FAR 16.505(b) Lowest Priced Technically Acceptable
INSTRUCTIONS TO OFFERORS - PROPOSAL SUBMISSION
Acoustic Solution for Sound Dampening In Server Room

1. INTRODUCTION.

This section contains proposal submission instructions as well as specific proposal requirements for the contract solicitation.

Offerors shall provide information by addressing each Factor in the format and sequence identified in the contract order solicitation. The Technical Factor will be evaluated on an "Acceptable" or "Unacceptable" basis. The Factors identify the minimum requirements that are key to successful contract performance. An Offeror must receive an "Acceptable" rating for all non-price Factors (Technical) to be considered for award. In order to be rated Acceptable, the proposal must clearly meet the minimum requirements of the solicitation. The Offerors must provide information in sufficient detail to allow the Government to award(s) the Solicited Item to one or more Offerors whose proposals are determined to be the Lowest Priced Technically Acceptable (LPTA) based on the evaluation criteria outlined in this contract solicitation.

The proposal must not merely repeat the solicitation requirements but rather must provide convincing documentary evidence in support of conclusive statements of how contract requirements will be met. The Government does not assume the duty to search for data to cure problems it finds in proposals. The burden of proving acceptability remains with the Offerors.

The Government intends to award without discussions (see FAR 52.215-1). Proposals that do not contain the information requested in this solicitation risk being determined Unacceptable by the Government. The Government will not assume the Offeror possesses any capability, understanding, or commitment not specified in the proposal.

The Offeror's proposal shall be labeled in a consistent manner with this document. All references to the Statement of Objectives (SOO) shall be clearly labeled with the appropriate SOO paragraph.

2. PROPOSAL INSTRUCTIONS.

The proposal shall consist of the following:

> Volumes I and II inclusive provided by email to
> Kim.m.Potempaniedosik.civ@army.mil (Contracting Officer) and
> Kwami.Nyaku.civ@army.mil (Contract Specialist)
>
> Offerors are responsible to inquire with the Contract Specialist to assure that the proposal submitted has, in fact, been received by the Contract Specialist.

3. PROPOSAL FILES.

a. Format. The submission shall be clearly indexed and logically assembled. Each volume shall be clearly identified and shall begin at the top of a page. All pages of each volume shall be appropriately numbered and identified by the complete company name, date, and Contract Number in the header and/or footer. All proposals shall be submitted in Microsoft (MS) Office format. Offeror shall not use security options within the files. MS Word (.doc) files shall use the following page setup parameters:

Margins – Top, Bottom, Left, Right 1”
Page Size, Width – 8.5”
Page Size, Height – 11”

The following additional restrictions apply:

1. Each paragraph shall be separated by at least one blank line. A standard, 12 point minimum font size applies. Arial or Times New Roman fonts are required. Tables and illustrations may use a reduced font size not less than 8 point and may be landscape.

b. File Packaging. Each proposal volume shall be submitted as a separate file when submitting electronically.

c. Content Requirements. All information shall be confined to the appropriate file. The Offeror shall confine submissions to essential matters, sufficient to define the proposal and provide adequate basis for evaluation. Offerors are responsible for including sufficient details, in a concise manner to permit a complete and accurate evaluation of each proposal. Each volume of the proposal shall consist of a Table of Contents, Summary Section, and the Narrative discussion. The Summary Section shall contain a brief abstract of the file. Proprietary information shall be clearly marked. The following shall be included in the Narrative discussion:

(i) VOLUME I – TECHNICAL FACTOR

Offerors are required to submit one version of the Technical Factor Proposal which will be submitted as a Statement of Work (SOW) for this requirement. Include product and materials to be used, installation process, delivery requirements and any special facility requirements that are needed for the solution. The proposed sound reduction levels should be indicated as per the guidance given in the SOO.

Offerors are responsible for including sufficient details (WITHOUT REFERENCE TO COST/PRICE) to permit a complete and accurate evaluation strictly from a technical standpoint. This part shall have an index which contains

narrative titles which are cross-referenced to both the applicable SOO paragraph and page number. The narrative discussions shall also be related to the applicable SOO paragraph by placing the appropriate SOO number at the beginning of the discussion text. The Offeror shall provide detailed narrative discussions that address the SOO requirements, describing their solution for acoustic sound dampening.

Volume I shall not exceed 15 pages.

At a minimum, the Offeror should include a plan of how the offeror intends to provide an acoustic solution, installation, delivery and products to be used in a Bill of Materials (BOM). The Offeror should include in their SOW their intended acoustic solution reduction measure, including technical approach, and any other factors which would indicate that the contractor can meet the requirements. In addition, a detailed work breakdown structure should be included, showing how the contractor intends to organize and perform the work effort. Travel and materials to be used in the execution of their SOW shall be detailed. Any subcontracting planned shall be detailed. The Offeror shall provide evidence that shows the appropriate resources to complete each task will be available when required. Any subcontracted work must be described in the same level of detail as in-house activities.

To determine technically acceptability, the Government will ask the following questions for the Technical evaluation factor.

Factor 1 – Technical Factor –

1. Have all of the key Statement of Objectives (SOO) paragraphs been met with adequate details to support an 'acceptable' rating?
2. Does the intended acoustic solution indicate a potential reduction of sound in accordance with the SOO requirements?

(ii) VOLUME II – PRICE.

Offerors shall submit a Firm-Fixed-Price (FFP) proposal inclusive of the fully burden labor rates, travel, and fee.

The total evaluated price is the total price proposed for this contract.

Offerors shall utilize a Microsoft Excel file format with formals intact when submitting their price/cost proposal (FAR 15.403-5(b)(2)).

A price analysis in accordance with FAR 15.404-1(b) will be conducted on the total price for this task order. The total price for this task order will be evaluated for fairness and reasonableness.

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001		1	LO	$_____	$_____

CLIN CONTRACT TYPE:
Firm-Fixed-Price
NOUN: Acoustic Solution in accordance with Statement of Objectives (SOO-)

SECURITY CLASS: Unclassified

Contract Type: Firm-Fixed Price (FFP)

Inspection and Acceptance
INSPECTION: Destination ACCEPTANCE: Destination

Deliveries or Performance

DEL REL CD	QUANTITY	DAYS AFTER AWARD
001	1	0365

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE
0002	CDRL DD FORM 1423	1	LO	**$** **NSP**

SECURITY CLASS: Unclassified

Contract Type: Firm-Fixed Price (FFP)

Contract Data Requirements List (CDRL), DD Form 1423,

NSP (Not separately priced)

Inspection and Acceptance
INSPECTION: Destination **A**CCEPTANCE: Destination

Deliveries or Performance

DEL REL CD	**Q**UANTITY	DAYS AFTER AWARD
001	1	0365

0003	TRAVEL	1	LO	$_____	$_____

CLIN CONTRACT TYPE:
Firm-Fixed-Price

SECURITY CLASS: Unclassified

Contract Type: Firm-Fixed Price (FFP)

Inspection and Acceptance
INSPECTION: Destination ACCEPTANCE: Destination

Deliveries or Performance

DEL REL CD	QUANTITY	DAYS AFTER AWARD
001	1	0365