L.1 Information to Offerors and Instructions for Proposal Preparation

L.1.1 These instructions are a guide for preparing a proposal. These instructions describe the type and extent of information required and emphasize the significant areas to be addressed in the proposal. Review the Statement of Work (SOW) dated 10FEB2026 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 understanding of the requirements in each of the evaluated areas. The Government anticipates awarding up to thirteen (13) Multiple Award Task Order Contracts (MATOCs).

L.1.2 This RFP is being solicited as a total Small Business Set-Aside (SBSA). The Government will conduct evaluations using Best Value Lowest Price Technically Acceptable (LPTA) Source Selection procedures following Federal Acquisition Regulation (FAR) Part 15, Contracting by Negotiation, and Section M, Basis for Award, of this RFP in considering each Offeror's response to the solicitation. The Government is not obligated to determine a competitive range, conduct discussions with all Offerors, or solicit final revised proposals. The Government reserves the right to conduct discussions, when necessary, with all Offerors identified within the competitive range. 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). Any proposal revisions shall be limited to the items referenced in discussions, if discussions are conducted. The Government reserves the right not to conduct discussions if the Government determines discussions are not necessary.

L.1.3 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 proposal shall not simply rephrase or restate the Government's requirements but rather shall provide convincing rationale to address how the Offeror intends to meet the requirements. Offerors shall assume the Government has no prior knowledge of their organization and experience and will base its evaluation on the information presented in the Offeror's proposal. 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. The Government reserves the right to conduct discussions and to permit Offeror to revise their proposals, if deemed necessary by the Contracting Officer (KO). The Government reserves the right not to conduct discussions.

L.1.4 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 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 Table 1 under Section L.3.8. An Offeror who fails to state proposal validity or proposes a validity period less than the Government's requirement may be rejected.

L.1.6 The Offeror shall submit an unclassified proposal which demonstrates its ability to complete facility sustainment, restoration and modernization (SRM), to include renovation, repairs, and minor construction of real property on seven (7) Army installations located within or in close proximity of the National Capital Region (NCR) IAW the SOW dated 10FEB2026 incorporated into this RFP as Attachment 0001. Offerors are responsible for properly marking proprietary information. The Government will protect proposal information to the maximum extent practicable consistent with applicable law (including procurement integrity requirements and the Freedom of Information Act (FOIA)).

L.1.7 Offerors are notified that the Government will not reimburse costs incurred for proposal preparation.

L.2 SUBMISSION OF QUESTIONS

Offerors are expected to examine the entire RFP. Failure to do so will be at the Offeror's own risk. If Offerors have questions, the Government requests Offerors submit them grouped by RFP section and reference the particular section/subsection number. 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

Questions that will result in answers providing specific information necessary to submit a proposal will be posted to the Solicitation Module of the Procurement Integrated Enterprise Environment (PIEE) suite, located at https://piee.eb.mil/. Therefore, questions/comments shall not be marked with a restrictive legend and shall not include proprietary information. The identity of the individual/company submitting the question will not be disclosed. The Government is not obligated to provide responses to all questions but will consider them and incorporate revisions to the RFP and its attachments as deemed necessary. Questions or requests for extensions submitted after the cut-off date may not be considered.

L.3 SUBMISSION OF PROPOSALS

Proposals shall be prepared in a clear and legible manner. In addition, Offerors shall ensure proposals adhere to the specific instructions provided herein, are complete, provided in the English language and U.S. Dollars upon submission. Adherence to the

prescribed format is required. Failure to provide a proposal in compliance with the instructions specified in this RFP shall render the Offeror's proposal non-compliant, resulting in the Offeror no longer being eligible or considered for award.

L.3.1 All information pertaining to a particular volume shall be confined to that volume. For example, no Cost/Price information shall be included in the Technical Capability Approach. The Government is not required to, and will not, search other volumes for a missing file or missing information.

L.3.2 The Government will not accept any proposals containing classified information in any form. The Offeror is responsible for ensuring that the proposal does not contain classified information prior to submitting its proposal to the Government.

L.3.3 Offerors must be a certified Small Business, with an active registration in the System for Award Management (SAM) and have a Commercial and Government Entity (CAGE) Code at time of proposal submission, time of contract award, and for the duration of the contract.

L.3.4 This solicitation will accept proposals 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, retrieved or evaluated.

L.3.5 Offerors responding to a solicitation must either self-register for a PIEE account and add the appropriate roles, or, for existing PIEE users, access their account and add additional roles. Offerors must be registered in PIEE to access and submit responses to a solicitation in PIEE. Offerors are encouraged to register as soon as practicable for this and future opportunities.

L.3.6 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.3.7 There are two Offeror roles (Proposal Manager and Proposal View Only) for the PIEE Solicitation Module). The Proposal Manager role is required to submit a proposal to the solicitation herein, and all solicitations posted in the PIEE Solicitation Module. Additionally, be advised when using the PIEE Solicitation Module, the User's email address in PIEE must match the email address on file in SAM.gov.

L.3.8 The Offeror shall submit its proposal in separate volumes subject to Table 1 below, providing page numbers by section and tab for the Government to review the

completeness of the proposal. To ensure timely and equitable evaluation of proposals, Offerors must follow the instructions contained within this RFP. Offerors are required to meet all solicitation requirements, including terms and conditions, representations and certifications, and technical requirements, in addition to those identified as evaluation factors and sub-factors. Offerors must clearly identify any exception to the solicitation terms and conditions and provide complete accompanying rationale for Government evaluation. The submitted proposal shall consist of three (3) separate volumes as provided in Table 1 below.

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 who will serve as proposal POCs. - Representations and Certifications (excluded from pg. count) - Signed SF 1442 and all SF 1442 Amendments (excluded from pg. count).	2
Volume I – Factor 1: Technical Capability Approach	Must Include: - Title Page (excluded from pg. count) - Table of Contents (excluded from pg. count) - Acronym List/Glossary (excluded from pg. count) - Key Personnel Resumes (excluded from pg. count) - Narrative Section - Sub-Factor 1A: Management and Staffing - Sub-Factor 1B: Seed Project - Sub-Factor 1C: MATOC Program Management	75
Volume II – Factor 2: Past Performance	Must Include: - Title Page (excluded from pg. count)	35

	- Table of Contents (excluded from pg. count) - Acronym List/Glossary (excluded from pg. count) - Narrative Section	
Volume III – Factor 3: Cost/Price	Must Include: - Title Page - Table of Contents - Acronym List/Glossary - Narrative Section - Submission of Attachment 0002 – NCR MATOC Rate Sheet - NTE - Submission of Attachment 0006 – Contractor Bid Sheet (FFP Pricing for Seed Project)	No page limitation

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

L.3.9 Proposal submissions in response to this RFP must be compatible with Microsoft Office 2013 or newer or be provided in an Adobe Portable Document Format (PDF) format. Scanned documents must be legible and shall have the ability to be viewed in Adobe Acrobat. Please note: Do not lock or password protect any file. The proposal shall not contain citations for, or active links to, live, internet sites or pages.

L.3.10 Proposal submissions shall be clearly indexed and logically assembled. Each volume shall be clearly identified and shall begin at the top of a page. All pages of each volume shall be appropriately numbered and identified by the complete company name, date, and RFP number in the header and/or footer. Each volume of the proposal shall consist of a Title Page (excluded from page limits provided in Table 1), Table of Contents (excluded from page limits provided in Table 1), Acronym List/Glossary (excluded from page limits provided in Table 1), and the Narrative discussion. Proprietary information shall be clearly marked. 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 disregarded.

L.3.12 The Offeror shall make every effort to ensure that the proposal is virus-free. Proposals (or portions thereof) submitted which indicate the presence of a virus, or which are otherwise rendered unreadable by damage in electronic transit, shall be treated as "unreadable" as described in FAR 15.207(c).

L.4 VOLUME I; FACTOR 1: TECHNICAL CAPABILITY APPROACH

The Offeror shall describe its technical capability approach, and demonstrate its full understanding of the technical sub-factor areas listed below:

L.4.1 SUB-FACTOR 1A: MANAGEMENT AND STAFFING

L.4.1.1 The Offeror shall demonstrate qualifications of its key personnel by providing resumes for personnel identified in the NCR MATOC SOW section 5, Key Personnel, incorporated as RFP Attachment 0001.

L.4.1.2 SUB-FACTOR 1B: SEED PROJECT

L.4.1.2.1 The Offeror shall demonstrate its technical capability approach in fulfilling the requirements of the Seed Project SOW, incorporated as RFP Attachment 0004. Offerors shall provide evidence of a Performance Bond and Payment Bond in the amount proposed for the Seed Project, with any additional bonding requirements requested with future task order request for proposals. Offerors shall detail how it plans to staff, permit, and complete the Seed Project with a schedule.

L.4.1.3 SUB-FACTOR 1C: MATOC PROGRAM MANAGEMENT

L.4.1.3.1 The Offeror shall demonstrate its technical capability approach in managing multiple TOs simultaneously by providing a MATOC Program Management Plan on how it intends to address the following:

(a) Program-Level Organization and Staffing: The Offeror shall provide a program-level organizational chart that identifies the key personnel IAW NCR MATOC SOW, paragraph 5, responsible for the overall management of the MATOC program, distinct from project-level staff. The plan shall describe the roles and responsibilities of the program-level key personnel and detail the authority of the single point of contact responsible for communicating with the Government's Contracting officer and COR for the MATOC.

(b) Management of Concurrent Task Orders: The Offeror shall describe its corporate process for managing multiple, concurrent TOs across geographically dispersed locations. This description shall include the systems and/or tools utilized for tracking schedules, costs, and deliverables for the entire portfolio of active TOs.

(c) Resource Allocation Plan: The Offeror shall describe its methodology for ensuring key personnel, particularly the Project Superintendent and Site Safety and Health Officer required by the NCR MATOC SOW, are assigned to each TO. Offerors shall address how it will staff concurrent and newly awarded TOs when existing personnel are already engaged.

(d) Quality Management System: Offerors shall describe its corporate Quality Management System (QMS) to be implemented across all TOs. Offerors shall address how the corporate Quality Control Manager intends to provide consistent application of quality standards and procedures across all seven (7) installations, regardless of which project team is performing the work.

L.5 VOLUME II; FACTOR 2: PAST PERFORMANCE

The Offeror shall provide past performance information regarding recent and relevant Government contracts / task orders of the Prime Offeror and/or any legal associated affiliate(s) of the Prime Offeror, if the Prime Offeror is able to successfully demonstrate meaningful involvement by the associated affiliate(s) in the proposed effort. The Prime Offeror and/or any legal associated affiliate(s) shall provide a summary referencing the past performance contracts / task orders cited to include the associated tasks from the NCR MATOC SOW represented by each cited project.

L.5.1 Offerors shall provide a minimum of three (3) and a maximum of five (5) Government contracts / task orders that demonstrate successful past performance within the last seven (7) years of issuance of this RFP, valued at $1,000,000 or greater, relevant to the tasks described in the NCR MATOC SOW, incorporated as RFP Attachment 0001.

L.5.1.1 For each past performance contract / task order cited, the Offeror shall include the following information:

(a) Offeror name, CAGE Code, Unique Entity Identifier (UEI), address, email address, and telephone number
(b) Government contracting activity / customer, and current address, email address, telephone number, for the following personnel:
    a. Procuring Contracting Officer
    b. Government's Technical Representative / COR
    c. Administrative Contracting Officer
(c) Contract Number and, in the case of Indefinite Delivery type contracts, GSA contracts, and Blanket Purchase Agreements, include Delivery Order Numbers.

(d) Contract Type (specific type such as Fixed-Price (FP), Cost-Reimbursement (CR), Time & Material (T&M), etc.). In the case of Indefinite Delivery contracts, indicate specific type (Requirements, Definite Quantity, and Indefinite Quantity) and secondary contract type (FP, CR, T&M, etc.)
(e) Awarded price/cost
(f) Final price / cost
(g) Original delivery schedule / original Period of Performance
(h) Final delivery schedule / final Period of Performance

L.5.1.1.1 For all past performance contracts / task orders cited, Offerors shall detail how the cited effort is relevant to the NCR MATOC requirement, identifying specific elements of the NCR MATOC SOW that were performed/completed on the cited project.

L.5.1.1.2 For all cited past performance contracts / task orders, a Past Performance Questionnaire, incorporated as Attachment 0003, must be completed and submitted. The Offeror shall complete Part I of the Past Performance Questionnaire and email the questionnaire to the technical representative responsible for the past/current contract / task order. The POCs shall be instructed to electronically complete Part II of the questionnaire and email the entire questionnaire to the Contracting Office no later than the proposal due date and time, to the Contracting Office POCs provided below:

danette.d.wilson.civ@army.mil
amy.k.hahka.civ@army.mil

L.6 VOLUME III; FACTOR 3: COST/PRICE

L.6.1 The Offeror shall complete and submit RFP Attachment 0002 – Rate Price Sheet – NTE, as part of its proposal submission. The fully burdened labor rates proposed within this attachment will become the fully burdened labor rate ceilings for key personnel labor categories to be utilized on the Seed Project and all future Task Orders.

L.6.2 The Offeror shall submit the Cost/Price Volume using Attachment 0006 – Contractor Bid Sheet, accompanied by a Cost/Price narrative when submitting a price proposal against the Seed Project requirement. The Cost/Price Volume shall be submitted as a Firm-Fixed Price proposal, reflecting all labor, material, bonds, permits, equipment, etc., necessary to complete the requirements presented in the Seed Project SOW, incorporated as RFP Attachment 0004.

L.6.3 Any cost/price information supporting the proposed prices must be included in electronic format. Electronic versions of any cost/price proposal provided in support of Attachment 0006 – Contractor Bid Sheet, shall be submitted in Microsoft Office Excel format ONLY and shall **not** be read only or password protected. Spreadsheets shall not contain hidden worksheets. The Cost Volume proposal narratives, including any Basis of Estimate (BOE) sheets provided in support of the proposed price, shall be provided in files that are in MS Excel or MS Word compatible. PDF or flat files will not be considered

adequate. Failure to comply with these formatting requirements may result in rejection of your proposal. Offerors' submissions shall be free of viruses, spyware, and other malicious code for which appropriate detection and removal/quarantine software exists.

L.6.4 IAW FAR 15.403-1(b)(1), certified cost or pricing data is not required for initial proposal submission, due to the anticipation of healthy competition. However, after initial proposal submission, if only one offer is received, the Government reserves the right to request certified cost or pricing data IAW DFARS 252.215-7008. In the event certified cost or pricing data is required, the Offeror may submit a written request for exception based on the applicable clauses contained herein.

L.6.5 All prices for this acquisition shall be stated in U.S. dollars, rounded and displayed to two decimal places.

L.6.6 Price proposals are assumed to represent the Offeror's best efforts. Any additional information considered necessary to explain the proposed pricing shall be submitted at the time of proposal submission.

L.6.7 All information relating to the proposed price, including all required supporting documentation, must be included in the section of the proposal designated as the Price Volume. Under no circumstances shall this information and documentation be included elsewhere in the proposal.

L.6.8 The Cost/Price Factor will be evaluated but not adjectively rated. The FAR requires that contracts be awarded at prices that are fair and reasonable. The KO is responsible for the determination of price reasonableness. Pricing will be evaluated using price analysis IAW FAR 15.404-1.