Attachment 3 - FA441926Q0002

THIS SECTION IS FOR SOLICITATION PURPOSES ONLY. THIS SECTION WILL BE PHYSICALLY REMOVED FROM ANY RESULTANT AWARD.

52.212-1 Instructions to Offerors—Commercial Products and Commercial Services.
As prescribed in 12.205(a)(1), insert a clause substantially as follows:

Instructions to Offerors—Commercial Products and Commercial Services (Deviation Date)

(a) *Submission of offers*. Submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. As a minimum, offers shall include—

(1) The solicitation number;
(2) The name, address, telephone number of the Offeror;
(3) The Offeror's Unique Entity Identifier (UEI) and, if applicable, Electronic Funds Transfer (EFT) indicator;
(4) Information necessary to evaluate the factors contained in the provision at 52.212-2 or as described in the solicitation;
(5) Responses to provisions that require Offeror completion of information, representations, and certifications (other than those collected via the System for Award Management (SAM)); and
(6) A statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and any solicitation amendments.

(b) *Period for acceptance of offers*. The Offeror agrees to hold the prices in its offer firm for 60 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.

(c) *Late submissions, modifications, revisions, and withdrawals of offers*.

(1) Offerors are responsible for submitting offers and any modifications or revisions to the Government office designated in the solicitation by the time specified in the solicitation.
(2) Any offer, modification, or revision received after the time specified for receipt of offers is "late" and will not be considered unless it is received before award is made and the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition. However, a late modification of an otherwise successful offer that makes its terms more favorable to the Government will be considered at any time it is received and may be accepted.
(3) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of offers by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of offers will be deemed to be extended to the same

time of day specified in the solicitation on the first work day on which normal Government processes resume.
(4) Offerors may withdraw their offers by written notice to the Government received at any time before award.

(d) *Contract award (not applicable to Invitation for Bids)*. The Government intends to evaluate offers and award a contract without discussions with Offerors. Therefore, the Offeror's initial offer should contain the Offeror's best terms. However, the Government reserves the right to conduct discussions, if necessary. The Government may reject any or all offers if such action is in the public interest, accept other than the lowest offer, and waive informalities and minor irregularities in offers received.

(e) *Debriefings*. If a postaward debriefing is given to requesting Offerors, the Government will disclose the following information, if applicable:

(1) The agency's evaluation of the significant weak or deficient factors in the debriefed Offeror's offer.
(2) The overall evaluated cost or price and technical rating of the successful Offeror and the debriefed Offeror and past performance information on the debriefed Offeror.
(3) The overall ranking of all Offerors when any ranking was developed by the agency during source selection.
(4) A summary of the rationale for award.
(5) For acquisitions of commercial products, the make and model of the product to be delivered by the successful Offeror.
(6) Reasonable responses to relevant questions posed by the debriefed Offeror as to whether the agency followed source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities.

QUOTE PREPARATION INSTRUCTIONS: To assure timely and equitable evaluation of the quotes, the offeror must follow the instructions contained herein. Offerors are required to meet all solicitation requirements, including format, 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 a quote being ineligible for award. Non-responsive quotes will not be evaluated.

The response shall include three parts: 1) Volume I – Price; 2) Volume II – Technical; and 3) Volume III – Past Performance to be eligible for award. The content of each part is discussed below.

VOLUME I – PRICE

Price submission must contain a completed SF 1449 and Attachment 2 – Custodial Bid Schedule to be considered for this requirement. Pricing must be submitted for recurring and as needed services on all option year tabs (Base Period, Option Years 1-4).

VOLUME II – TECHNICAL

Technical information shall be clear, concise, and include sufficient detail for effective evaluation and for substantiating the validity of stated claims. Quotes shall not simply rephrase or restate the Performance Work Statement or contain general statements such as "Standard procedures will be employed." Quotes shall provide convincing rationale addressing how the technical portion of the quote meets solicitation requirements. Offerors shall assume the Government has no prior knowledge of the offeror's experience. The Government will base its evaluation on the information presented in the quote.

Technical submission will include a detailed narrative explaining the offeror's approach to meeting all requirements of the PWS, quality control plan to be evaluated prior to award, and a transition plan outlining the contractor's process for a smooth start-up on 1 September 2026.

This volume shall not exceed a total of 15 pages.

VOLUME III – PAST PERFORMANCE

The Past Performance Volume is limited to no more than three (3) recent and relevant contracts performed for Federal agencies or commercial customers where offerors performed as the prime contractor that demonstrate offeror's ability to successfully perform the scope and breadth of the requirements described in the Performance Work Statement of this solicitation. The Past Performance Volume is limited to no more than two (2) pages per contract listed, and must include company name, company point of contact, contact information, contract number, contracting agency, service provided, contract dollar value, and period of performance. In addition to the above submission, past performance information will be gathered from the Contractor Performance Assessment Reporting System (CPARS) and any other reasonable source that 97 CONF can obtain (surveys, telephone interview, etc.).

Offeror must have an active System for Award Management (SAM) registration. Registration is located at https://www.sam.gov. This registration is free. Please ensure that the offeror's SAM reflects the appropriate **NAICS Code** 561720.

The Government intends to evaluate quotes and award a contract without discussions with offerors. However, the Government reserves the right to conduct discussions, if necessary. The Government may reject any or all offers if such action is in the public interest, accept other than the lowest offer, and waive informalities and minor irregularities in offers received. Therefore, the offeror's initial quote should contain the offeror's best terms from a price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary.

Submit signed and dated offers no later than the date and time provided in Block 8, page 1 of the SF1449. Proposals must be submitted electronically to all the following email addresses:

Ms. Kacie Halpain at kacie.halpain@us.af.mil
Ms. Brittany Mungaven at brittany.mungaven@us.af.mil

A1C Patricia Bigornia at patricia.bigornia.1@us.af.mil
Ms. Lori Clinton at lori.clinton@us.af.mil
Lt Jake Funderburg at jacob.funderburg.1@us.af.mil
and 97CONF.PKA.Contracting@us.af.mil

Email Submission Instructions:

- The email subject line shall clearly state: "FA441926Q0002 – [Offeror Company Name] – Proposal Submission".
- All email attachments combined shall not exceed 10 MB per email.
- If your proposal exceeds the file size limit, you may submit multiple emails. Clearly label them in the subject line (e.g., "FA441926Q0002 – [Offeror Company Name] – Proposal Submission (Email 1 of 3)").
- It is the offeror's responsibility to ensure the proposal is received by the deadline. Confirm delivery by requesting a read receipt for your email submission.

(End of Addendum)