ATTACHMENT 4 – PROPOSAL SUBMISSION INSTRUCTIONS
J6 PROGRAM MANAGEMENT OFFICE SUPPORT SERVICES (PMOSS)

L0 GENERAL INFORMATION AND INSTRUCTIONS TO OFFERORS

L0.1 General. Proposals shall be submitted in accordance with this section. Proposals should be specific, complete, and address each of the below designated factors. Incomplete proposals may be considered non-responsive and rated as unacceptable. Proposals must not merely repeat the solicitation requirements but rather must provide convincing documentary evidence of how contract requirements will be met. Failure to provide the required documentation as stated in the Request for Proposal (RFP) will result in the Offeror's proposal being deemed non-responsive and may be eliminated from award consideration. The Government reserves the right to make a selection based upon initial proposals; therefore, the Offeror should submit its best terms in its initial proposal**.** The Government also reserves the right to hold discussions with the Offeror(s), if necessary, at the Government's discretion, and may also determine to make no award.

L0.1.1 Offerors submitting any proprietary or restricted information or data shall mark it as such. The Government assumes no liability for disclosure or use of unmarked information or data and may use or disclose the unmarked information or data for any purpose. Unless restricted, information and data submitted in response to this request may become subject to disclosure to the public pursuant to the provisions of the Freedom of Information Act (5 U.S.C. 551).

L0.1.2 Offerors shall set forth full, accurate, and complete information as required by this RFP (including Attachments). The only method by which any term of this RFP may be modified is by a formal amendment to the RFP generated by the issuing office. No other communication, whether oral or in writing, will modify or supersede the terms of this RFP.

L0.1.3 Historical Information. This requirement has historically been structured as a non-personal service, manpower augmentation effort. The previous contract (H9240421D0001) was a direct 8(a) award, with a workforce of over 40 full-time equivalents (FTEs) performing across several geographically dispersed locations.

L0.2 Funding. Pursuant to FAR 52.232-18, funds are not currently available for this effort. An award will not be made unless certified funding becomes available. The Government has no obligation to reimburse an Offeror for costs of proposal preparation or submission as a result of this solicitation.

L0.3 Proposal Format and Content

L.0.4.1 This is an all-electronic solicitation release. No hard copies of the solicitation will be mailed, or hand delivered. Additionally, the Government will not accept mailed or hand delivered proposals. This section provides guidance for preparing proposals as well as instructions on the format and content of the proposal. The proposal shall include all data and information requested and must be submitted In Accordance With (IAW) these instructions; incomplete proposals may be considered non-responsive and rated as unacceptable. Electronic documentation shall not be locked, or password protected. This includes all information provided in **Attachment 3** – Price Matrix.

L.0.4.2 For Government planning purposes, interested Offerors shall provide a non-binding notice of intent to propose in response to this solicitation to the Contracting Point of Contact via the email address provided in Paragraph L0.6.2 within 10 days of RFP issuance.

L0.4.3. Proposals shall be submitted in Microsoft (MS) Word or in a **searchable** Portable Document Format (PDF) file. The price/cost spreadsheets shall be submitted in MS Excel. When printed, the proposal must fit on 8.5 x 11 size paper, in no smaller than 11 point, Times New Roman, with single line spacing and one-inch margins. Tables, charts, graphs and figures shall be used when necessary to depict organizations, systems and layout, implementation schedules, plans, etc. These displays shall be uncomplicated and legible. For tables, charts, graphs, and figures, the text shall be no smaller than Microsoft Word 9 point, Times New Roman. The Offeror shall include its company name and page numbers on all documents of its proposal.

L0.5 Volume Submission

L0.5.1 The proposal shall be separated into a Cover Letter and four volumes.

L.0.5.2 The Cover Letter is a standalone document and shall include the following information and be signed by an official authorized to contractually commit the Offeror.

a. Company name, complete business address, CAGE code, and Unique Entity Identification (UEI) number;
b. Statement that the proposal is valid until at least 150 days after proposal due date;
c. Name, title, phone number, and e-mail of person(s) authorized to represent the company for clarification and/or questions about this proposal;
d. Assumptions, if any. If an assumption is not identified in the Cover Letter, it will not be incorporated into the award. The Government reserves the right to reject any proposal that includes any assumption that adversely impacts the Government's requirements;
e. Acknowledgement and agreement to all amendments, if applicable

L.0.5.3 At a minimum, each Volume shall be submitted as a separate file in accordance with Table L.1. Each volume shall be written on a stand-alone basis so that its contents may be evaluated without cross-referencing to other volumes of the proposal. Information required for proposal evaluation which is not found in its designated volume will be deemed to have been omitted from the proposal.

L0.5.4 A single Cover Sheet shall be included as the first page of each Volume which will not be included in the page count. The cover sheet shall include company name, POC with email and phone number, and a statement of acceptance and acknowledgement of any and all amendments to the subject solicitation.

L.0.5.5 If page limits in Table L1 are exceeded, the excess pages will be removed and not read or considered in the evaluation of the proposal. The page limitation excludes any 'front matter' such as a cover sheet, table of contents, and definition of acronyms, illustrations, or diagrams. The page limitation for Past Performance excludes any Past Performance Information (PPI) templates submitted. Marketing material is strongly discouraged. The Government will not evaluate any materials exceeding the page limitations.

Table L1

PARA	VOLUME / FACTOR TITLE	COPIES	PAGE LIMIT
L.0.5.2	**Cover Letter**	1	2 pages
L1	**Volume I: Compliance**	1	No page limit
L2	**Volume II: Technical Proposal**	1	20 pages (excludes resumes)
L3	**Volume III: Past Performance**	1	5 pages (No more than three citations, excludes PPIs)
L4	**Volume IV: Price**	1	No page limit

L0.6 Proposal Submission. Proposals shall be based on the requirements contained in this RFP package. Documents, exhibits, and other attachments that form a part of the RFP may become part of the resultant award.

L0.6.1 Solicitation Responsiveness. Failure of the Offeror to comply with all aspects of solicitation requirements located within the stated paragraphs, may render the proposal unacceptable, and the Offeror may be eliminated from

competition. The Offeror shall ensure consistency, defined as "free from variation", between the technical proposal and price proposal. Offerors are advised to submit proposals that are complete, clear, and consistent in all respects without the need for additional explanation or information. Offerors are cautioned against the use of general, subjective, vague, partial, or unsubstantiated statements, which prevents concise proposal evaluations. Offerors are advised that statements such as: "the Offeror understands", "the Offeror has a long history of outstanding support", "standard procedures shall be used", "well known techniques shall be employed", or any paraphrasing of the solicitation, shall be considered inadequate to demonstrate experience, knowledge of, or compliance with solicitation requirements.

L0.6.2 Proposals shall be sent and received electronically, via email. Any proposal documents identified as CUI/PII/PHI may be submitted via DoD Secure Access File Exchange (SAFE) located at https://safe.apps.mil/. Proposals shall be submitted to the following Contracting Point of Contact (POCs):

Ms. Regina Farrell, Contracting Officer, regina.farrell@socom.mil

Upon submittal of any proposal documents via DoD SAFE, a separate email shall be sent to the above POC to provide notification of the proposal document submittal through DoD SAFE with identification of the number and title of documents.

L.0.6.3 Proposal Naming Convention is as follows:

a. Naming Convention: [Company Name], RFP 26RE002, [Volume X-title] (i.e. I-Compliance, II – Technical, III-Past Performance, IV-Price)
b. Proposals shall be submitted in a minimum of 4 volumes in electronic format as attachments to an email or multiple emails based on file size limitations (see L0.6.4.1 about file size limitations of the Government email system).

L0.6.4 Proposal Due Date. Proposals shall be received no later than **8 July 2026 by 2:00 PM EDT**.

L0.6.4.1 Proposals shall be received by the required date and time listed. USSOCOM believes that an email not exceeding 10MB when sent, will transmit through the Government's email system, and be received successfully. If the proposal file exceeds this size, please submit using multiple emails, and indicate in the subject line the number of emails being submitted (i.e. [Company Name], RFP 26RE002, Email 1 of 5).

L0.6.4.2 Offerors are responsible for ensuring the successful receipt of proposals by the due date/time. Offerors are encouraged to submit the proposal with sufficient lead time to ensure all documents are successfully received by the contracting team prior to the closing date and time. The contracting team will confirm receipt of your proposal. If you receive a rejection notice from the email system after emailing your proposal, or you do not receive a confirmation, you can assume your proposal **WAS NOT** received. Please be advised that timelines are determined by the date and time an Offeror's proposal is received, not when an Offeror attempts transmission.

L0.6.4.3 Any proposal received by the Government after the designated date and time is considered **LATE** and **MAY NOT** be considered for award.

L0.7 Proposal Validity. Proposals received shall be valid for a minimum of 150 days from the proposal submission due date.

L0.8 Discrepancies. If an Offeror believes that these instructions contain an error or omission, or establishes the need for correction or clarifications, the Offeror shall immediately notify the POC listed in Sections L0.6.2, to allow resolution or clarification to all Offerors.

L0.9 Submission of Questions/Clarifications. Offeror questions shall be received as soon as possible, but no later than **12:00 PM Eastern Time on 15 June 2026.** Questions shall be submitted via e-mail to the POC listed in Section L.0.6.2 using the template provided at Attachment 7 – Q&A Template. The subject of the e-mail shall be named "J6 PMOSS RFP 26RE002 – Q&A – [*Company Name*]".

L.0.9.1 The Government reserves the right to not answer questions received after the deadline. Offerors should note that the proposal due date will not be extended solely because of requests received after the specified deadline. Questions submitted shall clearly identify any information considered to be proprietary or business sensitive. Responses to Questions received by the required deadline will be provided in writing to all potential Offerors.

L.0.9.2 The Government will not accept questions orally. All questions shall be submitted in writing to be considered.

L.0.9.3 The Government will not accept questions directly from prospective Sub-Contractors nor respond to direct inquiries concerning these solicitation requirements. All such inquiries shall be submitted to the Government directly by the Prime Offeror.

L1 VOLUME I – COMPLIANCE

Volume I shall include the following administrative and compliance criteria:

L1.1 RFP. Offers shall include a completed and signed conformed copy of the solicitation through the latest amendment (if applicable) signed by an official authorized to contractually bind the Offeror.

L1.2 Top Secret Facility Clearance. The Offeror and subcontractor personnel will have access to TOP SECRET level classified information. Offerors shall have and provide proof of Top Secret (TS) Security Facility Clearance as accredited by the Defense Security Service (DSS) with submission of its proposal. The TS Security Facility Clearance shall be active at time of proposal submission. This TOP SECRET level clearance requirement applies to the prime and any subcontractors that will perform work under this contract. For those Offerors submitting a proposal as a newly formed partnership, joint venture, or limited liability company, the requirement can be satisfied through the submittal of documentation evidencing the fact that all of the partners or member companies of the partnership currently possess the required TS Facility Clearance.

L1.3 Cybersecurity Maturity Model Certification (CMMC). Offerors shall have a minimum CMMC Level 2 Self-Assessment certification. CMMC Level 2 Self-Assessment certification shall be active at time of proposal submission and shall be valid during the proposal validity period (150 days after proposal due date).

L1.4 Organizational Conflict of Interest. The Offeror and subcontractor personnel will have access to proprietary data from a multitude of contracts the USSOCOM J6 Information Technology Management Office (ITMO) administers. As such, the potential award will require the Prime contractor to agree that neither it, nor its affiliates and subcontractors, shall be eligible to receive a Prime contract with USSOCOM in which the ITMO (e.g. J6, G6, N6, etc.) is the customer or plays a role in the contract in any way, during the performance of the potential award. Offerors shall identify all Prime contracts that it and its affiliates and subcontractors currently hold with USSOCOM. Identification shall include the contract number and period of performance. If the Offeror and its affiliates and subcontractors do not currently hold a Prime contract with USSOCOM, please provide a self-certification statement.

L2 VOLUME II – TECHNICAL MANAGEMENT PROPOSAL

L2.1 Volume II shall provide information to enable the Government to assess the Offeror's capability to provide and manage continuous quality J6 PMOSS support services to USSOCOM units, as required by the Statement of Work (SOW) included in the solicitation. The Offeror shall provide a Technical Management Proposal, which addresses the following elements:

L2.1.1 Management Approach (Element 1). The Offeror shall provide their Management Approach that addresses the following:

> **L2.1.1.1** <u>Team Construct and Management Approach</u>: Succinctly introduce the team of companies/corporations/organizations being offered to perform services, as well as any consulting companies

utilized in the pre-award process even if not anticipated to perform services. Include rationale for each member's contribution to the organization that identifies each member's capability to manage/perform requirements to demonstrate the aggregate capability of the team to accomplish all requirements for this effort. Illustrate the proposed management organization, to include on-task leadership and location/composition of corporate nodes (i.e. Program Management Office) with responsibility for direct support to this program. Describe the approach for managing disparate geographical performance locations to include lines of communication and supervision, including proposed subcontractor(s) or teaming partners (if applicable).

L2.1.2 Transition Management and Mission Continuity (Element 2). The Offeror shall provide their Transition Management and Mission Continuity approach, including the following:

L2.1.2.1 Phase-In Approach: The Offeror shall summarize its overall concept and capability to execute a smooth and seamless transition leading to assumption of full contractual responsibility within the 60-day transition period of performance as identified in Attachment 1 – Statement of Work. This shall include description of the Offeror's capability to meet all security requirements (facility and personnel), methods to on-board/deploy incumbent personnel, as well as its approach, processes, and expertise in incumbent capture, and corporate procedures and policies to identify and mitigate transition risks. Describe administrative onboarding requirements and processes to ensure completion. Provide a timeline that supports the transition narrative and highlights key milestones to reaching full operational capability (FOC). The timeline shall cover a period of no more than 60 calendar days, regardless of award or performance start dates. Include details pertinent to staffing and mission transition, by location and by FTE.

L2.1.3 Staffing (Element 3). Offeror shall describe their Staffing methods according to the following:

L2.1.3.1 Plan to Recruit and Integrate Non-Incumbent Personnel: Describe dedicated resources and methods used to identify and recruit/hire qualified new (non-incumbent) personnel. In addition, describe resources and methods to support recruiting beyond the transition-in period, including a timeline that is in accordance with Attachment 1 – Appendix A – Service Delivery Summary (SDS). Include processes and procedures to project extended absences and risk mitigation strategies for providing uninterrupted support during personnel absences due to sickness and/or leave, while allowing for reasonable returns to the workforce once justifiably extended absences are resolved/completed.

L2.1.3.2 Issue Management and Resolution: Describe the Offeror's approach to mitigating and documenting both internal and external conflicts. Include procedures to ensure maximum communication with the Government, and mitigating mission degradation due to internal conflicts between contractor personnel or conflicts between contractor personnel and the Government.

L2.1.3.3 Key Personnel: Describe the Offeror's approach to recruiting/hiring Key Personnel positions and ensuring they meet the position requirements. Submit resumes for all proposed Key Personnel.

L2.1.4 Retention (Element 4). Offeror shall describe their Retention methods according to the following:

L2.1.4.1 Workforce Retention and Development: Provide a plan to maximize workforce stability throughout the period of performance. The plan shall address developmental growth/career progression, as well as consideration for broadening workforce exposure to pertinent emerging technology and techniques. The retention plan shall include risk mitigation strategies to resolve shortfalls resulting from voluntary or involuntary personnel termination, or other emergencies. Describe expertise and provide evidence of successful retention rates for previous or current IT contracts.

L2.1.5 Staffing Experience (Element 5). Offeror shall describe their staffing experience according to the following:

L2.1.5.1 Staffing Experience: The Offeror shall summarize its experience staffing for contracts with the Department of War and/or USSOCOM. This shall include a description of the scope of the contract, to include the Labor Categories, performance requirements and responsibilities, and number of Full-Time Equivalents (FTE).

L3 VOLUME III – PAST PERFORMANCE.

L3.1 Past Performance shall be prepared in accordance with these instructions and will be evaluated in accordance with the evaluation criteria in Section M, Evaluation Factors for Award. The Offeror shall submit information on Government contracts considered most recent and relevant in demonstrating the company's ability to perform the requirements identified in the SOW. Offerors are cautioned that the Government will use the information provided and information obtained from **other sources** to evaluate past performance. The Offeror's past performance volume shall consist of the Offeror's completed Attachment 6 – Past Performance Information (PPI) and contain the following:

L3.2 Past Performance Summary. Provide a summary describing relevant past performance of the Offeror and each subcontractor, teaming partner, and/or joint venture partner; and how the past performance of each team entity relates to their proposed role in support of this effort. Include rationale supporting the assertion of relevance, but note the Government is not bound by the Offeror's opinion of relevancy.

L3.3 Organizational Structure Change History. Many companies have acquired, been acquired by, or otherwise merged with other companies, and/or reorganized their divisions, business groups, subsidiary companies, etc. In many cases, these changes have taken place during the time of performance of relevant present or past efforts or between conclusion of recent past efforts and this source selection. As a result, it is sometimes difficult to determine what past performance is relevant to this acquisition. To facilitate the relevancy determination, the Offeror shall include in this proposal Volume a "roadmap" describing all such changes in the organization of its company (Prime Offerors only). As part of this explanation, the Offeror shall show how these changes impact the relevance of any contracts/projects submitted under Past Performance. Since the Government intends to consider present and past performance information provided by other sources as well as that provided by the Offeror, the "roadmap" should be both specifically applicable to the contracts/projects submitted under Past Performance and general enough to apply to efforts on which the Government receives information from other sources.

L3.4 Past Performance Citations. Submit a maximum of three past performance citations of recent and relevant Government contracts and/or subcontracts with an emphasis on the Prime Offeror. The Offeror may cite experience data of its proposed subcontractor(s) if the subcontractor is proposed to perform at least 25% of the services under the J6 PMOSS contract. However, at least two (2) of the past performance citations must be submitted for the prime Offeror. In the case of Joint Ventures, if the Joint Venture does not have Past Performance, the Government will consider past performance submitted by each partner of the Joint Venture. The Offeror shall submit all citations using the provided **Attachment 6 - PPI template**.

The Offeror shall complete Section I of the PPI template and submit it as part of its Volume III. The Offeror shall send a copy of Attachment 6 –PPI to the Contracting and Technical POCs identified by the Offeror for each past performance citation, along with a copy to the Contracting Office POCs identified in the PPI. The POCs shall submit the PPIs directly to this Contracting Office. Offerors shall ensure the PPI is sent to allow sufficient time for the POCs to complete and provide back to this office prior to the closing date of this RFP. It is the Offeror's responsibility to encourage the POCs to complete and submit the PPI in a timely manner. If completed PPIs are not received by this office by the closing date, the Government is not obligated to make additional attempts to obtain the information.

L3.5 Subcontractor Consent and Subcontractor Authorization. The Offeror shall submit, along with the information required in this paragraph, a consent letter, executed by each proposed subcontractor, teaming partner, and/or joint venture partner (if applicable), authorizing release of adverse Past Performance Information to the Offeror so the Offeror can respond to such information.

L3.6 Recent Contracts. The Government defines "recent" as contracts that have performance taking place during the past three years from the date of issuance of this solicitation.

L.3.7 Relevant Contracts. Relevancy will be determined based on the below reflecting recent (within the past three years) past performance. For the Prime Offerors, ***relevancy*** is defined as contracts that are most similar to this overall effort requiring:

(1) similarity of services,

(2) similarity of security requirements and similarity in complexity (at least 75% of total positions maintaining Top Secret positions with SCI requirements);

(3) similarity in the number of required personnel (at least 30 full time equivalents (FTEs),

(4) at a similar number of geographically dispersed locations (at least 3 geographically dispersed locations),

(5) services performed in support of Department of War,

(6) services performed in support of USSOCOM.

For proposed subcontractors/teaming partners, ***relevancy*** is defined by that which reflects performance in the area(s) of expertise the subcontractor is proposed to actually perform under this contract (i.e. specific functional areas in the SOW).

L3.8 Key personnel experience will not be accepted for past performance submissions. Therefore, resumes or letters of recommendation are **not** valid.

L4 VOLUME IV – PRICE

L4.1 Price shall be prepared in accordance with these instructions and will be evaluated in accordance with the evaluation criteria in Section M, Evaluation Factors for Award.

L4.2 Price Matrix. Offerors shall complete the provided Attachment 3 – Price Matrix, for all proposed positions at all required locations, including management and those subcontracted. Cells shall not be reformatted or removed. Rows may be deleted or inserted, as needed. Attachment 3 – Price Matrix shall be complete and accurate. The Offeror shall follow the instructions for completing the price matrix located within the spreadsheet itself.

L4.3 Travel. For CLINs identified for Travel, Offerors shall use the Government provided estimated costs as 'plug numbers'. The Government has determined an estimated amount for travel based on historical data and estimated requirements.

L4.4 5652.215-9010 Cost and Pricing Data Not Required (1998) Section L. It is anticipated that adequate price competition will be available to determine price reasonableness. In the event that the price reasonableness cannot be determined based on adequate competition, the Contracting Officer may require the submittal of other than cost or pricing data in accordance with FAR 15.403-3.