SECTION L

INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS OR RESPONDENTS

Additional Instructions to Offerors

1. OVERVIEW:

This addendum to the solicitation tailors some of the terms and conditions contained in the provision at RFO 52.212-1, Instructions to Offerors- Commercial Products and Commercial Services, and provides additional instructions to offerors. Except as specified in this solicitation addendum, the offeror shall submit all data and information required by the provision at RFO 52.212-1 and this addendum. Non-conformance with the instructions provided herein or in any other part of the solicitation may result in elimination of the offeror from consideration for award.

1.1 - Program Information

1.2 The Local Telecommunications Services II (LTS II) contract will be used to provide off base local and long-distance telecommunications services to defense activities at all areas of Wright-Patterson Air Force Base (WPAFB), Ohio. Managed by the 88th Communications Squadron (CS), this contract provides the sole capability for the public, vendors, and emergency services to make inbound calls to the base. Without this service, WPAFB would be unable to receive any commercial calls. Furthermore, it facilitates all outbound local and long-distance telecommunications, enabling base personnel and mission partners to connect with off-base entities.

1.3 – General Instructions and Information

This acquisition will be conducted in accordance with RFO 12.201-1, Simplified Procedures.

The offeror's quote must include all data and information requested by these Instructions to Offerors (ITO) and must be submitted in accordance with these instructions. The quote shall be compliant with the requirements as stated in the Performance Work Statement (PWS). Non-conformance with the instructions provided in this ITO may result in elimination of a quote from consideration for award or an unfavorable quote evaluation.

The quote shall be clear, concise, and shall include sufficient detail for effective evaluation and for substantiating the validity of stated claims. The quote should not simply rephrase or restate the Government's requirements but, rather, shall provide convincing rationale to address how the offeror intends to meet these requirements. Offerors shall assume that the Government has no prior knowledge of their facilities or experience and will base its evaluation on the information presented in the offeror's quote.

Elaborate brochures or documentation, binding, detailed artwork, or other embellishments are unnecessary and are not desired.

The quote acceptance period is specified in Section A of the model contract/solicitation. Concerning RFO 52.212-1(b) of the provision regarding the period during which the offeror agrees to hold the prices in its offer firm is hereby amended to read '120 days' instead of '60 days.' The offeror shall make a clear statement in the Price Volume ~~& Offer Quote Volume~~ (Volume 1~~2~~) that the offer is valid for 120 days after the date for receipt of offers specified in Block 8 of the solicitation cover sheet, Standard Form (SF) 1449.

1.4 – Points of Contact

The Contracting Officer (CO) for this acquisition is Richard Saltsman and the Buyer is Harold Wooten. Address questions or concerns via email to Harold Wooten (harold.wooten@us.af.mil) and Richard Saltsman (richard.saltsman@us.af.mil). Be advised that all correspondence sent via email

shall contain a subject line that reads "FA8604-26-Q-B003, LTS II Contract." Note that email filters at Wright-Patterson are designed to filter emails without subject lines or with suspicious subject lines or contents (i.e., .exe or .zip files). Therefore, if this subject line is not included, the email may not get through the email filters. Also be advised that .zip or .exe files are not allowable attachments and may be deleted by the email filters at Wright-Patterson. If sending attachments with email, ensure only .PDF, .docx, xls or .xlsx documents are sent. The email filter may delete any other form of attachments. Electronic quotes, prepared and submitted in accordance with (IAW) section 2 below, are required. For Volume 1, Price Volume~~2~~, the offeror shall ensure the Microsoft Excel files are NOT "Read Only," so that the Government can verify the offeror's calculations.

1.5 – Notifications

The CO will notify unsuccessful offerors IAW RFO 12.301(b), Explanations for unsuccessful quoters.

1.6 – Discrepancies

If an offeror believes that the requirements in these instructions contain an error, omission, or are otherwise unsound, the offeror shall immediately notify the CO in writing with supporting rationale as well as the remedies the offeror is asking the CO to consider as related to the omission or error. The offeror is reminded that the Government reserves the right to award this effort based on the initial quote, as received, without discussion. However, the Government reserves the right to conduct discussions if determined necessary by the CO. Electronic submittal of such notification is allowable.

1.7 - Electronic Reference Documents

All referenced documents for this solicitation are available on SAM.gov. Potential offerors are encouraged to subscribe for real-time e-mail notifications when information has been posted to the website for this solicitation.

1.8 - Communications

Send quote submissions to harold.wooten@us.af.mil and richard.saltsman@us.af.mil. To ensure a competitive balance, at the Contracting Officer's discretion, questions concerning this RFP will only be accepted until 3:00PM Eastern Daylight Time on 17 June 2026. Questions shall be submitted by e-mail to harold.wooten@us.af.mil and richard.saltsman@us.af.mil. No telephone, written, e-mail or fax requests for documents will be accepted.

2. QUOTE PREPARATION INSTRUCTIONS

2.1 – Organization/Number of Copies/Page Limits

The offeror shall prepare a fully digital quote as set forth in the Quote Organization Table (Table 1 below). Font shall be 11.5-sized Times New Roman with 1-inch page margins. The contents of each quote volume are described in the ITO paragraph as noted in the table below: Each volume of the offer shall be separately identified. A cover sheet shall be provided for each volume, clearly marked as to volume number, title, copy number, solicitation number and the offeror's name. Provide a glossary of all abbreviations and acronyms used, with an explanation for each.

Table 1- Quote Organization Table			
VOLUME	VOLUME TITLE	COPIES (Digital Only)	PAGE LIMIT
1	Price Volume	1	N/A
2	Relevant Performance History	1	N/A
3	Technical Volume	1	50
4	Model Contract Documentation	1	N/A

2.2 – Page Limitations

Page limitations shall be treated as maximums. If exceeded, the excess pages will not be read or considered in the evaluation of the quote. Page limitations may be placed on responses to Evaluation Notices (ENs). The required contract set forth in the criteria listed in section 4 of this document can be considered a separate attachment not subject to the page limitation in the technical volume. When both sides of a sheet display printed material, it shall be counted as 2 pages. Each page shall be counted except the following: Covers, tab dividers, title pages, glossaries, and tables of contents. The specified page limits for EN responses will be identified in the letters forwarding the ENs to the offerors.

2.3 – Cross Referencing

To the greatest extent possible, each volume shall be written on a stand-alone basis so that its contents may be evaluated with a minimum of cross referencing to other volumes of the quote. Information required for quote evaluation which is not found in its designated volume will be assumed to have been omitted from the quote. Cross-referencing within a quote volume is permitted where its use would conserve space without impairing clarity.

2.4 – Indexing

Each volume shall contain a more detailed table of contents to delineate the sub paragraphs within that volume. Tab indexing shall be used to identify sections and will not be included in page limitations. Index pages should be blank and not be used to convey any information.

2.5 – Electronic Offers

Offerors are required to provide a complete and viewable digital copy transmitted via email. Quotes may include both PDFs and Microsoft Word, Excel, and PowerPoints documents that can be sent and viewed electronically by the Government. **Quotes shall be submitted no later than 1 July 2026 @ 3pm EDT.**

2.6 – Distribution

The "original" quote shall be identified. The offeror's quote shall be prepared and submitted digitally in four volumes: Price Volume (Volume 1), Relevant Performance History (Volume 2), Technical Volume (Volume 3) and Model Contract Documentation (Volume 4). Quotes shall be addressed to the CO.

3. VOLUME 1: PRICE VOLUME

3.1 General Instructions and Information

Contractors shall use the Government-provided Excel file (Attachment 3, Pricing Matrix) to show their pricing including the Total Evaluated Price utilizing the instructions provided. This Excel document will become an attachment to the contract at the time of award.

The Government will evaluate the Price quote for (1) completeness, (2) reasonableness (3) unbalanced pricing and (4) Total Evaluated Price (TEP). Quotes that are determined to be incomplete may be ineligible for award. Offerors whose price is determined to be unreasonable will not be considered for award. Additionally, an offer may be rejected if the CO determines unbalanced pricing poses an unacceptable risk to the Government. Evaluation of options shall not obligate the Government to exercise such options.

3.2 Price Data

Data beyond that required by this instruction shall not be submitted, unless you consider it essential to document or support your price position. All data relating to the proposed price, including all required supporting documentation, must be included in the section of the quote designated as the Price & Offer volume. Under no circumstances shall this data and documentation be included elsewhere in the quote.

3.3 Cost or Pricing Data Requirements

The CO has determined there is a high probability of adequate price competition in this acquisition. Upon examination of the initial offers, the CO will review this determination and if, in the CO's opinion, adequate price competition exists, no additional cost information will be requested, and certification under RFO 15.403-3 will not be required. IAW RFO 15.403-1, information other than cost or pricing data may be required to support price reasonableness.

3.4 Volume Organization

The price volume shall consist of the following sections:

- *Section1:Pricing Matrix*
- *Section 2: Other than certified cost or pricing data, to include estimating methodology.*
- *Section 3: Other information deemed pertinent with explanations. List each exception to the ground rules and assumptions provided in the solicitation and each qualification of the Price volume, if any. Provide complete rationale for any exceptions.*

3.5 Total Evaluated Price (TEP) Instructions

The Offeror shall complete Attachment 3, Pricing Matrix. Offerors shall use the instructions below to insert proposed rates in the Pricing Matrix Tab:

a) CLINs 0001, 1001, 2001, 3001, 4001 and 5001 – Base Year, four (4) Option Years and an Extension of Services for IP Voice Services – Monthly Service – this CLIN represents the core recurring service charge. It includes all components necessary for the primary function of the voice service as outlined in PWS Section 3.0. This includes the IP voice platform, 42 ISDN-PRI trunks, porting and management of

53,000 DID numbers, E911 services, GETS capability, and standard maintenance/support.

b) CLINs 0002, 1002, 2002, 3002, 4002 and 5002 – Base Year, four (4) Option Years and an Extension of Services for Ancillary Transport Channel – this CLIN aligns with Appendix 10, Section 10.11.1, there is a requirement for one DS0 Transport Channel to remain in service. Because this is a distinct, separate circuit from the primary PRI trunks, it should be its own line item to allow for independent tracking and management, and should the Fire Department convert the circuit to RF will allow for termination.

c) CLIN 0003, 1003, 2003, 3003, 4003 and 5003 – Base Year, four (4) Option Years and an Extension of Services for Special Service Routing (DID) - this CLIN aligns with Appendix 10, Section 10.9.3, identifying a specific set of 35 DID numbers that require special routing to a dedicated T1/PRI.

d) CLIN 0004, 1004, 2004, 3004, 4004 and 5004 – Base Year, four (4) Option Years and an Extension of Services for Data - this CLIN aligns with Contract Data Requirements List (CDRLs) A001 through A006.

e) CLIN 0005 – Base Year for IP Voice Services Installation – this CLIN includes the site survey, engineering, project management, and physical installation of all necessary equipment to make the services operational at both the Primary and Secondary sites as detailed in PWS Sections 2.1 and 2.2.

f) Input all rates in United States Currency (USD) to the nearest penny.

g) The Total Evaluated Price (TEP) will be automatically calculated in the green cell labeled "Total Evaluated Price."

h) Yellow cells, on the Direct Labor Rates tab and Fully Burdened Labor Rates tab represent inputs required by the offeror.

i) Green cells, represent the offerors Total Estimated price, per period of performance (base period and all option periods), which will be automatically calculated by the formula.

j) No rows, columns, or cells may be added or deleted.

4. VOLUME 2: RELEVANT PERFORMANCE HISTORY

The offeror must provide evidence that they meet the following PASS/FAIL Criteria. If the offeror cannot meet these criteria, the quote will not be evaluated further. This section is passed when the quote provides evidence that they have completed the following four criteria.

A. Provide evidence of no less than one (1), but no more than three (3) prior contracts, each with a total value greater than $50,000, completed within the past five years that demonstrates one (1) year of recent experience. This experience can be performance of greater than one (1) year on a currently ongoing contract.~~Provide evidence of no more than three (3) prior contracts, each with a total value greater than $50,000, completed within the past five years.~~ These contracts should clearly demonstrate experience that represents the ability to provide all necessary transmission facilities, equipment, materials, maintenance, and engineering required to deliver voice services as identified in the PWS and Appendix 10. Each project should align with the scope and complexity outlined in the PWS.

B. Detail your involvement and experience delivering service to two distinct physical sites on an installation to ensure redundancy and continuity of operations. These

services must be routed through a vendor-managed private VPN and delivered via an Ethernet hand-off.

C. Describe experience used to provide and install all necessary equipment to convert the service to a T1/Primary Rate Interface (PRI) presentation at two distinct physical sites.

D. Describe experience providing a solution that must include, but is not limited to: Direct Inward Dialing, Direct Outward Dialing, Caller-ID Delivery of Name and Number, emergency 911/E911 services, Government Emergency Telecommunications Service (GETS) access, and national/international dialing capabilities.

As evidence, ~~T~~the offeror shall provide an executed contract(s) in which they or their prospective subcontractor served as the prime or a subcontractor.~~as evidence.~~ The offeror shall provide~~highlight~~ the contract number, original total contract value, period of performance, type of contract, program title, final total contract value, customer, and CO information. The contractor shall redact/omit any classified or sensitive information. This contract information should be submitted as an attachment to Volume 2, Relevant Performance History.~~ the Technical volume.~~

If the Evaluation is rated as Unacceptable, the quote will be eliminated from consideration for award, and no further evaluation will be conducted.

5. VOLUME 3: TECHNICAL VOLUME

5.1 – General

The Technical Volume should be specific and complete. Legibility, clarity, and coherence are very important. Your responses will be evaluated against the Technical subfactors defined in Section M, Evaluation Factors for Award. Using the instructions provided below, provide as specifically as possible the actual methodology you would use for accomplishing/satisfying these subfactors. All the requirements specified in the solicitation are mandatory. By your quote submission, you are representing that your firm will perform all the requirements specified in the solicitation. It is not necessary or desirable for you to tell us so in your quote. Do not merely reiterate the objectives or reformulate the requirements specified in the solicitation (except for the specific name brand required part numbers).

5.2 – Format and Specific Content

Technical Capability shall be addressed in the Technical Volume. In this volume, address your proposed approach to meeting the requirements of each Technical subfactor.

5.3 – Technical

In the Technical Volume, address your technical solution for meeting the Government's performance or capability requirements of each Technical subfactor.

5.4 – Volume Organization

The Technical Volume shall be organized according to the following general outline:

1.	Table of Contents
2.	Glossary
3.	Volume 3: Technical
3A.	Subfactor One – Installation, Cutover, and Demarcation
3B.	Subfactor Two – Managed IP Voice Services and Features
3C.	Subfactor Three – Service Levels, Maintenance, and Reporting
3D.	Subfactor Four – Contract Management and Security

5.5 – FACTOR 1 TECHNICAL

A. **Subfactor One** – Installation, Cutover, and Demarcation

In order to address the measure of merit, the quote shall include a brief description of Installation, Cutover, and Demarcation. At a minimum, the description should include:

- Offeror's ability to meet the General Installation Requirements outlined in PWS paragraph 2.1
- Offeror's ability to provide Installation, Cutover and Decommission Plans as outlined in PWS paragraph 2.2
- The quote shall include clear understanding of demarcation and physical termination as outlined in PWS paragraph 2.3.

B. **Subfactor Two** – Managed IP Voice Services and Features

In order to address the measure of merit, the quote shall include a Managed IP Voice Services and Features plan which includes the following elements:

- Offeror's ability to provide Core Service Requirements as described in PWS paragraph 3.1.
- Offeror's ability to provide Standard Service Features as outlined in PWS paragraph 3.2
- Offeror's ability to provide Emergency Services. These services are outlined in PWS paragraph 3.3
- Offeror's ability to provide Billing and Call Rating as outlined in PWS paragraph 3.4 and re-emphasized below:
    - All domestic calls originating from and terminating within the United States shall be provided on a flat-rate basis, with no additional per-minute or long-distance charges. This applies to all lines and trunks.

- Offeror's ability to provide Ancillary Transport Services. As specified in Appendix 10, the vendor shall provide local exchange transport channel services. These may include, but are not limited to, alarm circuits, analog lines, and data circuits.

C. **Subfactor Three** – Service Levels, Maintenance, and Reporting

- Offeror's ability to provide Service Restoration and Maintenance. The contractor shall respond to and restore all service outages based on the priority level assigned by the CSO. The quote shall include clear understanding of the service restoration and maintenance needs of the Government as outlined in PWS paragraph 4.1
- Offeror's ability to execute Service Orders as outlined in PWS paragraph 4.2
- Offeror's ability to perform Testing and Analysis as outlined in PWS paragraph 4.3
- Offeror's ability to provide Customer Service Records (CSR) and Reporting as outlined in PWS paragraph 4.4

D. **Subfactor Four** – Contract Management and Security

- Offeror's ability to provide Contract Management as outlined in PWS paragraph 5.1
- Offeror's ability to comply with all Health, Safety, and Environmental guidelines as described in PWS paragraph 5.2
- Offeror's ability to comply with all Security Requirements as outlined

6. VOLUME 4: MODEL CONTRACT DOCUMENTATION

6.1 – Model Contract/Representations and Certifications

The purpose of this volume is to provide information to the Government for preparing the contract document and supporting file. The offeror's quote shall include a signed copy of the Model Contract including the applicable sections listed below.

6.2 – Section A, Solicitation/Contract Form

Completion of blocks 17a, 26, 30a, 30b and 30c of the Standard Form 1449 completed. For purposes of offer submission, ignore the entry "(For Govt. Use Only)" in block 26. The amount to enter in Block 26 will be the total of all the extended CLIN values from the SF1449. Signature by the offeror on the SF1449 constitutes an offer, which the Government may accept.

6.3 – Section B - Supplies or Services and Prices / Costs

No special instructions. Do not enter prices into Section B, as they will not be evaluated. Price evaluation will be accomplished via Section J, Attachment 3 – Pricing Matrix

6.4 – Section F- Deliveries or Performance

6.5 – Section G - Contract Administrative Data

6.6 – Section I - Contract Clauses
The offeror shall complete any applicable fill-ins for Section I.

6.7 – Section J – Attachments
The offeror shall complete and/or provide if applicable as an attachment to the Model Contract

6.8 – Section K – Certifications, and other Statements of Offerors
Offer must provide completed representations, certifications, acknowledgments and statements in System for Award Management (SAM) at www.sam.gov.

6.9 – Exceptions to Solicitation Requirements

Offerors are required to meet all solicitation requirements, such as terms and conditions, representations and certifications, and technical requirements, in addition to those identified as evaluation factors or subfactors. Offerors must clearly identify any exception to the solicitation terms and conditions and provide complete accompanying rationale.

Each exception shall be specifically related to each paragraph and/or specific part of the solicitation to which the exception is taken. Provide rationale in support of the exception and fully explain its impact, if any, on the performance, schedule, price, and specific requirements of the solicitation. This information shall be provided in the format and content of the table below:

Solicitation Document	Page/ Paragraph	Requirement/ Portion	Rationale
▪ Model Contract, PWS, Appendix 10, Pricing Matrix, CDRLs, etc.	▪ Applicable Page and Paragraph No.	▪ Identify the requirement or portion to which exception is taken	▪ Describe why the requirement can/ will not be met

6.10 – Other Information Required

A. Authorized Offeror Personnel: Provide the name(s), title, email (s) and telephone number(s) of the company/division point of contact regarding decisions made with respect to your quote and who can obligate your company contractually. Also, identify those individuals authorized to negotiate with the Government. As well as the name and title of the CEO, Division President, and/or Vice President.

B. Company/Division Address, Identifying Codes, and Applicable Designations: Provide a cover letter with the company/division's street address, county and facility code; CAGE code; DUNS code; TIN; size of business (large or small); and small business designation. Provide in the cover letter a statement that the offer and prices will remain in effect for 120 days after the date in Block 8 of the SF1449.

C. **List of Attachments**: Section L attachments listed below are provided as separate files.

- Attachment 1: Performance Work Statement (PWS)
- Attachment 2: Appendix 10
- Attachment 3: Pricing Matrix
- Exhibit A: Contract Data Requirements List (CDRLs)

"***Notice to Offeror:"Funds are not presently available for this effort. No award will be made under this solicitation until funds are available. The Government reserves the right to cancel this solicitation, either before or after the closing date. In the event the Government cancels this solicitation, the Government has no obligation to reimburse an offeror for any cost."***