars to be subcontracted to small businesses and the proposed % is at 40% of total contract dollars.	Offeror clearly identifies the % of contract dollars to be subcontracted to small businesses and the proposed % is between 25% and 39% of total contract dollars.	Offeror identifies the % of contract dollars to be subcontracted to small businesses and the proposed % is less than 25% of total contract dollars.	Offeror identifies small business goals but failed to express them as a percentage of total contract dollars.	Rating to be assigned to all small business Offerors.
Work described is important to overall performance of the contract and many small businesses are named.	Work described is important to overall performance of the contract and few small businesses are named.	Work described is not important to overall performance and/or no specific small businesses are identified.	Type of work to be performed by small businesses is not described, is of marginal importance to performance of the contract and/or no specific small businesses are identified.	

Overall Rating Scale

OUTSTANDING: The Offeror's proposal demonstrated a likelihood of significantly exceeding Government expectations for the performance of the contract. The proposal has a very low level of risk.

GOOD: The Offeror's proposal demonstrated a reasonable likelihood of exceeding Government expectations for the performance of the contract. The proposal has low risk.

ACCEPTABLE: The Offeror's proposal demonstrated a reasonable likelihood of meeting Government expectations for the performance of the contract. The proposal has a moderate level of risk.

UNACCEPTABLE: The Offeror's proposal demonstrated a reasonable likelihood that the Offeror may have significant difficulty meeting Government expectations for the performance of the contract. The proposal has a high level of risk.

RISK ASSESSMENT (TECHNICAL / NON-COST/PRICE)

Risk Assessments consider each Offeror's likelihood of success in performing the requirements stated in the solicitation. Risk issues count against an Offeror's proposal, including: unknowns, weaknesses, areas of inadequate relevant experience and business uncertainty issues, such as pending corporate acquisitions, mergers, organizational or leadership changes, business volume drop-offs, program or contract terminations, etc. Included as part of the rating in each of the technical factors, evaluators will assess a proposal risk (HIGH, MODERATE, LOW, VERY LOW) to each Offeror's proposal at the Evaluation Factor level. The following definitions or standards for risk will be used:

RISK	DESCRIPTION
Very Low	Very little doubt exists that the Offeror will successfully perform the required effort. Regular Contractor effort and regular Government monitoring will likely minimize any difficulties.
Low	Little doubt exists that the Offeror will successfully perform the required effort. Regular Contractor effort and regular Government monitoring will probably minimize any difficulties.
Moderate	Some doubt exists that the Offeror will successfully perform the required effort. Special Contractor emphasis and close Government monitoring may reasonably be able to minimize difficulties.
High	Substantial doubt exists that the Offeror will successfully perform the required effort. Exceptional Contractor emphasis and close Government monitoring would likely not minimize difficulties.

ATTACHMENT 1 – FACTOR RATINGS

TECHNICAL KNOWLEDGE 5.8.1	OUTSTANDING	GOOD	ACCEPTABLE	UNACCEPTABLE
<ul style="list-style-type: none"> Knowledge must include: <ul style="list-style-type: none"> Secondary Mortgage Markets and the Capital Markets; Knowledge of Gimnie Mae's products, processes, procedures, and guides; Knowledge of standard financial fiduciary industry practices and procedures, and knowledge of financial fiduciary responsibilities; Knowledge of the Federal Reserve's Fedwire process; and Knowledge of state-of-the-art information technology available for use in the mortgage and securities/financial industries. 	<p>The Offeror demonstrated in-depth knowledge of all or most of the following:</p> <ul style="list-style-type: none"> Knowledge of the Primary and Secondary Mortgage Markets and the Capital Markets; Gimnie Mae's products, processes, procedures and guides; Standard financial fiduciary industry practices and procedures, and knowledge of financial fiduciary responsibilities; The Federal Reserve's Fedwire process; and State-of-the-art information technology available for use in the mortgage and securities/financial industries. 	<p>The Offeror demonstrated broad knowledge of all or most of the following:</p> <ul style="list-style-type: none"> Knowledge of the Primary and Secondary Mortgage Markets and the Capital Markets; Gimnie Mae's products, processes, procedures, and guides; Standard financial fiduciary industry practices and procedures, and knowledge of financial fiduciary responsibilities; The Federal Reserve's Fedwire process; State-of-the-art information technology available for use in the mortgage and securities/financial industries. 	<p>The Offeror demonstrated knowledge of all or most of the following:</p> <ul style="list-style-type: none"> Knowledge of the Primary and Secondary Mortgage Markets and the Capital Markets; Gimnie Mae's products, processes, procedures, and guides; Standard financial fiduciary industry practices and procedures, and knowledge of financial fiduciary responsibilities; The Federal Reserve's Fedwire process; and State-of-the-art information technology available for use in the mortgage and securities/financial industries. 	<p>The Offeror did not demonstrate adequate knowledge of most of the following:</p> <ul style="list-style-type: none"> Knowledge of the Primary and Secondary Mortgage Markets and the Capital Markets; Gimnie Mae's products, processes, procedures, and guides; Standard financial fiduciary industry practices and procedures, and knowledge of financial fiduciary responsibilities; The Federal Reserve's Fedwire process; and State-of-the-art information technology available for use in the mortgage and securities/financial industries.
<p>EXPERIENCE</p> <p>Experience must include:</p> <ul style="list-style-type: none"> Experience performing the key processes listed in L.5.7.2 or similar processes; Experience with the Federal Reserve's Fedwire process; Experience in developing and enhancing state-of-the-art information technology systems; Experience operating and enhancing systems (hardware and software) similar to those offered as GFP under this solicitation; and experience in transitioning similar contracts over \$50,000,000. Experience with a centralized and repeatable process for software 	<ul style="list-style-type: none"> The Offeror demonstrated extensive and current experience (within 5 years) performing: (1) issuance of securities; (2) central registry and payment functions; and (3) collection and dissemination of financial data, and the majority of the other 14 key processes listed in L.5.8.3 or similar processes. The Offeror has current experience (within 5 years) using the Fedwire system to clear, settle, and make payments for securities. Recent (within 1 year) experience directing, developing, and upgrading state-of-the-art IT systems. 	<ul style="list-style-type: none"> The Offeror has a good amount of experience performing: (1) issuance of securities; (2) central registry and payment functions; and (3) collection and dissemination of financial data, and some of the other 14 key processes listed in L.5.8.3 or similar processes. The Offeror demonstrated that the Offeror has used the Fedwire system to clear, settle, and make payments for securities. The Offeror demonstrated adequate experience directing, developing and upgrading state-of-the-art IT systems. 	<ul style="list-style-type: none"> The Offeror has experience performing the majority of the following: (1) issuance of securities; (2) central registry and payment functions; and (3) collection and dissemination of financial data. The Offeror has demonstrated adequate experience using the Fedwire system. The Offeror demonstrated adequate experience directing, developing, or upgrading state-of-the-art IT systems. The Offeror demonstrated 	<ul style="list-style-type: none"> The Offeror failed to demonstrate adequate experience performing processes similar to those listed in L.5.8.3. The Offeror has not demonstrated adequate experience with the Fedwire system. The Offeror did not demonstrate adequate experience directing, developing, or upgrading state-of-the-art IT systems. The Offeror did not demonstrate adequate experience operating or enhancing systems (hardware and software) similar to those offered as GFP under this solicitation.

Source Selection Information - See FAR 3.104

TECHNICAL	OUTSTANDING	GOOD	ACCEPTABLE	UNACCEPTABLE
<p>development that includes project and metric tracking, and continuous process improvement program for IT development and delivery.</p> <p>The Offeror shall complete the chart on page J-1 summarizing the Offeror's experience in each of the above areas.</p>	<ul style="list-style-type: none"> Current (within 5 years) experience operating and enhancing systems similar to those offered as GFP under this solicitation. The Offeror has 3 or more successful transitions. The Offeror demonstrates how they will immediately institute an independent and verifiable assessment of centralized and repeatable process for software development that includes project and metric tracking, and a continuous process improvement program for IT development and delivery. 	<ul style="list-style-type: none"> The Offeror demonstrated experience operating and enhancing systems (hardware and software) similar to those offered as GFP under this solicitation. The Offeror has 2 successful transitions. The Offeror demonstrates how they will institute an independent and verifiable assessment of centralized and repeatable process for software development that includes project and metric tracking, and continuous process improvement program for IT development and delivery no longer than 6 months after transition-in. 	<ul style="list-style-type: none"> experience directing, developing, or upgrading state-of-the-art IT systems. The Offeror has 1 successful transition. The Offeror demonstrates how they will institute an independent and verifiable assessment of centralized and repeatable process for software development that includes project and metric tracking, and continuous process improvement program for IT development and delivery no longer than 1 year after transition-in. 	<ul style="list-style-type: none"> The Offeror has inadequate successful transitions. The Offeror did not adequately demonstrate how they will institute and independent and verifiable assessment of centralized and repeatable process for software development that includes project and metric tracking, and a continuous process improvement program for IT development and delivery.
<p>C. KEY PERSONNEL 5.8.2</p>	<ul style="list-style-type: none"> The Offeror assigned each key process identified in L.5.7.2 to key personnel who have the skills, education, training, and experience to perform the tasks at an expert level. 	<ul style="list-style-type: none"> The Offeror assigned each key process identified in L.5.7.2 to key personnel who have the skills, education, training, and experience to perform the tasks. 	<ul style="list-style-type: none"> The Offeror assigned the key processes identified in L.5.7.2 to key personnel that have most of the skills, education, training, and experience to perform the tasks. 	<ul style="list-style-type: none"> The Offeror did not assign all of the key processes identified in L.5.7.2 to key personnel, and/or the key personnel do not have adequate skills, education, training, and experience to perform the tasks.
<p>D. MANAGEMENT AND TECHNICAL APPROACH</p> <p>1. Provide an organization chart showing the function/title for each management position (prime and subs), reporting/communications chain, locations of performance, and estimated number of FTEs for the key processes listed in L.5.7.2.</p> <ul style="list-style-type: none"> Provide a summary of your internal management control plan or program, including your 	<ul style="list-style-type: none"> The Offeror demonstrated the ability to expertly manage the contract and the Offeror's team, including clear definition of functions and interrelationships among the key people, subcontractors, and key processes that demonstrates optimal efficiency. The Offeror demonstrated the ability to perform all key processes 	<ul style="list-style-type: none"> The Offeror demonstrated the ability to manage the contract and the Offeror's team, including clear definition of functions and interrelationships among the key people, subcontractors, and key processes that demonstrates efficiency. The Offeror demonstrated the ability to perform all key processes on time. Most appear effective. 	<ul style="list-style-type: none"> The Offeror demonstrated the ability to manage the contract and the Offeror's team, including definition of functions and interrelationships among the key personnel and key processes that demonstrate minimal efficiency. The Offeror demonstrated the ability to perform all key processes on time. Some appear effective. 	<ul style="list-style-type: none"> The Offeror did not demonstrate the ability to manage the contract and Offeror's team, and/or did not define the functions and interrelationships between key processes and personnel that were efficient. The Offeror did not demonstrate the ability to perform all key processes on time and/or most do not appear effective.

Source Selection Information - See FAR 3.104

TECHNICAL	OUTSTANDING	GOOD	ACCEPTABLE	UNACCEPTABLE
<p>approach to managing quality, timeliness, and completeness, and your approach to managing subcontractors.</p> <p>2. Provide a flow chart that illustrates the steps to perform each of the following key processes, including timeliness:</p> <p>In a narrative:</p> <ul style="list-style-type: none"> Describe the tasks, timelines, and procedures for performing each process listed above; Identify the group that will perform the effort, the group's capabilities, and the human and technological resource that will be employed; Provide the risks associated with each process that would impact successful performance, including the mitigation plan to minimize each risk, and the quality control plan that will be performed to ensure timely, accurate, and complete performance. Mention any organizational certifications held by the firm that are related to the required effort. 	<p>timely, and the flow is efficient and effective.</p> <ul style="list-style-type: none"> The Offeror applied superior resources, identified all of the major risks associated with each process, and provided effective mitigation for each risk identified and effective quality control that will ensure timely, accurate, and complete performance. 	<ul style="list-style-type: none"> The Offeror applied appropriate resources, identified the majority of the major risks associated with each process, and provided effective mitigation for each risk identified, and quality control that will ensure timely, accurate, and complete performance. 	<ul style="list-style-type: none"> The Offeror, for the most part, applied appropriate resources, identified the majority of the risks associated with each process, and provided mitigation for each risk identified and quality control that appears to be effective to provide acceptable performance. 	<ul style="list-style-type: none"> The Offeror did not apply the appropriate resources, did not identify the majority of the risks associated with each process, did not provide mitigation for each risk identified, and/or did not provide quality control that appears effective.
<p>E. EMP COMP PLAN</p>	<p>The Offeror has a superior compensation plan that will very likely attract and retain high quality employees.</p>	<p>The Offeror has a competitive compensation plan that will likely attract and retain quality employees.</p>	<p>The Offeror has an adequate compensation plan that will reasonably attract and retain employees.</p>	<p>The Offeror does not have a compensation plan, or the compensation plan does not appear to be reasonably capable of attracting and maintaining employees.</p>
<p>F. TRANSITION PLAN</p> <p>The Offeror shall provide a detailed plan describing its approach to successfully transition the contract services from the</p>	<p>The Offeror proposed a superior transition plan that is well defined, clear and concise for all of the contract</p>	<p>The Offeror proposed a transition plan that is well defined, clear and concise for the majority of the contract</p>	<p>The Offeror proposed a transition plan that is largely well defined. The Offeror's proposed transition plan</p>	<p>The transition plan is not well defined and/or is not clear and concise, and is high risk.</p>

Source Selection Information - See FAR 3.104

TECHNICAL	OUTSTANDING	GOOD	ACCEPTABLE	UNACCEPTABLE
<p>current contractor. The Offeror shall describe how it will take over each of the 14 key processes. The plan shall include detail on the specific tasks that the Offeror will perform for each key process, including timing, establishing hardware, software and connectivity, and any infrastructure testing and reporting. The transition plan shall identify critical implementation issues and elaborate how the Offeror will address such issues. The transition plan shall be comprehensive and assure Gimnie Mae that work will be successfully transitioned to the Offeror within 5 months from contract award. The transition plan shall be incorporated into the Statement of Work at award, and shall be implemented so that there is no reduction or interruption of services to Gimnie Mae.</p>	<p>requirements. The Offeror's proposed transition plan provides a five-month executable transition-in with identified risk and corresponding risk mitigation strategies that are very low risk.</p>	<p>requirements. The Offeror's proposed transition plan provides a five-month executable transition-in with identified risk and corresponding risk mitigation strategies that are low risk.</p>	<p>provides a five-month executable transition-in with identified risk and corresponding risk mitigation strategies that are moderate risk.</p>	

Source Selection Information - See FAR 3.104

ATTACHMENT 2

Nondisclosure Agreement between the Department of Housing and Urban Development and Offeror Granting Conditional Access to Sensitive but Unclassified Information (“Offeror Agreement”)

Solicitation Number: _____ (“Solicitation”)

Offeror Name: _____ (“Offeror”)

As a condition of receiving sensitive information, as that term is defined in the Nondisclosure Agreement between the Department of Housing and Urban Development and External Parties Granting Conditional Access to Sensitive but Unclassified Information (“Nondisclosure Agreement”), Offeror hereby agrees that it will not use the sensitive information for any purpose other than to prepare a proposal for this Solicitation, on the terms provided in the Nondisclosure Agreement.

Offeror understands and agrees that the Offeror Agreement extends to all parties that gain access to the sensitive information through Offeror. Offeror agrees that no person shall be granted access to the sensitive information before executing a Nondisclosure Agreement. Offeror shall provide to the HUD contracting officer the original executed Nondisclosure Agreement for each employee, agent, or representative of Offeror who is granted access to the sensitive information.

Offeror understand that any unauthorized use, release, or disclosure of sensitive information in violation of this Offeror Agreement, or of any Nondisclosure Agreement executed by an employee, agent, or representative of Offeror, may result in the disqualification of Offeror from consideration of award with respect to this Solicitation, and may subject Offeror to such administrative, civil, or criminal remedies as may be authorized by law.

I certify that I am an officer, or an otherwise authorized representative, of Offeror below with authority to bind the company with respect to the commitments made herein.

[Insert state of incorporation] corporation, a [Insert name of corporation], a _____
[Insert state of incorporation] corporation

By: _____
Signature Date

Print Name

Title

Telephone Number

ATTACHMENT 3

Nondisclosure Agreement between the Department of Housing and
Urban Development (“HUD”) and External Party Granting Conditional
Access to Sensitive but Unclassified Information
 (“Nondisclosure Agreement”)

Reference Solicitation Number: _____

Offeror Name (*company*): _____ (“Offeror”)

I _____ (*print name*) understand that for the purpose of the preparation of an offer in response to the above referenced solicitation solely on behalf of the above named Offeror, and not as an agent or representative of any other party, I may be granted access to sensitive but unclassified (“sensitive”) information, and hereby consent to this agreement as a condition to such access.

I also understand that:

- “Preparation of an offer,” as used in this agreement, may include: the preparation, in whole or in part, of an initial offer; consultation with or other contribution to the preparer(s) of such offer; discussions and negotiations concerning the offer after its submission; and preparation of, consultation on, and discussions and negotiations concerning, revisions to the initial offer.
- Sensitive but unclassified (“sensitive”) information is any information the loss, misuse, or unauthorized access to, or modification of which, could adversely affect the national interest or the conduct of federal programs or the privacy to which individuals are entitled under section 552a of title 5, United States Code (the Privacy Act), but which has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept secret in the interest of national defense or foreign policy.
- Sensitive information is not available to the general public.
- Sensitive information may include: Government acquisition-sensitive information, including source selection information as defined at section 2.101 of the Federal Acquisition Regulation (48 CFR Chapter 1), contractor/offeror bid or proposal information, and information contained in individual contracts that is not public information and such contract information that is contained in Government databases; proprietary, economic, financial, or business information (*e.g.*, salary information) provided to the Government by other parties (*e.g.*, other contractors) or belonging to HUD; and any other information that the HUD contracting officer or other authorized HUD employee explicitly identifies as sensitive.
- Sensitive information may exist in different physical media (*e.g.* paper, electronic file, audio or video disc) or be transmitted orally, may be developed under or pre-exist a contract, and may be in its original form or a derivative form (*i.e.* where the information has been included in contractor-generated work, or where it is discernible from materials incorporating or based upon such information).
- Any unauthorized use, release, or disclosure on my part of sensitive information in violation of this agreement may result in the disqualification of the above named Offeror from consideration of award with respect to the above solicitation, and may subject me and/or my employer to administrative, civil, or criminal remedies as may be authorized by law.

Therefore, I agree that:

- I will use sensitive information to which I have been granted access only for official purposes in the preparation of an offer (as described above) in response to the above referenced solicitation.
- Except as expressly authorized by the HUD contracting officer, I will not disclose, publish, divulge, release, or make known in any manner or to any extent, to any individual, including employees of my company or any other contractor employee(s), any sensitive information, including such sensitive information that in the future may be made part of the public domain.
- I will not seek access to any sensitive information that has not been provided to me or to which I am not authorized to have access.
- I will take all reasonable precautions to prevent the unauthorized use, release, and disclosure of sensitive information to which I have been granted access.
- I will immediately notify my superiors and the HUD contracting officer of any unauthorized use, release, or disclosure of sensitive information of which I become aware.
- Upon the completion of my involvement in the preparation of an offer in response to the above referenced solicitation, I will surrender and return all physical media provided to me, or which I have created (including personal documentation, e.g., notes) during the period of my conditional access permitted by this agreement, that contain sensitive information in accordance with the direction provided to me by my company or the HUD contracting officer.
- Unless and until I am provided with a written release from this agreement, all conditions and requirements contained herein shall apply during the period of my conditional access to sensitive information and at all times thereafter.

I am (*check appropriate box*):

An employee of the Offeror

Under a contractual or other agreement with the Offeror (*describe, e.g., independent consultant*):

Name of company: _____

Signature

Date

Address: _____

Phone Number: _____