## L.1 Information to Offerors and Instructions for Proposal Preparation

**L.1.1 Open-Ended Award Pool:** These instructions are a guide for preparing a proposal. Review the Statement of Work (SOW) dated 08JUN2026 contained in this Request for Proposal (RFP) for further insight into the areas that must be addressed within the proposal. Include detailed information sufficient to enable the Government evaluators to conduct a meaningful review and make a determination relative to the Offeror's compliance with the requirements in each of the evaluated areas. The Government will make basic IDIQ contract awards to **all small business concerns whose proposals are determined to be technically conforming (conformance rated 'Acceptable')**. Because this is a price-excluded procurement under **FAR 15.304(c)(1)(ii)(A)** no price-technical tradeoff will be conducted, and price will not be evaluated for the initial IDIQ parent contract awards.

**L.1.2 Price-Exclusion and Small Business-Set-Aside:** This RFP is being solicited as a total Small Business Set-Aside (SBSA). Pursuant to the statutory authority of 10 U.S.C. § 3206(c)(3) and the regulatory authority of FAR 15.304(c)(1)(ii)(A), cost or price is completely excluded as an evaluation factor for the initial award of the IDIQ contracts. The Government is not obligated to determine a competitive range, conduct discussions with all Offerors, or solicit final revised proposals. It is the Offeror's responsibility to provide current, complete, and accurate information in the proposal as required by this RFP (including amendments, attachments, and exhibits).

**L.1.3 Compliance and Rejection:** Offerors are cautioned to examine this RFP in its entirety to ensure that its proposal conforms to all the requirements of this RFP, contains all necessary information, provides all required documentation, and is complete in all respects. The Government is not obligated to make another request for the required information, nor does the Government assume the duty to search for data to cure problems it finds in proposals. The Government will consider an Offeror's noncompliance with the proposal instructions, to include incomplete proposals, to be indicative of the type of conduct that it may expect from the Offeror during contract performance which may result in the Offeror's proposal being rejected and no longer considered for award.

**L.1.4 Authorized Signature:** The Offeror's proposal must be executed and signed by a representative of the Offeror authorized to commit the Offeror to contractual obligations. Offerors shall provide the name of the authorized representative or the signatory, the position title, telephone number, and electronic mail address of that individual.

**L.1.5 Proposal Validity:** The Offeror's proposal shall be valid for 180 days from the date of RFP close. The Offeror shall clearly state proposal validity in the Cover Letter as instructed in Table1 under Section L.3.

## L.2 <u>SUBMISSION OF QUESTIONS</u>

Offerors are expected to examine the entire RFP. It is the responsibility of the Offeror to ensure its questions are received by 03APR2026 at 10:00 am CT. Please submit all

questions against this solicitation by utilizing Attachment 0005 – NCR MATOC RFP Questions, and send to the following POCs:

Contracting Officer: Danette Wilson; danette.d.wilson.civ@army.mil
Contract Specialist: Amy Hahka: amy.k.hahka.civ@army.mil

**L.3 SUBMISSION OF PROPOSALS**

Proposals shall be prepared in a clear and legible manner and submitted SOLELY through the Solicitation Module of PIEE, located at https://piee.eb.mil/. Proposal submissions sent by any other method, to include proprietary or third-party File Transfer Protocol sites, DoD SAFE, fax, hardcopy, DVD/CD-ROM proposals, hand-carried offers, or by any other means will not be accepted. The Solicitation Module of PIEE places a limit of 1.9 GB on individual document uploads, with no system limitations on the quantity of uploaded attachments. If an Offeror is uploading multiple files at one time, the total size of the batch upload shall not exceed 1.9 GB. To avoid maximizing system limitations, Offerors shall upload documents in separate multiple file groupings under 1.9 GB. The file naming convention for proposal submission shall be as follows:

VOL_I_FACTOR 1_Technical_Offeror_Name

Strict compliance shall be followed with the provided proposal submission naming convention, as proposal upload will fail within the Solicitation Module of PIEE unless followed. Please note, no spaces or special characters are allowed anywhere in the file name, except for underscores as provided above. PIEE training material and guides for registering and submitting proposals can be found at the links below and is provided to assist in locating the full scope of resources available at the PIEE website. PIEE Solicitation Module Training is available at the following:

https://pieetraining.eb.mil/wbt/xhtml/wbt/sol/index.xhtml
https://pieetraining.eb.mil/wbtxhtml/wbt/sol/solicitation/proposals.xhtml

**L.3.1 NOTE: ALL MATERIAL IN EXCESS OF THE PAGE LIMITS WILL NOT BE READ OR EVALUATED AND MAY BE CONSIDERED CAUSE FOR REJECTION OF YOUR PROPOSAL.**

**TABLE 1: COMPLIANCE MATRIX PROPOSAL ORGANIZATION AND PAGE COUNT**

| Description / Volume | Instructions | Page Limit |
|---|---|---|
| Cover Letter | Must Include: RFP # W51EW7-26-R-A002, Proposal Validity Date, At least 2 Authorized Prime Offeror Representatives, Signed SF 1442, All signed SF 30 Solicitation Amendments, Exceptions to the Solicitation (the Offeror must clearly identify any exception to the solicitation terms and conditions and provide complete accompanying rationale for Government evaluation).<br>- Excluded from page count: Signed copy of RFP W51EW7-26-R-A002, Signed SF 1442, All signed SF 30 Solicitation Amendments, Exceptions to the Solicitation. | 2 pages |
| Volume I – Factor 1: Technical Proposal Conformance | Must Include: Title Page, Table of Contents, Acronym List, and Written Compliance Plans for:<br>▪ Sub-Factor 1A: MATOC Program Management Plan<br>▪ Sub-Factor 1B: Quality Control System Plan<br>▪ Sub-Factor 1C: Site Safety and Health Plan (SSHP)<br>▪ Sub-Factor 1D: Environmental Protection Plan (EPP)<br>- Excluded from page count: Title Page, Table of Contents, Acronym List, Signed Letters of Commitment. | 75 pages |

- Pages that exceed the established page limitations will NOT be evaluated or considered.

**L.3.2** Specific formatting is provided below:

| | |
|---|---|
| Margins (Top, Bottom, Left, Right): | 1” |
| Gutter: | 0” |
| From Edge (Header, Footer): | 0.5” |
| Page Size, Width: | 8.5” |
| Page Size, Height: | 11” |

Each paragraph shall be single spaced and shall be separated by at least one blank line. A standard, 12-point minimum font size applies. Arial or Time New Roman fonts are required.

**L.3.11** Tables, Charts, Graphs, and Figures. Legible tables, charts, graphs and figures shall be used wherever practical to depict organizations, task layout, schedules, plans, etc. These displays shall be uncomplicated, legible, and shall not exceed 11 x 17 inches in size. For tables, charts, graphs, and figures, the text shall be no smaller than Arial or Times New Roman 10-point font. Text lines in all tables, charts, graphs, and figures shall have single (1) line spacing. All tables, charts, graphs, and figures will be included in the page count, and each 11 x 17 inch page containing such tables, charts, graphs, and figures shall be counted as one (1) page. Any tables, charts, graphs and/or figures

containing smaller than Arial or Times New Roman 10-point font will be considered non-compliant and ineligible for award.

## L.4 VOLUME I; FACTOR 1: TECHNICAL PROPOSAL CONFORMANCE

The evaluation under Factor 1 is strictly limited to verifying the **presence and completeness** of required technical plans. The Government will not evaluate the qualitative merits, feasibility, or quality of the proposed technical approach. Any 'Unacceptable' rating under these sub-factors represents a rejection based on the objective, documentary non-conformance of the proposal itself, and does not constitute a responsibility determination. Therefore no SBA Certificate of Competency (CoC) referral is required.

### L.4.1 SUB-FACTOR 1A: MATOC PROGRAM MANAGEMENT PLAN CONFORMANCE

The Offeror shall submit a written MATOC Program Management Plan that contains the following objective elements:

- A program-level organizational chart identifying Key Personnel (Project Manager, Quality Control Manager, Project Superintendent, SSHO) responsible for overall management IAW **NCR MATOC SOW Section 5**.
- A signed letter of commitment for the Project Manager meeting the minimum qualifications in **NCR MATOC SOW 5.1**.
- A designated single point of contact responsible for communicating with the Contracting Officer (KO) and Contracting Officer Representative (COR).

### L.4.2. SUB-FACTOR 1B: QUALITY CONTROL SYSTEM PLAN CONFORMANCE

The Offeror shall submit a written Quality Control Plan (QCP) that contains the following objective elements:

- Written, non-blank sections describing the three-phase control system (Preparatory, Initial, and Follow-up) IAW **NCR MATOC SOW Part 1 Section 11**.
- Qualifications mapping and a signed letter of commitment for the Quality Control Manager (QCM) meeting the minimum qualifications of **NCR MATOC SOW 5.2**.

### L.4.3. SUB-FACTOR 1C: SITE SAFETY AND HEALTH PLAN (SSHP) CONFORMANCE

The Offeror shall submit a written SSHP that contains the following objective elements:

- A written Personal Protective Equipment (PPE) Program IAW **NCR MATOC SOW 3.7.2**.
- Written, non-blank Confined Space Entry Procedures IAW **NCR MATOC SOW 3.7.7.**
- Qualifications mapping and a signed letter of commitment for the SSHO meeting the minimum qualifications of **NCR MATOC SOW 5.4**.

**L.4.4. SUB-FACTOR 1D: ENVIRONMENTAL PROTECTION PLAN (EPP) CONFORMANCE**

The Offeror shall submit a written EPP that contains the following objective elements:

- Written procedures for Hazardous Waste and Solid Waste Disposal IAW **NCR MATOC SOW 4 Section 1.2.**
- A written plan for compiling and submitting Solid Waste Diversion Reports.