SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

L-1 GENERAL INSTRUCTIONS

L-1.1 The purpose of this solicitation is to notify contractors of the requirement for Employment Physicals, the Solicitation FA465426Q0001 in support of Grissom Air Reserve Base.

L-1.2 The Government intends to award a single or multiple award, firm-fixed-price Blanket Purchase Agreement.

L-1.3 This is an all-electronic solicitation release. Hard copies are not available. The Government will post all information pertaining to the solicitation and award of this requirement to the Electronic Posting System, also known as SAM.gov. It is the responsibility of each offeror to review the web page for postings of amendments, updates or changes to current information.

L-1.4 Offerors are required to meet all solicitation requirements, such as terms and conditions, representations and certifications, and technical requirements, in addition to those identified as evaluation factors. Failure to meet a requirement may result in an offer being ineligible for award. Offerors must clearly identify any exception to the solicitation terms and conditions and provide complete accompanying rationale.

L-1.5 Effective 30 November 2020, the Defense Federal Acquisition Regulation Clause 252.204-7012 requires all Department of Defense contractors and subcontractors to implement cybersecurity requirements in National Institute of Standards and Technology (NIST) Special Publication (SP) 800-171, Protecting Controlled Unclassified Information in Nonfederal Systems and Organizations. Your NIST assessment results must be documented in the Supplier Performance Risk System (SPRS) at https://www.sprs.csd.disa.mil/. We would suggest you go to the SPRS homepage and use the vendor quick reference guides to help you complete the process. There is also an SPRS support number on the bottom of the homepage that you can call for assistance with getting directions on how to complete the process.

L-1.6 Communications: Exchanges of information between Government and offerors will be controlled by the Contracting Officer. Questions received, in writing, and subsequent answers will be posted to SAM.gov. Offerors are required to submit in writing all questions and requests for clarifications by **01/05/2025**. The decision whether to respond to questions and requests for clarifications made after this date shall be at the sole discretion of the Contracting Officer. Failure of a prospective offeror to submit any questions will be construed to mean that the prospective offeror fully understands all requirements of the solicitation. Questions should be submitted via email to Jarred.Gentile.1@us.af.mil & Makinsey.Fields@us.af.mil.

L-1.7 Joint Venture Offerors: If the offeror is a joint venture, the offeror shall provide all required solicitation information for all parties including a copy of the joint venture agreement with proposal. The agreement shall include information, which identifies the responsibilities for each entity under this contract. The agreement shall demonstrate the relationship between firms and identify contractual relationships and authorities to bind each entity of the joint venture.

Either party to the joint venture may submit performance information on behalf of the joint venture. Joint venture performance will be evaluated and rated based on either party's

performance. The SBA must receive Joint Venture Agreements prior to proposal due date and approved before award of a resulting contract. If a joint venture is contemplated, then the assigned SBA Business Opportunity Specialist must be advised as soon as possible.

Ensure the agreement is submitted to the Contracting Officer in sufficient time to permit a regulatory compliance review. Any corrections and/or changes requested must allow for review time by the Contracting Officer and SBA Business Opportunity Specialist before the proposal due date. No corrections and/or changes are permitted after the time for submission of offers.

L-1.8 Teaming/Partnering Offerors: If the offer is based on a teaming/partnering relationship, the offeror shall provide all required solicitation information for all parties including a copy of the teaming/partnership agreement. The agreement shall include information which identifies the responsibilities for each entity under this contract. The agreement shall demonstrate the relationship between firms and identify contractual relationships and authorities to bind each entity of the teaming/partnering relationship.

L-1.9 Multiple Offers: If an offeror has multiple potential solutions, each may be submitted as a separate submission/offer. In such cases, the differing solutions are ***not*** to be submitted as one submission/offer.

L-1.10 Incurred Expenses: The Government is not responsible for any costs incurred or associated with preparation and submission of a proposal in response to this solicitation.

L-1.11 In compliance with FAR subpart 4.8, the Government will retain 1 copy of all unsuccessful proposals.

L-1.12 All proposals must be complete and respond directly to the requirements of this solicitation. Any commitments made in the proposal shall become a part of the resultant contract. Failure to comply with these instructions may result in the Government summarily rejecting the offeror's proposal.

L-1.13 The project, price proposal, contract forms, performance references, and offeror information shall include the documentation listed below. The price proposal must be based on the offeror's proposal for the project as set forth in the solicitation documents (see Section J-List of Attachments). The government will evaluate the proposal in accordance with Section M-Evaluation Factors for Award

L-1.14 Contractor offers shall be submitted via email to Jarred.Gentile.1@us.af.mil & Makinsey.Fields@us.af.mil.

L-2 PROPOSAL PREPARATION INSTRUCTIONS

L-2.1 Volume Organization: Proposals shall be submitted to the Government in 4 separate volumes as set forth below:

Volume	Description	Copies	Reference Paragraph
I	Contract Documents	1	L-2.2.1
II	Price	1	L-2.2.2

For purposes of this solicitation action, a volume will be considered one PDF compatible file containing any documents needed for that volume. This file may be arranged as one continuous file or as a PDF binder, with each document contained within as separate attachments.

L-2.2.2 Labeling Each volume of the proposal should be labeled to indicate their Volume and Solicitation with the company name indicated (eg. Vol I – Contract FA465426Q0001 ABC Co.)

The volumes shall *not* include header or footers identifying the vendor. Volume II shall *not* include reference to company in body of volume or in headers.

NOTE: Company initials are acceptable to indicate the company name.
Be sure to apply all appropriate markings including those prescribed in accordance with FAR 52.215-1(e), Restriction on disclosure and use of data, and FAR 3.104-4, Disclosure, Protection, and Marking of Contractor Bid or Proposal Information and Source Selection Information.

L-2.2 Volume Content

L-2.2.1 Volume I Contract Documents

L-2.2.1.1 SF1449: Complete all fill-in clauses and provisions. Sign the submitted proposal.

L-2.2.1.2 SF30, Amendment Form (If used): Complete Blocks 8 and 15 (A - C) for each amendment issued under this solicitation.

L-2.2.1.3 Joint Ventures and Teaming / Partnering Agreements: Joint ventures and teaming or partnering agreements must be disclosed and comply with Section K and Section L, paragraphs L-1.4 or L-1.5, as applicable, of the solicitation.

L-2.2.2 Volume II- Price

L-2.2.2.1 Price Information: Unit and extended pricing for all Contract Line Item Numbers (CLINs) for the base and option periods found in Section B, Supplies or Services and Price/Cost of this solicitation are required to be submitted to the government for evaluation. A total price should also be included. Prices shall not extend past the second decimal point for unit and extended amounts. The proposed price shall include all personnel, supplies, services, management, overhead, other direct costs, G&A, and profit to fulfill the contractual requirements of the SOW and any attachments.

L-2.2.2.2 CAGE Code, UEI Number, and business-size standard under the applicable NAICS of **621111**.

L-2.2.2.3 SF1449 and Solicitation: Complete blocks 17a. and b., 30a., b. and c. of the SF1449 as well as signing/acknowledging any amendments. In doing so, the offeror agrees to the contract terms and conditions as written in the RFP.

L-2.2.2.4 Representations and Certifications: You must include all Representations and Certifications with your quote or reflect they are completed in SAM.gov.

L-2.2.2.5 All offers shall remain valid for 90 calendar days.