APPLICATION PREPARATION INSTRUCTIONS

TRI-BASE AREA CONSTRUCTION BASIC ORDERING AGREEMENT

10 Jan 2024

1. GENERAL

1.1. These instructions cover the preparation and submittal of an application in response to this solicitation. Offerors are encouraged to contact early if there are any questions about the application process. Please submit questions to Roger Morris at 01638 522 394 or via email at roger.morris.7@us.af.mil. Offerors shall submit only one application for the Tri-Base Construction Basic Ordering Agreements (BOA). Please send all application packages via email to roger.morris.7@us.af.mil. There is no specific due date for applications. Applications will be processed in the order received. Applications are open until the solicitation closes.

2. APPLICATION PREPARATION

2.1. The application process for a Tri-Base Construction Basic Ordering Agreement is continuously open; there is no required due date. The sooner you submit a complete package, the sooner you can be evaluated and potentially offered a BOA. If you have questions during the process, please email the Contracting Officer identified in paragraph 3 below.

2.2. The first step to submitting an application is to register the offeror in System for Award Management at SAM.gov. A company must have an active registration in SAM.gov to be considered for a Construction BOA. Complete Application packages shall include up to 5 separate files as described below depending on the pool the applicant is applying for.

2.3. Proposal Preparation. Include the following 4 (four) separate files as your application:

2.3.1. Include a signed cover letter delineating any exceptions taken to the BOA Terms and Conditions with accompanying rationale. Noted exceptions will be evaluated and replied to. However, offerors are cautioned that any noncompliance with the terms and conditions of the BOA Terms and Conditions may cause their proposal to be determined unacceptable and therefore not considered eligible for award of a BOA. If you take now exceptions to the BOA Terms and Conditions, state that you agree with the Terms and Conditions as written. Include in the cover letter the name and contact information to contact regarding the BOA should questions arise during the evaluation process. The cover letter shall be signed by an individual with authority to contractually bind the company.

2.3.2. Include the completed Basic Ordering Agreement (BOA) Application (Attachment 7).

2.3.2.1. Check the appropriate block and include expiration date for UK Construction Industry Scheme (CIS). Attach proof of registration to the Application.

2.3.2.2. Complete the Experience blocks 1-3. If you do not have the required minimum experience, please annotate in the comment box "No relevant past experience" and leave the rest of the Experience sections of the form blank. Include the POC email in the comments block so your performance can be verified. Please notify the POC that we will be contacting them to verify so they will not be surprised by our email.

2.3.2.3. If you are applying to be included in the Design build Construction Pool, check the box for the disciplines you can provide. You will also need to document those capabilities on the SF 330, Architect-Engineer Qualifications (Attachment 7).

2.3.3. If you are applying for the Design Build Construction Pool, Complete the SF-330, Architect-Engineer Qualifications form (Attachment 7) and include it with your application. Section E is the key for this form in that there must be a separate Section E for each of the disciplines, (Civil, Mechanical/Electrical, Structural, Fire Protection, Environmental and Force Protection. Refer to the Evaluation Procedures for minimum disciplines to qualify for the Design Build Construction Pool.

2.3.4. Complete the top half of page 2 of the Blanket Purchase Agreement, blocks 154-16 and blocks 20a, b, & c. Digital signatures are allowed and encouraged. Include the signed page with your application.

3. Proposal Submission. Email the five files to roger.morris.7@us.af.mil. Expect a return email acknowledging receipt of your proposal within 72 hours of submission. If after 72 hours you have not received a return receipt email, please call 01638-522394.

(End of Provision)