Instructions to Offerors

Offerors are required to submit a comprehensive proposal that demonstrates their ability to meet all requirements outlined in the Statement of Work (SOW). The proposal shall be organized into the following sections:

1. Administrative and General Requirements:

- System for Award Management (SAM.gov): Provide proof of active registration in SAM.gov, including a valid Unique Entity ID (UEI) and Commercial and Government Entity (CAGE) code.
- Personnel Security: Submit a plan for ensuring all on-site personnel are U.S. citizens and can successfully pass a National Agency Check with Inquiries (NACI) background check.
- Quality Control Plan (QCP): Provide a detailed QCP that outlines the processes and procedures to ensure all work meets or exceeds the SOW requirements.
- Warranty: Confirm the ability to provide a minimum 1-year warranty on all materials and labor from the date of project acceptance.

2. Technical Proposal:
The technical proposal must address all aspects of the SOW. Offerors must provide a detailed narrative describing their technical approach to accomplishing each task listed in Section 2.0 of the SOW, including but not limited to:

- 2.1 Demolition and Site Preparation: Plan for removal of windows, infilling openings, and legal disposal of debris.
- 2.2 Architectural and Structural Repairs: Approach for replacing skirting, constructing the security vestibule, and performing structural modifications to support the SCIF door.
- 2.3 HVAC: Description of the proposed two 1-ton mini-split units and installation plan.
- 2.4 Electrical: Plan to verify, and if necessary, upgrade the electrical system to support all equipment specified. Include the approach for evaluating and proposing a back-up power solution.
- 2.5 Certifications: Provide proof of certification for a UL 2050 certified installer for the Intrusion Detection System (IDS).
- 2.6 Perimeter Fencing: Method for installing the fence and gates as specified.

- 2.7 SCIF Door and Hardware: Details on the proposed ICD-705 compliant door assembly.
- 2.8 Electronic Security Systems (ESS): Details on the proposed CCTV and IDS, ensuring all components are on the FIPS 201 Approved Product List (APL) and meet ICD-705, UL 2050, and NEC standards.

3. Deliverables Submission Plan:
Offerors must describe their plan and timeline for submitting the following key deliverables as required by Section 4.0 of the SOW:

- Project Schedule (AF3064): A preliminary project schedule.
- Material Submittals: A list of proposed materials for the HVAC units, backup generator, CCTV system, SCIF door, and IDS devices, with corresponding cut sheets.
- Reporting: A sample of the proposed weekly status report format.
- Final Test Results: A plan for final testing and submission of results to ensure all systems meet performance requirements.

Evaluation Criteria

Proposals will be evaluated based on the offeror's ability to demonstrate a clear understanding of the requirements and a credible plan to execute the work. The Government will evaluate proposals against the following criteria:

1. Administrative and General Compliance (Pass/Fail):

- Offeror has an active SAM.gov registration.
- Offeror agrees to meet all personnel security and warranty requirements.
- Offeror submits a complete Quality Control Plan.

2. Technical Approach (Adjectival Rating: Outstanding, Good, Acceptable, Marginal, Unacceptable):
The technical proposal will be evaluated on the degree to which it demonstrates a thorough and feasible approach to meeting the SOW requirements.

- High Importance: The credibility and detail of the plans for Architectural and Structural Repairs (2.2), Electrical systems (2.4), SCIF Door installation (2.7), and Electronic Security Systems (2.8). The proposal must demonstrate compliance with all specified standards (ICD-705, UL 2050, etc.).

- Medium Importance: The adequacy of the approach for Demolition (2.1), HVAC (2.3), and Perimeter Fencing (2.6).

3. Key Certifications and Personnel (Pass/Fail):

- The offeror must provide verifiable proof of having a UL 2050 certified installer for the IDS. Failure to provide this will result in the proposal being considered non-compliant.

4. Deliverables Plan (Adjectival Rating: Outstanding, Good, Acceptable, Marginal, Unacceptable):

- The proposal will be evaluated on the clarity, completeness, and feasibility of the plan to provide the required project schedule, submittals, reports, and test results as outlined in the SOW.