Solicitation Number FA226326Q0017
Section L

ADDENDUM
52.212-1 INSTRUCTIONS TO OFFERORS – COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES

1.0 General Instructions

(a) The offeror's proposal and unit to be evaluated must include all data and information requested by this ITO and must be submitted in accordance with these instructions. The offer shall be compliant with the requirements as stated in the Purchase Description (PD) (Section C). **Non-conformance with the instructions provided in this ITO *may* result in an unfavorable proposal evaluation.**

(b) The Contracting Officer (CO) has determined there is a high probability of adequate price competition in this acquisition. Upon examination of the initial offers, the contracting officer will review this determination and if, in the CO's opinion, adequate price competition exists no additional data will be requested. However, if at any time during this competition the CO determines that adequate price competition no longer exists; offerors may be required to submit cost data to the extent necessary for the contracting officer to determine the reasonableness and affordability of the price.

(c) The proposal shall be clear, concise, and shall include sufficient detail for effective evaluation and for substantiating the validity of stated claims. The proposal 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 proposal.

(d) The unit to be offered for evaluation and testing must be the exact unit proposed and must be a commercial item or commercially available off the shelf (COTS) in accordance with the definition in FAR Part 2. Items proposed shall be **new** units. **Reconditioned, remanufactured, or used items are not acceptable and shall not be proposed.** Units for evaluation shall be delivered to AFMETCAL no later than the proposal deadline listed in paragraph (f) of this section. Any units not chosen as part of the award shall be returned to the offeror. The offeror shall bear the cost of shipping and returning units to their facility. The Government shall not be liable for units damaged in transit or from damage due to normal wear and tear during evaluation. If the provided unit is damaged while in the government’s possession the offeror shall provide a detailed explanation of the required repairs and associated cost. The maximum the government will be liable for is sale cost of the item. There shall be no cost charged to evaluate the unit for damage. If the unit is incapable of repair (or repair will not make the item serviceable), the government will only be liable for the sale cost of the item. The government will not pay attorneys’ fees for this process.

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

(f) Offers (including both written proposal and unit submission) must be received no later than 04 September 2026 at 2:00 PM EDT. Written Proposals for this RFQ will be accepted by submission to DoD SAFE. Please note that the uploaded files must be timestamped by the offer due date and time. Receipt date and time for determining timely submission will be based upon date and time DoD SAFE shows the files were uploaded. Offerors bear the risk for receipt of submitted offers being untimely. Any offer (including both written proposal and unit submission) or modifications to the offer received after the exact time specified for receipt of offers/quotes may not be considered. **Written Offers submitted in forms other than through DoD SAFE are not permissible and will not be considered.** All responsible sources may submit an offer, which if received timely shall be considered by this agency.

The Government may take up to 45 days for the initial evaluation of proposals and acceptance testing on the proposed unit. Testing may take place at location other than at point of delivery. By submitting a proposed unit, you are authorizing AFMETCAL to transport the unit to another location for field testing.

(g) Instructions for DoD SAFE are as follows:

1. Send a request to Christine Patterson at christine.patterson.1@us.af.mil or Michael Hickey at michael.hickey.2@us.af.mil and request a DoD SAFE drop-off request code or email link. When requesting a request code or email link allow for a minimum of 24 hours for a response (48 hours if requested on a Friday, Saturday or Sunday). Once the contracting office processes your request, you will receive an email with a link to the DoD SAFE location where files can be dropped off. Copy and paste the email link into browser. Click "Drop-off" button. Enter the request code that was provided by the contracting office and click next. Then follow the onscreen instructions to upload and send the files. For complete instructions on sending files via DoD SAFE, please refer to https://safe.apps.mil/about.php.
2. Files shall be submitted in a format readable by Microsoft (MS) Word 2016 or newer, MS Excel 2016 or newer, MS PowerPoint 2016 or newer, or Adobe Portable Documentation Format (PDF). If submitting a PDF file, the Offeror shall create the file to enable textual search and copy functions. Macros or other embedded objects or features within files will be disabled as part of regular security precautions.
3. Uploaded files must be timestamped by the offer due date and time. Offerors shall allow sufficient time for receipt of electronic submissions by the due date and time. Offerors bear the risk for receipt of offers being untimely.

(h) The proposal shall be valid for 90 days from the RFQ closing date. The offeror shall make a clear statement in the proposal documentation volume that the proposal is valid through this date.

(i) In accordance with Revolutionary FAR Overhaul (RFO) Subpart 4.309 (Storage, Handling, and Contract Files), the Government will retain one copy of all unsuccessful proposals.

1.1 General Information

1.1.1 Point of Contact

The CO and Contract Specialist (CS) are the points of contact for this acquisition. Address any questions or concerns you may have to the CO and CS. Written requests for clarification may be sent to the CO and CS.

Contracting Officer's Name: Michael Hickey
Email address: michael.hickey.2@us.af.mil

Contract Specialist Name: Christine Patterson
Email Address: christine.patterson.1@us.af.mil

1.1.2 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 proposal, as received, without discussion. This reservation includes matters of additional or substitute pages of the initial proposal.

1.1.3 Electronic Reference Documents

All referenced documents for this solicitation are available on the System for Award Management (SAM) website at https://www.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.

1.1.4 Funding

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 any Offeror for any costs incurred in responding to this solicitation.

1.2 Organization/Number of Copies/Page Limits

The offeror shall prepare the proposal as set forth in the Proposal Organization Table (Table 1.2 below). The titles and contents of the volumes shall be as defined in this table, all of which shall be within the required page limits and with the number of copies as specified in Table 1.2. The attachments listed in the table shall be separately identified. The contents of each proposal volume are described in the ITO paragraph as noted in the table below:

Table 1.2 - Proposal Organization

VOLUME	ITO Paragraph Number	VOLUME TITLE	COPIES	PAGE LIMIT
I	2.0	Technical	1 Electronic Copy	40(Excluding technical manuals if submitted)
II	3.0	Proposal Documentation	1 Electronic Copy	N/A

1.2.1 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 proposal and excess paper copies will be returned to the offeror as soon as practicable. Page limitations may be placed on responses to Evaluation Notices (ENs). The specified page limits for EN responses will be identified in the letters forwarding the ENs to the offerors.

1.2.1.1 Page Size and Format

A page is defined as each face of a sheet of paper containing information. When both sides of a sheet display printed material, it shall be counted as two pages. Page size shall be 8.5 x 11 inches, not including foldouts. Except for the reproduced sections of the solicitation document, the text size shall be no less than 12point. Tracking, kerning, and leading values shall not be changed from the default values of the word processing or page layout software. Use at least 1 inch margins on the top and bottom and ¾-inch side margins. Pages shall be numbered sequentially by volume. These page size and format restrictions shall apply to both electronic and hard copy proposals.

1.2.2 Pricing Related Data

All pricing information shall be addressed in the Proposal Documentation volume, in Supplies or Services and Prices/Cost Section of the Schedule of the RFQ. Information shall be limited to Contract Line Item Number (CLIN) or SubCLIN, or level pricing, including unit and extended pricing, as specified in Section B of the RFQ. Offerors shall also complete Total Evaluated Price (TEP) worksheet (Attachment 6). This worksheet will be used to calculate your proposals TEP.

1.3 Electronic Submission of Proposal

The offeror shall submit all proposal information in electronic format via DoD Safe, https://safe.apps.mil/. Emailed proposals will not be accepted. Offers submitted in forms other than through DoD SAFE are not permissible and will not be considered.

1.4 Unit Submission Address

Units shall be addressed to the CS and mailed to:

AFMETCAL/ROMK
813 Irving-Wick Drive W.
The Horton Building
Heath, OH 43056
ATTN: Christine Patterson
RFQ: FA226326Q0017

1.5 Timeliness

Offerors are required to submit proposals (including both written proposal and unit submission) before the proposal deadline listed in Section 1.0(f) of the ITO. Any electronic copy or unit that is received at the designated Government office after the exact time specified for receipt of proposals is “late” and will not be considered unless the CO determines that accepting the late offer would not unduly delay the acquisition.

1.6 RFQ Amendments

If this RFQ is amended, all terms and conditions, which are not amended, will remain unchanged and in full force and effect. Offerors shall acknowledge receipt of any amendment and provide confirmation upon submission of the Offeror’s proposal.

1.7 Proposal Revisions

If the Offeror submits proposal revisions, any changed pages that are submitted shall be a different color than the original proposal pages and shall have changed information clearly marked by a vertical line in the left margin of the page identifying the changed content. The date of the revision and revision number shall be reflected on each changed page (preferably on, or next to, the vertical change line). The Offeror shall make spreadsheet revisions obvious by identifying cells that changed. The Offeror shall also provide a tracking list of all changes with references to the volume, page, and paragraph number, which will not be part of the page count. Offerors shall also clearly identify in the summary of changes any revisions, which are material in nature.

1.8 DoD Rated Order

This will be a DO-A70 rated order. All prime contracts, subcontracts, or purchase orders in support of an authorized program are given a priority rating. A DX rating is assigned to those programs of the highest national priority. Per DoD 4400.1-M, the Under Secretary of Defense for AT&L approves DO rated orders and nominates to the Secretary of Defense for approval of DX rated orders. An unrated order is a commercial order or a DoD order that is not ratable. A DX rating takes priority over a DO rating, which takes priority over an unrated order. Rated programs are also given a program identifier symbol. A-70, Electronics and Communication Equipment, is the program identifier symbol for this acquisition. The program identifier symbol does not, by itself, indicate any priority.

2.0 Volume I - Technical Volume

2.1 Format and Specific Content

The Technical Volume should be specific and complete. Legibility, clarity, and coherence are very important. Your responses for the Technical Volume will be evaluated against the Technical Factor defined in Addendum 52.212-2 Evaluation- Commercial Products and Commercial Services (Attachment 5). The Technical Volume shall include a written response, with sufficient supporting technical literature, to support each paragraph of the Purchase Description (Attachment 1) that cannot be determined from evaluation of proposed unit. Provide as specifically as possible the actual methodology you would use for accomplishing/satisfying the paragraph in the Purchase Description. Do not merely reiterate the objectives or reformulate the requirements specified in the solicitation. Where the technical literature demonstrates that the proposed unit meets the requirement of a specific purchase description paragraph, you may reference that page and paragraph of the technical literature in your technical proposal response in lieu of restating it.

All the requirements specified in the solicitation are mandatory. By your proposal 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 proposal.

3.0 Volume II – Proposal Documentation

3.1 Solicitation/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 proposal shall be signed by an Authorized Offeror Personnel and include Sections B through K.

3.1.1 Section B - Supplies or Services and Prices
Completed pricing information in Supplies or Services and Prices/Cost Section (Pages 3 through 4) of the solicitation.

3.1.2 Section I - Contract Clauses
Completed clauses incorporated in full text of the solicitation.

3.1.3 Section K - Representations, Certifications, and other Statements of Offerors
Completed representations, certifications, acknowledgments, and statements. In addition, completed copy of Online Representations and Certifications shall be provided. This can be accomplished by registering in the System for Award Management (SAM) at https://www.sam.gov and completing the Online Representations and Certifications. All prospective awardees are required to register at SAM and to maintain an active registration during the like of the contract.

3.2 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 Table 3.2.

Table 3.2 - Solicitation Exceptions

Solicitation Document	***Page/ Paragraph***	***Requirement/ Portion***	***Rationale***
PD, Model Contract, ITO, etc.	*Applicable Page and Paragraph Numbers*	*Identify the requirement or portion to which exception is taken*	*Describe why the requirement can/will not be met*

3.3 Other Information Required

3.3.1 Authorized Offeror Personnel
Provide the name, title, and telephone number of the company/division point of contact regarding decisions made with respect to your proposal and who can obligate your company contractually. Also, identify those individuals authorized to negotiate with the Government.

3.3.2 Company/Division Address, Identifying Codes, and Applicable Designations
Provide company/division's street address, county and facility code; CAGE code; DUNS code; TIN; size

of business (large or small); and labor surplus area designation. This same information must be provided if the work for this contract will be performed at any other location(s).

3.4 Pricing

3.4.1 Price Reasonableness

The Government will review the pricing submissions for reasonableness, completeness, and compliance with Addendum INSTRUCTIONS TO OFFERORS – COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES of the solicitation. Additionally, unbalanced pricing poses an unacceptable risk to the Government and may be a reason to reject an offeror's proposal. Offers should be sufficiently detailed to demonstrate their reasonableness and balance. The burden of proof for credibility of proposed prices rests with the offeror.

3.4.2 Price Data

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

3.4.3 Cost or Pricing Data Requirements

Data other than certified cost or pricing data may be required to support a determination of price reasonableness. If, after receipt of proposals, the CO determines that there is insufficient data available to determine price reasonableness the offeror shall be required to submit additional cost or pricing data.