ATTACHMENT
OFFER SUBMISSION

1. Offers must be submitted using **THE BULK OFFER ENTRY TOOL (OET).** Use of the Bulk OET is mandatory for this solicitation. Use of the Bulk OET will allow your offer to be imported directly into the Bulk Bid Evaluation Model (BEM).

   a) **Establishing and maintaining an OET account:**

      1. You must first establish an OET account using the DLA Accounts Management and Provisioning System (AMPS). You can access AMPS at https://amps.dla.mil, where you can either create a new AMPS account or log in using your existing account (you will be asked to provide your CAGE code when creating a new AMPS account).

      2. Once you have established an account in AMPS, you will need to request the following role: "OET Prod –PC&S OET-100" Vendor Role. Despite the title "PC&S OET-100," this role will grant access to the OET for both Bulk and PC&S procurements. To select this role, you will first choose 'Energy Applications' then 'Energy OET' under the Browse Roles by Application tab. When applying for this role, please include your company name in the notes or comments section of the application. Also, when applying for PC&S OET-100 role, you MUST include at least one CAGE code in the CAGE CODE for PC&S OET attribute field and ensure your email corresponds with your company name. At a minimum you should include the CAGE code(s) that you intend to use to submit offers under this solicitation. It is recommended that you include all CAGE codes that you typically use for BULK FUELS offers. You can update this attribute at any time after your initial account has been established. Once your role has been approved, you will be provided with a user name and password that can be used to log into the OET website: https://oet.energy.dla.mil/epst_oet/oet.html.

      3. If you experience difficulty in establishing an account, you can contact the DLA Energy Bulk Technical Team at DESC-BTechTeam@dla.mil for assistance.

      4. If you have already obtained a BULK OET account but cannot remember your password or need your password reset, Email J64CSAccessManagement@dla.mil, and DESC-BTechTeam@dla.mil.

      5. To ensure that your offer is submitted in a timely manner, please log in to the OET as soon as possible to ensure you have access once the OET is opened. If you do not log into the OET for 30 days your account will be de-activated. It is suggested you set a reminder to log in every 25 days.

   b) **Submitting an offer in OET:**

      1. Multiple PDF attachments are allowed to be uploaded with an offer. There are no size restrictions. When you submit your offer in OET, an SF1449 that contains your electronic signature will be included as part of your offer submission package. If you wish to submit an

SF1449 signed by someone other than the individual submitting the offer in OET, you must include the signed SF1449 as part of your offer attachment.

2. You may include multiple attachments with your offer submission in OET, but all attachments must be in PDF format and NOT include any electronic signatures.

3. Please check that your company's name in OET matches the company name and address in the System for Award Management (SAM). Also, when adding Authorized Negotiators in OET, please include the full legal name of each Authorized Negotiator.

4. **OET OFFER SUBMISSION (OSP) ATTACHMENTS**:

   a. Once an offeror has submitted an attachment to its OSP in an OET round, the offeror is NOT required to resubmit the same attachment during subsequent OET rounds, UNLESS the attachment is being revised. In case an attachment must be removed, an offeror shall use Section O comments to annotate the removal.

   b. For technical evaluation, if the Government determines that a PDF document attached to the offeror's OSP is Acceptable, the offeror is not required to resubmit the same document again in any subsequent revised offer(s) unless the offeror needs to submit revised information for further evaluation.

   c. If the Government determines that a document attached to the offeror's OSP is Unacceptable, the offer will remain Unacceptable until the offeror submits a revised document for evaluation or formally withdraws the document from its offer, as instructed by the Government in Note 4a.

   d. An offeror's submission of an attachment in any subsequent revised offer(s) replaces, and constitutes the formal withdrawal of, the same or similar attachment in any previous offer(s), regardless of whether the earlier attachment was Acceptable or Unacceptable. Therefore, if an offeror's original attachment is Acceptable, the later submission of an Unacceptable version of the attachment replaces and withdraws the Acceptable version, making the offer Unacceptable.

5. If you have any questions on how to complete your offer in OET, please contact the Contracting Officer or Procurement Analyst, Sean Lucas, Sean.Lucas@dla.mil.

6. **See Solicitation Attachment - OET Guidance.**

7. **OET OFFER SEQUENCES:** Offerors must select only one mode of transportation and shipping point per sequence bid line. For example, a unique sequence bid line is necessary if an offeror wants to propose:

   a. multiple transportation modes from the same shipping point, or
   b. multiple shipping points with the same transportation mode

c. Each transportation mode must be indicated on its own separate sequence bid line, as they are evaluated independently of each other.

8. **OET, SECTION H.3., MAP COORDINATES:**

a. Map coordinates provided by the offeror(s) will be used to calculate tanker transportation rates. Map coordinates for shipping points/refinery must be pier-side to be evaluated.

b. Map coordinates must be provided in the proper format: 38° 43' 9"N 77° 9'46"W (DLA Energy HQ Building as an example); no decimal places will be evaluated.

c. **See Solicitation Attachment - Map Coordinate Desk Guide.**

2. **SYSTEM FOR AWARD MANAGEMENT (SAM):** Note that registration and renewal in SAM is free of charge. Websites and/or fee-for-service arrangements that charge a fee to register or renew a registration in SAM are not affiliated with the United States Government. The United States Government does not charge any fee for a company to register, or renew registration, in SAM. Offerors can search for help on FSD.gov any time or request help from an FSD agent Monday-Friday 8 a.m. to 8 p.m. ET.