QUOTE COMPLIANCE CHECKLIST (OFFEROR SELF-CHECK)

Solicitation No.: W51H7226QA009

Title: Defense Travel System (DTS) Administration and Technical Support – HQ USARCENT

Quote Closing Date & Time: 3 July 2026 at 5:00 PM EDT

Instructions to Offeror: Complete this checklist before submitting your quote to confirm compliance with the solicitation requirements. Submission of this checklist is *optional* and will *not* count against any page limit. It is provided solely as a courtesy to help offerors avoid common, disqualifying errors. **The solicitation is the controlling document; in any conflict, the solicitation governs.**

A. Submission Logistics

☐	Quote submitted via email to the primary and secondary POCs listed in Section 5
☐	Subject line follows required format: "Quote – [Solicitation No.] – DTS Support USARCENT – [Offeror Name]"
☐	Total email size does not exceed 10 MB (multiple emails labeled "[X] of [Y]" if needed)
☐	Quote will be received on or before 3 July 2026 at 5:00 PM EDT (late quotes may not be evaluated – FAR 52.212-1(f))

B. Volume Structure (Four Separate Files)

☐	Volume I – Technical Capability / Staffing Approach / Clearance (PDF)
☐	Volume II – Transition and Continuity Plan (PDF)
☐	Volume III – Recent and Relevant Past Performance (PDF)
☐	Volume IV – Price (Excel .xlsx or PDF)
☐	Pricing information appears ONLY in Volume IV (not in any other volume)
☐	Files named per convention: "[Offeror Name] – [Solicitation No.] – Volume [X] – [Title]"

C. Page Limits (Excess Pages Will Not Be Evaluated)

☐	Volume I – Technical/Staffing/Clearance	10 pages (resumes excluded)
☐	Key Personnel Resumes	2 pages each, max 2 individuals (excluded from 10-page limit)
☐	Volume II – Transition and Continuity Plan	4 pages
☐	Volume III – Past Performance	3 pages (max 3 references)
☐	Volume IV – Price	No limit

D. Formatting

☐	Page size 8.5" x 11", portrait (landscape only for tables/charts)
☐	Margins ≥ 1 inch on all sides
☐	Body text in Times New Roman or Arial, ≥ 12-point
☐	Tables/figures/footnotes ≥ 8-point and legible
☐	Line spacing single or 1.5
☐	Sequential page numbers and offeror name/solicitation no. in header/footer

E. Content Completeness

☐	Volume I: Technical approach to full PWS scope (system integrity, hierarchy mgmt, JTR adherence, Tier 1 & Tier 2 help desk) addressed
☐	Volume I: Staffing approach for 2 FTEs (Travel Clerk IV/Lead DTA + Travel Clerk III/DTA) addressed
☐	Volume I: Clearance requirements confirmed (possessed or obtainable per PWS)
☐	Volume I: Resumes demonstrate relevant DTA/DTS experience, JTR proficiency, certifications
☐	Volume II: Executable plan to assume full performance within the 10-day Transition Period
☐	Volume III: Up to 3 recent (within yrs) and relevant references with all required data (contract no., agency, scope, PoP, value, POC contact)
☐	Volume IV: Complete FFP pricing by CLIN for Transition + Base Year + 3 Option Years

F. Required Forms and Certifications

☐	FAR 52.212-3, Offeror Representations and Certifications – Commercial Products and Commercial Services, completed
☐	All other provisions/clauses requiring offeror fill-in completed and signed
☐	Active registration in the System for Award Management (SAM.gov) confirmed
☐	Valid Unique Entity Identifier (UEI) included

Offeror Name: _____ UEI: _____

Authorized Representative
(Name/Title): _____

Signature: _____ Date: _____

This checklist is a self-help tool only. It does not amend, supplement, or waive any solicitation requirement. The solicitation, including its provisions, clauses, and PWS, is the sole controlling authority.