# SECTION L INSTRUCTIONS TO OFFERORS

# FOR

# MULTIPLE AWARD CONSTRUCTION CONTRACT (MACC)

# REQUEST FOR PROPOSAL FA8137-26-R-0040

# AIR FORCE SUSTAINMENT CENTER

**05 August 2026**

## 1. GENERAL INSTRUCTIONS

The Government plans to award a multiple award indefinite delivery/indefinite quantity (ID/IQ) contract utilizing Highest Technically Rated offerors (HTRO) Minimum Technical Threshold Rating (MTTR) approach. This contract is for general construction services to accomplish a broad range of sustainment, maintenance, repair, alteration/renovation, improvement of buildings, structures, highways and real property. This is a Highest Technically Rated Offerors (HTRO) with Minimum Technical Threshold Rating (MTTR) source selection and is conducted in accordance with Revolutionary FAR Overhaul (RFO) 15.2, as supplemented. The Government anticipates awarding two separate pools, one small business and one full and open. Any small business offeror who wishes to participate in both the small business and the full and open pool must provide a complete proposal for each pool.

**1.1** **Proposal Compliance.** To ensure timely and equitable evaluation of proposals, the Offeror's proposal shall include all data and information requested by these Instructions to Offerors and shall be submitted in accordance with these instructions. The proposal shall be compliant with the requirements as stated in the solicitation for the Indefinite Delivery Indefinite Quantity (IDIQ) Contract, and all other parts of this solicitation. Offerors must clearly identify any exception to the solicitation terms and conditions and provide complete accompanying rationale. Non-conformance with the instructions provided may result in an unfavorable proposal evaluation, or rejection of an Offeror's proposal, rendering it ineligible for award.

**1.2** **Proposal Clarity.** The proposal shall be clear, concise, and shall include sufficient detail for effective evaluation and for substantiating the validity of the claimed points on the Self-Scoring Matrix (Appendix C and/or D to Section L, Self-Scoring Matrix). Offerors shall assume that the Government has no prior knowledge of their experience and will base its evaluation on the information presented in the Offeror's proposal. Offerors shall not submit elaborate brochures or documentation, detailed artwork, or other embellishments.

**1.3** **RFP Discrepancies/Ambiguities.** If an Offeror believes that any portion of this solicitation contains a perceived error, omission, or is otherwise unclear, the Offeror shall immediately contact the Procuring Contracting Officer (PCO) and Contract Specialist via e-mail, clearly describing the portion of the solicitation in question and the impact the discrepancy or ambiguity has on the Offeror's ability to prepare its proposal.

**1.4** **Point of Contact.** The Procuring Contracting Officer (PCO) is the **sole** Government point of contact for this acquisition. Offerors shall address any questions and concerns to the PCO. The Government is not obligated to answer any questions that are submitted after the deadline. Written requests for clarification and questions shall be sent to the PCO, Capt David Logue at david.logue.1@us.af.mil **and** to the contract specialists, 1st Lt Hailie Reyes at hailie.reyes@us.af.mil **and** SrA Dorothy Inoa at dorothy.inoa@us.af.mil **and** AFSC.PZIOC.MACCworkflow@us.af.mil.

**1.5** **Exchanges.** All exchanges of source selection information between the Government and the Offerors will be controlled by the PCO. Source selection information will be transmitted to Offerors electronically, via

email. If transmitted via email, the transmission shall be sent and received encrypted and must include "Source Selection Information – See RFO 2.101 & 3.104" in the Subject line.

**1.6 Electronic Reference Documents.** All referenced documents for this solicitation can be found through the solicitation announcement at SAM.gov, the authoritative source for Government Contract Opportunities. Offerors are encouraged to subscribe for real-time email notifications for when information has been posted to the website for this solicitation. The Offeror may contact the PCO if it is unable to locate any of the referenced material.

**1.7 Proposal Records.** In accordance with RFO Subpart 4.309 (Storage, handling, and contract files), the Government will retain one copy of each Offeror's proposal.

**1.8 Debriefings.** The PCO will promptly notify offerors of any decision to exclude them from the competitive range, whereupon the offeror may request and receive a debriefing in accordance with RFO 15.206-2. Offerors excluded from the competitive range may request a pre-award debriefing or they may choose to wait until after the source selection decision to request a post-award debriefing. However, offerors excluded from the competitive range are entitled to no more than one debriefing for each proposal. The PCO will notify unsuccessful offerors in accordance with RFO 15.207-2. Upon such notification, unsuccessful offerors may request and receive a debriefing. Offerors desiring a debriefing must make their request in accordance with the requirements of RFO 15.206-2 or RFO 15.301, as applicable.

**1.9 Page Format**

**1.9.1 Page Limitations.** Page limitations are specified in Table 1 – Proposal Organization. Page limitations shall be treated as maximums. If exceeded, the Government will not read or consider the excess pages in the evaluation of the proposal. Each page shall be counted except the following: cover pages; table of contents and indexes; list of figures, or drawings; tabs; blank pages; glossaries; cross reference matrices; and document revision history tracking records. Pages that do not count towards the page limitation shall be numbered in a manner that clearly identifies the page as a page that does not count toward the page limitation. The Government may place page limitations on responses to Evaluation Notices (EN), if ENs are determined necessary.

**1.9.2 Page Size and Format General Page Instructions.** A page is defined as each face of a sheet of paper containing information. Page size shall be 8.5 x 11 inches or A4 sized unless stated otherwise within this document. Pages shall be single spaced, and the text size shall be no less than 11-point Times New Roman or Arial Font unless stated otherwise within this document. Offerors shall use at least 1-inch margins on the top and bottom and ¾-inch side margins unless stated otherwise within this document. Where Government templates are utilized (Work Sample Cover Sheet, etc.) Offerors shall keep margins, page sizes, and page orientation identified in the template. Pages shall be numbered sequentially by volume, with each volume starting at page one. These page size and format restrictions shall apply to responses to ENs if exchanges with Offerors are determined necessary.

**1.9.2.1 Table and Chart Instructions.** Legible tables and charts may be used. These displays shall be uncomplicated, legible, and shall not exceed 8.5 x 11 inches or A4 in size. The

11 x 17 or A3 size may only be used for large tables and charts; they shall not be used for pages of text. For tables and charts, the text shall be no less than 10-point Times New Roman Font, and margins shall be no less than ½ inch on all sides unless stated otherwise within this document. An 11 x 17 inch or A3 sized page, as authorized under this section, will count as one page.

**1.9.3** **Submission Format.** Offerors are responsible for submitting proposals, and any modifications or revisions, so as to reach the PCO by **1600 Central Standard Time (CST) on 11 SEPTEMBER 2026.** The Offeror shall submit each volume in electronic format via the Procurement Integrated Enterprise Environment (PIEE) Solicitation module, IAW the module instructions no later than the time and date identified in Block 13a of the SF 1442. Additional instructions regarding the use of the PIIE Solicitation module following this paragraph. The proposal shall be submitted in a format readable by MS Office Word, MS Office Excel, or Adobe PDF. Offerors shall clearly identify each volume. Document file names shall follow this naming convention: "MACC FA813726R0040" (Offeror name) Volume # Title.

In the PIEE Solicitation module, the Offeror must establish a "Proposal Manager account" in sufficient time to access documents and submit offerors. For instructions on how to post an offeror, please refer to the Posting Offer demo: https://pieetraining.eb.mil/wbt/sol/Posting_Offer.pdf. Offerors will utilize PIEE and will not rely on any other electronic transmission (including transmission by electronic e-mail). Proposals sent through proprietary or third-party File Transfer Protocol (FTP) sites or DoD SAFE will not be retrieved. No hard copies of proposals will be accepted (hand delivered or traditional mail).

In the PIEE Solicitation module, Offerors are strongly encouraged to plan accordingly, submit proposals well in advance of the dedicated submission deadline, and ensure affirmative receipt of proposals. After successfully submitting the offer, a "success" message of the submission will be displayed in the Solicitation module and the offeror display will collapse. The "message of submission", a red lined box, will be your confirmation and should state: "The offer was submitted on <date> <time/local time zone> (<date> </time/UTC>) by Proposal Manager. Please print this page and maintain for your records." It is the Offeror's responsibility to retain a copy of this confirmation. The Solicitation module automatically tracks the date and time of all submissions. All proposals received after the exact time specified for receipt shall be treated as late submissions and will not be accepted by the Government, subject to provisions of RFO 15.107.

All referenced documents for this solicitation can be found on the PIEE Solicitation module at https://piee.eb.mil/. All Offerors can view solicitations in the Solicitation module by selecting "SOLICITATION SEARCH" in the Award section or "Solicitation Search" under the SUPPORT section at the bottom of the page. Search FA813726R0040 postings. The SAM.gov website will reference back to this module.

The Solicitation module is a vendor portal for solicitation within the PIEE platform to automate and secure the process for capturing solicitations, attachments, and responses from industry. The Solicitation module allows Offerors to retrieve and respond to solicitations and communicate directly with Solicitation Managers in a secure environment. Offerors must register in PIEE and

submit a request for the Proposal Manager role. Training resources are found below (there are additional resources available online as well).

Vendor Registration:
https://pieetraining.eb.mil/wbt/xhtml/wbt/portal/overview/vendorRegistration.xhtml.

PIEE Solicitation Web Based Training

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

It is the Offerors responsibility to be fully knowledgeable and capable regarding PIEE. Offerors must not rely on the Government to assist Offerors in understanding how to use PIEE to transmit proposals within PIEE. Offerors must familiarize themselves, far in advance of the proposal submission deadline, with the system: both for retrieving information and to enable them to submit their offers in a timely manner. Offerors are responsible for ensuring electronic copies are virus-free and shall run an anti-virus scan before submission. It is the offeror's responsibility to plan far ahead of the proposal submission deadline, anticipating potential PIEE connectivity delays.

Proposals shall be submitted IAW the instructions herein.

Offerors are cautioned to strictly comply with all instructions within this solicitation to ensure submission of a complete proposal. Failure to furnish a complete proposal at the time of proposal submission may result in an unacceptable proposal that the Government eliminates from consideration for award. The Government will not accept any changes to an Offeror' proposal(s) after the closing date of this solicitation (see RFO 15.107 for further information regarding late proposals). Any proposal information submitted after the time frame will be considered late and will not be accepted (see 52.215-1(c)(3)(ii)).

Please provide any feedback on the use of PIEE to the PCO 14 days prior to proposal submission.

**1.10** **Proposal Markings.** Proposals shall be marked in accordance with RFO 52.215-1(e), Restriction on Disclosure and Use of Data, and RFO 3.104-4, Disclosure, Protection, and Marking of Contractor Bid or Proposal Information and Source Selection Information. Offerors shall not include proprietary markings on attachments and documents that will become a part of the contract.

**1.11** **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 no cross referencing to other volumes of the proposal. Information required for proposal evaluation which is not found in its designated volume and/or section will be assumed to have been omitted from the proposal.

**1.12** **Table of Contents.** Each volume shall contain a detailed table of contents to delineate the subparagraphs within that volume. However, a table of contents incorporating the details of Work Sample pages already

outlined in Appendix E and/or Appendix F to Section L, Cross-Reference Matrix is not required. Tables of contents do not count against the page limitations for their respective volumes.

**1.13 Glossary of Abbreviations and Acronyms.** Each volume shall contain a glossary of all abbreviations and acronyms used, and with an explanation for each. Glossaries do not count against the page limitations for their respective volumes.

**1.14 Teaming Arrangements.** Offerors submitting a proposal as the prime offeror in response to this solicitation are permitted to submit a separate proposal under which they would be a Subcontractor, or Joint Venture to another prime contractor. Subcontractors are permitted to support multiple prime contractors. The government only accepts proposals from the prime contractor.

**1.15 Ordering Procedures.** The Government intends to issue multiple-award indefinite-delivery, indefinite-quantity contracts. The Post-Award Conference Task Order will fulfill the minimum order requirement. Future ordering against MACC will be conducted in accordance with RFO 16.507.

**1.16 Appendices to Section L.** The following documents are appended to Section L of this solicitation:

A. Corporate Relationships and Structures
B. Work Sample Cover Sheet
C. Small Business Self- Scoring Matrix
D. Full and Open Self- Scoring Matrix
E. Small Business Cross- Reference Matrix
F. Full and Open Cross- Reference Matrix

## 2. PROPOSAL INSTRUCTIONS

**2.1 Proposal Due Date.** Proposals must be completed and received prior to the time specified in Block 13 of the SF 1442. Proposals received after this time will be considered late. Late proposals will be processed IAW RFO 52.215-1(c), Submission, modification, revision, and withdrawal of proposals. Hand delivered proposals will not be accepted.

**2.2 Proposal Organization.** For Offerors desiring to compete in the Small Business Pool, the Offeror shall prepare the proposal as set forth in Table 1, Small Business Pool Proposal Organization. The volume folders and section files shall be as defined in this table, all of which shall be within the required page limits specified in Table 1. For Offerors desiring to compete in the Full and Open Pool, the Offeror shall prepare the proposal as set forth in Table 2, Full and Open Pool Proposal Organization. If an Offeror wishes to compete for both the Small Business Pool and the Full and Open Pool, two complete and separate proposals prepared using Table 1 for the Small Business Pool Proposal and Table 2 for the Full and Open Pool Proposal must be submitted.

| Table 1 – Small Business Pool Proposal Organization | | | |
|---|---|---|---|
| Para | Proposal Section Title | | Page Limit |
| **Volume I - Executive Summary** | | | |
| *File names: CompanyName_MACC_Vol1_ExecSum.pdf* | | | |
| 1.13 | Table of Contents and Glossary of Abbreviations and Acronyms | | No Limit |
| 3.2 | Company Information/Cover Letter | | 2 |
| 3.3 | Authorized Offeror Personnel | | 1 |
| 3.4 | Corporate Relationships and Structures<br>File Name: CompanyName_MACC_Vol1_Team_Structure.pdf | Appendix A | No Limit |
| 3.5 | Financial Responsibility Information | | No Limit |
| 3.6 | Organizational Conflict of Interest | | 10 |
| 3.7 | Organizational Structure Change History | | 1 |
| **Volume II – Technical Experience** | | | |
| 1.13 | Table of Contents and Glossary of Abbreviations and Acronyms | | No Limit |
| 4.2 | Work Sample Cover Sheet | Appendix B | 3/sample |
| 4.3 | Work Samples<br>*File Name: CompanyName_MACC_Vol2_WS1.pdf, WS2.pdf, etc.* | | 30 pages/per Work Sample |
| 4.4 | Self-Scoring Matrix<br>*File Name: CompanyName_MACC_Vol2_Self-Scoring_Matrix.xlxs* | Appendix C | 3 |
| 4.5 | Cross-Reference Matrix<br>*File Name: CompanyName_MACC_Vol2_Cross_Reference_Matrix.xlxs* | Appendix E | No Limit |
| 5.3 | Certifications<br>*File Name: CompanyName_MACC_Vol2_Certifications.pdf* | | 2/position |
| 5.4 | Staffing<br>*File Name: CompanyName_MACC_Vol2_Staffing.pdf* | | 3/position |
| **Volume III - Contract Documentation** | | | |
| *File name: CompanyName_MACC_Vol3_ContractDocumentation.pdf* | | | |
| 1.13 | Table of Contents and Glossary of Abbreviations and Acronyms | | No Limit |
| 6.2 | IDIQ Solicitation/Contract Form | | No Limit |
| 6.3 | Provisions and Clauses Fill-ins | | No Limit |
| 6.4 | Section K | | No Limit |
| 6.5 | Standard Form (SF) 30 (Amendments) | | No Limit |

| Table 2 – Full and Open Pool Proposal Organization | | | |
|---|---|---|---|
| Para | Proposal Section Title | | Page Limit |
| **Volume I - Executive Summary** | | | |
| *File names: CompanyName_MACC_Vol1_ExecSum.pdf* | | | |
| 1.13 | Table of Contents and Glossary of Abbreviations and Acronyms | | No Limit |
| 3.2 | Company Information/Cover Letter | | 2 |
| 3.3 | Authorized Offeror Personnel | | 1 |
| 3.4 | Corporate Relationships and Structures<br>File Name: CompanyName_MACC_Vol1_Team_Structure.pdf | Appendix A | No Limit |
| 3.5 | Financial Responsibility Information | | No Limit |
| 3.6 | Organizational Conflict of Interest | | 10 |
| 3.7 | Organizational Structure Change History | | 1 |
| **Volume II – Technical Experience** | | | |
| 1.13 | Table of Contents and Glossary of Abbreviations and Acronyms | | No Limit |
| 4.2 | Work Sample Cover Sheet | Appendix B | 3/sample |
| 4.3 | Work Samples<br>*File Name: CompanyName_MACC_Vol2_WS1.pdf, WS2.pdf, etc.* | | 30 Pages per Work Sample |
| 4.4 | Self-Scoring Matrix<br>*File Name: CompanyName_MACC_Vol2_Self-Scoring_Matrix.xlxs* | Appendix D | 3 |
| 4.5 | Cross-Reference Matrix<br>*File Name: CompanyName_MACC_Vol2_Cross_Reference_Matrix.xlxs* | Appendix F | No Limit |
| 5.3 | Certifications<br>*File Name: CompanyName_MACC_Vol2_Certifications.pdf* | | 2/position |
| 5.4 | Staffing<br>*File Name: CompanyName_MACC_Vol2_Staffing.pdf* | | 3/position |
| **Volume III - Contract Documentation** | | | |
| *File name: CompanyName_MACC_Vol3_ContractDocumentation.pdf* | | | |
| 1.13 | Table of Contents and Glossary of Abbreviations and Acronyms | | No Limit |
| 6.2 | IDIQ Solicitation/Contract Form | | No Limit |
| 6.3 | Provisions and Clauses Fill-ins | | No Limit |
| 6.4 | Section K | | No Limit |
| 6.5 | Standard Form (SF) 30 (Amendments) | | No Limit |

## 3.0 VOLUME I - EXECUTIVE SUMMARY

**3.1 Organization.** This volume shall be organized according to Table 1 for the Small Business Pool and Table 2 for the Full and Open Pool

**3.2 Offeror Company Information/Cover Letter.** The Offeror shall provide a Cover Letter with the following company information: Name, Address, Cage Code, Unique Entity Identification Number (UEI), System for Award Management (SAM.gov) registration date, proposal validity statement, and Contracting and Technical POCs (name, email address, and phone number). The proposal validity statement shall be valid for 365 calendar days from the proposal due date. The Offeror shall be registered in SAM.gov at the time of proposal submission, through contract award and for the duration of the acquisition.

**3.3 Authorized Offeror Personnel.** The Offeror shall provide the name, title, email address and telephone number of the company/division POC regarding decisions made with respect to its proposal and who can obligate the company contractually. Also, the Offeror shall identify those individuals authorized to negotiate with the Government.

**3.4 Corporate Relationships and Structures.** The Offeror shall identify the structure it will use to meet Government requirements in Appendix A to Section L, Corporate Relationships and Structures. The Offeror shall:

1) Identify each team member's company name, address, CAGE code, and UEI number;

2) Identify the team member's relationship with the Prime Offeror, this includes parent, affiliated, or subsidiary companies, and Joint Ventures. Subcontracting relationships will not be accepted;

3) Identify the applicable work sample numbers;

4) Attach all required documentation listed in 5 – 7 of this paragraph to *Appendix A to Section L, Corporate Relationships and Structures*;

5) If Joint Venture:

   a. Provide a signed Joint Venture contract between each team member

      AND

   b. Be registered in SAM as a Joint Venture by time of award;

6) If parent, affiliated, or subsidiary company;

   a. Provide document to verify the legal status, management structure, and relationships;

      AND

   b. Provide narrative describing how workforce, resources, and assets will be utilized by the Offeror to meet the Government requirements;

7) If prior Joint Venture:

a. Provide documentation of prior Joint Venture to include dates Joint Venture was in effect.

**3.5** **Financial Responsibility Information.** To assist the PCO in making the responsibility determination prior to contract award in accordance with RFO 9.104-1, the Offeror shall provide a written statement explaining the Offeror's ability to obtain required resources to perform the contract requirements. The Offeror shall also provide evidence to support the explanation.

**3.6** **Organizational Conflict of Interest.** Offerors shall submit an assessment of potential or actual Organizational Conflict of Interest (OCI) issues, if any, as related to this contract vehicle and future work. Initial notification shall be made to the PCO as soon as OCI issues become known. OCI issues include, but are not limited to, the inability to render impartial assistance or advice to the Government, the inability to objectively perform contract work, or the unfair competitive advantage created by current or previous contractual efforts with the Government. If an actual or potential OCI exists, the Offeror shall submit a mitigation plan with the proposal. The Contracting Officer will review the submitted mitigation plan and make a determination as to whether the plan adequately resolves the issues and provides adequate protection to both the Offeror and the Government. Submission of mitigation plans are only required if the Offeror is aware of potential or actual OCI issues related to this procurement. If the Offeror believes no potential or actual OCI issues exist, this shall be so stated.

**3.7** **Organizational Structure Change History.** Many companies have acquired, been acquired by, or otherwise merged with other companies, and/or reorganized their divisions, business groups, subsidiary companies, etc. In many cases, these changes have taken place during the performance of relevant past efforts or between conclusion of recent past efforts and this source selection. To facilitate the Government's evaluation, Offerors shall submit a narrative and/or visual "roadmap" describing all such changes if it is necessary to clarify the contents of the proposals.

## 4.0 VOLUME II – TECHNICAL EXPERIENCE

**4.1** **General.** The Highest Technically Rated Offerors (HTRO) with a Minimum Technical Threshold Rating (MTTR) Proposal Volume shall be specific and complete. Legibility, clarity, brevity, and coherence are important. The Offeror's proposal will be evaluated IAW Section M, paragraph 3, using Appendix C to Section L, Self-Scoring Matrix for Small Business Pool proposals and Appendix D to Section L, Self-Scoring Matrix for Full and Open Pool proposals. If an Offeror wishes to compete in both pools a complete proposal IAW Table 1 shall be required for the Small Business Pool and a complete proposal IAW Table 2 for the Full and Open Pool shall be submitted. Two complete and separate proposals are required if an Offeror wishes to compete for both pools. The Offeror shall only provide relevant pages of documents used to validate Offeror HTRO MTTR Self-Scores. Using the instructions provided below, the Offeror shall provide, as specifically as possible, the actual evidence used to substantiate the Offeror's HTRO score. All the requirements specified in the solicitation are mandatory. By submitting a proposal, the Offeror represents that it will perform all the requirements specified in the solicitation.

**4.2** **Work Sample Cover Sheet.** Offerors shall complete a Work Sample Cover Sheet (Appendix B to Section L, Work Sample Cover Sheet) for each work sample submitted. Offerors shall follow the instructions provided within Appendix B to Section L, Work Sample Cover Sheet.

## 4.3 Work Samples

**4.3.1** Work samples will be utilized to evaluate relevant construction experience (Section 1 of Appendix C to Section L, Self-Scoring Matrix for Small Business Pool proposals and Appendix D to Section L, Self-Scoring Matrix for Full and Open Pool proposals). The Offeror shall submit work samples (contracts/orders) which demonstrate technical experience across the four categories in Section 1. A maximum of 10 total work samples can be submitted for Category 1, with at least one (1) work sample provided for each specified threshold. These work samples shall be used for subsequent categories. Only work samples that were provided for Category 1 will be reviewed for other categories in Section 1.

**4.3.2** Future performance periods on an existing contract do not demonstrate technical experience and shall not be utilized as work samples, nor should they be factored into the total point value of a submitted sample.

**4.3.3** An acceptable work sample is defined as either a non-IDIQ contract, or a task order under an IDIQ contract (RFO 16.501-1), on which the Offeror performed for at least six months, the project was awarded on or after 1 May 2021 and the project is at least 80% complete as of the date of the RFP. A Multiple Award IDIQ or a Single Award IDIQ contract by itself is not an acceptable work sample. An Offeror must use data in which the Offeror was Prime Contractor. Any number of Subcontractors may have been utilized to execute the project within a given work sample. Parent, affiliate, and subsidiary organizations as well as Joint Venture contracts may utilize data from any company within the organizational structure for work sample submissions as long as:

1) The company was performing as the Prime Contractor on the work sample,

2) The Offeror provides at least five (5) of the total work samples, AND

3) The requirements set forth in paragraph 3.4 are met.

**4.3.4** The work samples shall consist of:

1) Work sample cover sheet (Appendix B to Section L, Work Sample Cover Sheet);

2) Official contract documentation including, but not limited to, Statement of Objectives, Statements of Work, Schedules, listing of trades, Subcontracts, Invoices, and Contract Standard Form (limited to Contract Sections A, B, C, F and H; showing front page and references, brief description of scope, overall price, and period of performance);

3) Company generated documentation when accompanied by a Statement of Facts signed by the cognizant Government Contracting Officer or COR to confirm missing information, should contractual documents not carry all of the information necessary to substantiate the Offeror's scores; Offerors need not supply a Statement of Fact if the company generated documentation adequately substantiates the Offeror's claimed points. Offerors may choose to use a Statement of Facts for any category in order to substantiate claimed points;

AND

4) The signed cover page associated with the contract or order. Work samples shall

include sufficient information to substantiate all points claimed on the Self-Score Matrix (Appendix C to Section L, Self-Scoring Matrix for Small Business Pool proposals and Appendix D to Section L, Self-Scoring Matrix for Full and Open Pool proposals).

**4.3.5** Work samples shall be provided in their original format. Offerors shall assign each work sample an identifier (e.g., WS1-WS10). All pages of all work samples shall be numbered. The original pagination of each document shall be retained. If the original documentation within a work sample is not numbered, Offerors shall add page numbers. Font, text size, and margin requirements established in sections 1.9 do not apply to work sample submissions. Work samples shall be in English. If more than one document is provided as part of a work sample, the documents shall be combined as one file and numbered accordingly. Offerors shall include all documentation for a given work sample in a single PDF file and add to each page a unique WS identifier and page number in the margin (e.g. WS2 pg1). This will ensure that Government evaluators, with the aid of the Cross Reference Matrix (Appendix E to Section L, Cross Reference Matrix for Small Business Pool proposals and Appendix F to Section L, Cross Reference Matrix for Full and Open Pool proposals), can find all documentation quickly and efficiently, and limit confusion due to multiple page numbers (page 1 of an SF33, page 1 of the SOW, etc.).

**4.3.6** The Government understands the need to protect personally identifiable information (PII). Offerors may redact PII from substantiating documents. If the Offeror redacts PII, they shall include an employee identifier such as WS1E3 (e.g. Work Sample One, Employee 3).

**4.4** **Self-Scoring Matrix.** The Offeror shall complete Appendix C to Section L, Self-Scoring Matrix for Small Business Pool proposals and Appendix D to Section L, Self-Scoring Matrix for Full and Open Pool proposals. Offerors shall enter their scores in Column C, Offeror's Self Score, as whole numbers, "Yes," or "No." Do not enter formulas in Column C. Column E, Total Across, and Rows 32, 72, 83, 120 and 121 (Attachment 3c) or Rows 31, 71, 90, 127 and 128 (Attachment 3d) will auto-calculate. Offerors SHALL NOT alter the formulas in the spreadsheet. If errors are discovered in the spreadsheet, the Offeror shall contact the Contracting Officer. Self- rated scores shall be verifiable using their associated work samples.

**4.5** **Cross-Reference Matrix.**

**4.5.1** Offerors shall enter information that links their self-scores to the substantiating information included in their proposal in Appendix E to Section L, Cross-Reference Matrix for Small Business Pool proposals and Appendix F to Section L, Cross-Reference Matrix for Full and Open Pool proposal. A Cross-Reference Matrix is required for each self-scoring matrix. If an offeror wishes to compete for both the Small Business and the Full and Open Pool, they must provide a complete proposal package for both the Small Business and the Full and Open Pool. The Offeror must submit a separate Self-Scoring Matrix for both the Small Business and the Full and Open pool, and a corresponding Cross- Reference Matrix is for each Self-Scoring Matrix. The Cross- Reference Matrix includes a sample response in row 7 demonstrating which information should be included in which column. Offerors should add rows as necessary for

each work sample. The Offeror shall use Column C, Offeror's Self Score, to list its final raw score for each section. The Government has included a list of sample documents within the Note in Cell D7; the Offeror is not limited to this list of documents. The Offeror shall include a work sample identifier (e.g., WS1-WS14) within Column E. The Offeror shall identify the type of document provided as a work sample and shall include document title, page(s), paragraph(s), table number(s) (if applicable), and block(s) (if applicable) within Column F as concisely as possible. The Offerors shall identify the contact information for the relevant Government POC in Column G, if necessary. The Offeror may add rows within a single category if more than one work sample is referenced. Multiple references may be included in a single row if:

1) Multiple references related to the same work sample are necessary to substantiate the Offeror's claimed points;

OR

2) The Offeror uses the data of a subsidiary or legal entity as a prime contractor work sample. If the Offeror uses the data of a subsidiary or legal entity as a prime contractor work sample, the Offeror shall include a reference to the objective evidence which demonstrates that it is a legal entity of the parent corporation.

**4.5.2.** Offerors are encouraged to verify the accuracy of each reference.

**4.5.3.** The Offeror shall assume that the Government has no prior knowledge of its capabilities and experience. Therefore, the Offeror shall include in Column I any clarifying facts necessary to improve the Government's understanding and further substantiate the Offeror's claimed points.

## 5.0 EVALUATION CATEGORIES CRITERIA

## 5.1 FACTOR: TECHNICAL EXPERIENCE SMALL BUSINESS POOL

### 5.1.1 Section 1, Categories 1-4: RELEVANT CONSTRUCTION EXPERIENCE

#### 5.1.1.1 Category 1: Commercial, Industrial & Residential Bldg. Multi Trade

**5.1.1.1.1 Category 1: Commercial, Industrial & Residential Bldg. Thresholds.** The Offeror shall submit work samples and rate itself based on the value of submitted multiple trade projects. The value of a multiple trade project is considered to be the total value of a single, complete, stand- alone project, performed as a Task Order or similar contract. A MACC or IDIQ is not a multiple trade project. The Offeror shall provide the Contract and SOW within the work sample, as well as information supporting the definition of Multiple Trades (specification Table of Contents, billing, list of BLS occupations, etc.) Multiple Trade is defined as:

1) Having work governed by more than one Unified Facilities Code (UFC) and the corresponding International Code Council (UCC) model codes and/or standards (i.e. National Fire Protection Association (NFPA), American Society for Testing and Materials (ASTM)) within a single project.

2) Utilizing multiple occupations (trades) as defined by Bureau of Labor Statistics (BLS) 2018 Standard Occupational Classification System, groups 47-0000 (*Construction and*

*Extraction Occupations*) and 49-0000 (*Installation, Maintenance, and Repair Occupations*).

**5.1.1.1.2 Category 1: Commercial, Industrial & Residential Bldg. Number of Multi Trades.** Using only the work samples submitted in Category 1a, the Offeror shall rate itself based on the number of multiple trades within a singular project. The number of multiple trades is limited to what within a single, complete, stand-alone project, performed as a Task Order or similar contract. A MACC or IDIQ is not a multiple trade project. Multiple Trade is defined as:

1) Having work governed by more than one Unified Facilities Criteria (UFC) and the corresponding International Code Council (ICC) model codes and/or standards (i.e. NFPA, ATSM) within a single project.

2) Utilizing multiple occupations (trades) as defined by BLS 2018 Standard Occupational Classification System, groups 47-0000 (*Construction and Extraction Occupations*) and 49-0000 (*Installation, Maintenance, and Repair Occupations*).

**5.1.1.2. Category 2: Construction for the Department of War (DoW).** The Offeror shall submit work samples and rate itself based on the number of projects executed for the US Government. The offeror shall utilize projects submitted for Category 1. The Offeror shall provide the Contract and SOW within the work sample.

**5.1.1.3. Category 3: Multiple Construction Multi Trade.** The Offeror shall submit work samples and rate itself based on execution of multi-trade construction projects in parallel during a period of at least six (6) months. Execution in parallel is defined as concurrent. The Offeror shall provide the Contract, SOW, listing of trades, and additional information as necessary to demonstrate contract start/end/duration within the work sample. Multiple Trade is defined as:

1) Having work governed by more than one Unified Facilities Criteria (UFC) and the corresponding International Code Council (ICC) model codes and/or standards (i.e. NPFA, ATSM) within a single project.

2) Utilizing multiple occupations (trades) as defined by BLS 2018 Standard Occupational Classification System, groups 47-0000 (*Construction and Extraction Occupations*) and 49-0000 (*Installation, Maintenance, and Repair Occupations*).

**5.1.1.4. Category 4: Specialized Construction.** The Offeror shall submit work samples and rate itself based on the number and value of Specialized Construction, listed in lines 26 through 31 of Appendix C of Section L, Self-Scoring Matrix. The specified construction shall be at least 60 percent of the total project. The value of a project is considered to be the total value of a single, complete, stand-alone project, performed as a Task Order or similar contract. The Offeror shall provide the Contract and SOW within the work sample.

**5.1.2 Section 2, Category 5: DESIGN EXPERIENCE**

**5.1.2.1. Experience as Prime on Design-Build Projects.** The Offeror shall submit work samples and rate itself based on the number projects over $1 million in total contract value requiring Design Build effort. Design Build is defined as the Offeror designing, then building within one project. The value of a project is the total value of a single, complete, stand-alone project, performed as a Task Order or similar contract. on which the Offeror performed for at least six months, the project was awarded on or after 1 May 2021 and the project is at least 80% complete as of the date of the solicitation. The submitted projects must have been awarded on or

after 1 May 2021, and the construction phase of the project is at least 80% complete and the Offeror performed for at least six months. Offeror shall provide the Contract, SOW and approved schedule within the work sample.

**5.1.2.2. Design Document Submission.** Of one work sample submitted for Experience as Prime on Design-Build Projects the Offeror shall rate itself on one of the projects submitted for Experience as Prime on Design-Build Projects based on compliance with Unified Facilities Criteria (UFC) and the corresponding International Code Council (ICC) model codes and/or standards (i.e. NFPA, ASTM). Design Build is defined as the Offeror designing then building within one project. The submitted project must have been awarded on or after 1 May 2021 and the project is at least 80% complete as of the date of the solicitation. The Offeror shall provide at minimum the design documents in compliance with all requirements of Unified Facilities Criteria (UFC) and the corresponding International Code Council (ICC) model codes and/or standards (i.e. NFPA, ASTM) within the work sample. Offerors will be scored by the completed elements submitted. Incomplete and Not Applicable elements will receive a score of zero (0).

**5.1.3. Section 3, Category 6: CERTIFICATIONS/LICENSES**

*Note: All certifications in Category 6 may be submitted together as single document.*

**5.1.3.1. Project Management Professional.** The offeror shall rate itself based on certification of one Project Management Professional as defined in SOW 3.1.2, currently employed within their own company or that of a teaming subcontractor. The Offeror shall provide the Certification within the documentation for this section.

**5.1.3.2. Certification for Leadership in Energy and Environmental Design (LEED) Professionals.** The Offeror shall rate itself based on one or more personnel within their own company or that of a teaming subcontractor as certified LEED Professionals (Green Associate (GA) or Accredited Professional (AP)). The Offeror shall provide the Certification within the documentation for this section.

**5.1.3.3. Certification for Safety Professionals.** The Offeror shall rate itself based on one or more of the safety staff assigned to this contract are certified safety professionals (i.e. certifications above and beyond minimum requirements in section STAFFING below). The Offeror shall provide the Certification within documentation for this section.

**5.1.3.4. Certification for Quality Professionals.** The Offeror shall rate itself based on one or more of the quality staff assigned to this contract are certified quality professionals (i.e. certifications above and beyond minimum requirements in section STAFFING below). The Offeror shall provide the Certification within documentation for this section.

**5.1.4. Section 4, Category 7: STAFFING**

*Note: All documentation in Category 7 may be submitted together as a single document.*

**5.1.4.1. Trade/Construction Laborers.** The Offeror shall submit documentation and rate itself based on the number of personnel classified as Trade/Construction Laborers within their own company.

**5.1.4.2. Architects/Engineers**. The Offeror shall submit documentation and rate itself based on the number of personnel classified as Architects and/or Engineers within their own company.

**5.1.4.3. Contract Program Manager.** The Offeror shall submit documentation (e.g. resumes) and rate itself based on the number of personnel within their own company who meet the qualifications for Contract Program Manager as defined in the contract SOW.

**5.1.4.4. Quality Control Manager.** The Offeror shall submit documentation (e.g. resumes) and rate itself based on the number of personnel within their own company who meet the qualifications for Quality Control Manager as defined in contract SOW and specification section 01 45 00, Quality Control. Personnel used for rating of Level 2 Site Safety and Health Officer (SSHO) may also be used for this category, as long as qualifications for both are met.

**5.1.4.5. Site Safety and Health Officer.**

**5.1.4.5.1.** The Offeror shall submit documentation (resumes and training records) and rate itself based on the number of personnel within their own company who meet the qualifications for Level 1, Level 2, and Level 3 SSHOs as defined in contract SOW, specification section 01 35 26, Governmental Safety Requirements and US Army Corp of Engineers publication EM 385-1-1, Safety – Safety and Occupational Health Requirements.

**5.1.4.5.2.** The Offeror shall submit documentation (resumes and training records) and rate itself based on the number of personnel within their own company who meet the qualifications for Level 1, Level 2 and Level 3 SSHOs as defined in contract SOW, specification section 01 35 26, Governmental Safety Requirements and US Army Corp of Engineers publication EM 385-1-1, Safety – Safety and Occupational Health Requirements.

**5.1.4.5.3.** Personnel used for rating of Quality Control Manager may also be used for Level 2 SSHOs, as long as qualifications for both are met.

**5.1.4.5.4.** Personnel used for rating of Superintendents may also be used for Level 3 SSHOs, as long as qualifications for both are met.

**5.1.4.6. Design Program Manager.** The Offeror shall submit documentation (e.g. resumes) and rate itself based on the number of personnel within their own company or that of a teaming subcontractor who meet the qualifications for Design Program Manager as defined in contract SOW.

**5.1.4.7. Superintendents.** The Offeror shall submit documentation (e.g. resumes) and rate itself based on the number of personnel within their own company who meet the qualifications for Superintendent, as defined in contract SOW. Personnel used for ratings of Level 3 SSHOs may also be used for this category, as long as qualifications for both are met.

## 5.2 FACTOR: TECHNICAL EXPERIENCE FULL AND OPEN POOL

**5.2.1 Section 1, Categories 1-4: RELEVANT CONSTRUCTION EXPERIENCE**

**5.2.1.1 Category 1: Commercial, Industrial & Residential Bldg. Multi Trade**

**5.2.1.1.1 Category 1: Commercial, Industrial & Residential Bldg. Thresholds.** The Offeror shall submit work samples and rate itself based on the value of submitted multiple trade projects. The value of a multiple trade project is considered to be the total value of a single, complete, stand- alone project, performed as a Task Order or similar contract. A MACC or IDIQ is not a multiple trade project. The Offeror shall provide the Contract and SOW within the work sample, as well as information supporting the definition of Multiple Trades (specification Table of Contents, billing, list of BLS occupations, etc.) Multiple Trade is defined as:

1) Having work governed by more than one Unified Facilities Code (UFC) and the corresponding International Code Council (UCC) model codes and/or standards (i.e. National Fire Protection Association (NFPA), American Society for Testing and Materials (ASTM)) within a single project.

2) Utilizing multiple occupations (trades) as defined by Bureau of Labor Statistics (BLS) 2018 Standard Occupational Classification System, groups 47-0000 (*Construction and Extraction Occupations*) and 49-0000 (*Installation, Maintenance, and Repair Occupations*).

**5.2.1.1.2 Category 1: Commercial, Industrial & Residential Bldg. Number of Multi Trades.** Using only the work samples submitted in Category 1a, the Offeror shall rate itself based on the number of multiple trades within a singular project. The number of multiple trades is limited to what within a single, complete, stand-alone project, performed as a Task Order or similar contract. A MACC or IDIQ is not a multiple trade project. Multiple Trade is defined as:

1) Having work governed by more than one Unified Facilities Criteria (UFC) and the corresponding International Code Council (ICC) model codes and/or standards (i.e. NFPA, ATSM) within a single project.

2) Utilizing multiple occupations (trades) as defined by BLS 2018 Standard Occupational Classification System, groups 47-0000 (*Construction and Extraction Occupations*) and 49-0000 (*Installation, Maintenance, and Repair Occupations*).

**5.2.1.2. Category 2: Construction for the Department of War (DoW).** The Offeror shall submit work samples and rate itself based on the number of projects executed for the US Government. The offeror shall utilize projects submitted for Category 1. The Offeror shall provide the Contract and SOW within the work sample.

**5.2.1.3. Category 3: Multiple Construction Multi Trade.** The Offeror shall submit work samples and rate itself based on execution of multi-trade construction projects in parallel during a period of at least six (6) months. Execution in parallel is defined as concurrent. The Offeror shall provide the Contract, SOW, listing of trades, and additional information as necessary to demonstrate contract start/end/duration within the work sample. Multiple Trade is defined as:

1) Having work governed by more than one Unified Facilities Criteria (UFC) and the corresponding International Code Council (ICC) model codes and/or standards (i.e. NPFA, ATSM) within a single project.

2) Utilizing multiple occupations (trades) as defined by BLS 2018 Standard Occupational Classification System, groups 47-0000 (*Construction and Extraction Occupations*) and 49-0000 (*Installation, Maintenance, and Repair Occupations*).

**5.2.1.4. Category 4: Specialized Construction.** The Offeror shall submit work samples and rate itself based on the number and value of Specialized Construction, listed in lines 26 through 31 of Appendix D to Section L. The specified construction shall be at least 60 percent of the total project. The value of a project is considered to be the total value of a single, complete, stand-alone project, performed as a Task Order or similar contract. The Offeror shall provide the Contract and SOW within the work sample.

**5.2.2 Section 2, Category 5: DESIGN EXPERIENCE**

**5.2.2.1. Experience as Prime on Design-Build Projects.** The Offeror shall submit work samples and rate itself based on the number projects over $10 million in total contract value requiring Design Build effort. Design Build is defined as the Offeror designing, then building within one project. The value of a project is the total value of a single, complete, stand-alone project, performed as a Task Order or similar contract. on which the Offeror performed for at least six months, the project was awarded on or after 1 May 2021 and the project is at least 80% complete as of the date of the solicitation. The submitted projects must have been awarded on or after 1 May 2021, and the construction phase of the project is at least 80% complete and the Offeror performed for at least six months. Offeror shall provide the Contract, SOW and approved schedule within the work sample.

**5.2.2.2. Design Document Submission.** Of one work sample submitted in Experience Based on Prime Design-Build Projects, the Offeror shall rate itself on one of the projects submitted for Experience Based on Prime Design-Build Projects based on compliance with Unified Facilities Criteria (UFC) and the corresponding International Code Council (ICC) model codes and/or standards (i.e. NFPA, ASTM). Design Build is defined as the Offeror designing then building within one project. The submitted project must have been awarded on or after 1 May 2021 and the project is at least 80% complete as of the date of the solicitation. The Offeror shall provide at minimum the design documents in compliance with all requirements of Unified Facilities Criteria (UFC) and the corresponding International Code Council (ICC) model codes and/or standards (i.e. NFPA, ASTM) within the work sample. Offerors will be scored by the completed elements submitted. Incomplete and Not Applicable elements will receive a score of zero (0).

**5.2.3. Section 3, Category 6: CERTIFICATIONS/LICENSES**

*Note: All certifications in Category 6 may be submitted together as single document.*

**5.2.3.1. Project Management Professional.** The offeror shall rate itself based on certification of one Project Management Professional as defined in SOW 3.1.2, currently employed within their own company or that of a teaming subcontractor. The Offeror shall provide the Certification within the documentation for this section.

**5.2.3.2. Certification for Leadership in Energy and Environmental Design (LEED) Professionals.** The Offeror shall rate itself based on one or more personnel within their own company or that of a teaming subcontractor as certified LEED Professionals (Green Associate (GA) or Accredited Professional (AP)). The Offeror shall provide the Certification within the

documentation for this section.

**5.2.3.3. Certification for Safety Professionals.** The Offeror shall rate itself based on one or more of the safety staff assigned to this contract are certified safety professionals (i.e. certifications above and beyond minimum requirements in section STAFFING below). The Offeror shall provide the Certification within documentation for this section.

**5.2.3.4. Certification for Quality Professionals.** The Offeror shall rate itself based on one or more of the quality staff assigned to this contract are certified quality professionals (i.e. certifications above and beyond minimum requirements in section STAFFING below). The Offeror shall provide the Certification within documentation for this section.

**5.2.4. Section 4, Category 7: STAFFING**

*Note: All documentation in Category 7 may be submitted together as a single document.*

**5.2.4.1. Trade/Construction Laborers.** The Offeror shall submit documentation and rate itself based on the number of personnel classified as Trade/Construction Laborers within their own company.

**5.2.4.2. Architects/Engineers**. The Offeror shall submit documentation and rate itself based on the number of personnel classified as Architects and/or Engineers within their own company.

**5.2.4.3. Contract Program Manager.** The Offeror shall submit documentation (e.g. resumes) and rate itself based on the number of personnel within their own company who meet the qualifications for Contract Program Manager as defined in the contract SOW.

**5.2.4.4. Quality Control Manager.** The Offeror shall submit documentation (e.g. resumes) and rate itself based on the number of personnel within their own company who meet the qualifications for Quality Control Manager as defined in contract SOW and specification section 01 45 00, Quality Control. Personnel used for rating of Level 2 Site Safety and Health Officer (SSHO) may also be used for this category, as long as qualifications for both are met.

**5.2.4.5. Site Safety and Health Officer.**

**5.2.4.5.1.** The Offeror shall submit documentation (resumes and training records) and rate itself based on the number of personnel within their own company who meet the qualifications for Level 1, Level 2, and Level 3 SSHOs as defined in contract SOW, specification section 01 35 26, Governmental Safety Requirements and US Army Corp of Engineers publication EM 385-1-1, Safety – Safety and Occupational Health Requirements.

**5.2.4.5.2.** The Offeror shall submit documentation (resumes and training records) and rate itself based on the number of personnel within their own company who meet the qualifications for Level 1, Level 2 and Level 3 SSHOs as defined in contract SOW, specification section 01 35 26, Governmental Safety Requirements and US Army Corp of

Engineers publication EM 385-1-1, Safety – Safety and Occupational Health Requirements.

**5.2.4.5.3.** Personnel used for rating of Quality Control Manager may also be used for Level 2 SSHOs, as long as qualifications for both are met.

**5.2.4.5.4.** Personnel used for rating of Superintendents may also be used for Level 3 SSHOs, as long as qualifications for both are met.

**5.2.4.6. Design Program Manager.** The Offeror shall submit documentation (e.g. resumes) and rate itself based on the number of personnel within their own company or that of a teaming subcontractor who meet the qualifications for Design Program Manager as defined in contract SOW.

**5.2.4.7. Superintendents.** The Offeror shall submit documentation (e.g. resumes) and rate itself based on the number of personnel within their own company who meet the qualifications for Superintendent, as defined in contract SOW. Personnel used for ratings of Level 3 SSHOs may also be used for this category, as long as qualifications for both are met.

## 6.0 VOLUME III - CONTRACT DOCUMENTATION

**6.1. Organization.** This volume shall be organized according to Table 1 for Small Business Pool proposals and Table 2 for Full and Open Pool proposals.

**6.2. IDIQ Solicitation/Contract Form.** Offerors are required to complete blocks 14-19, 20A, 20B and 20C of the SF 1442. An official having the authority to bind the offeror's company contractually must sign and date the SF 1442 – Solicitation, Offer and Award, for the IDIQ. Block 17 shall be filled in with the proposal validity date. Signature by the Offeror on the SF1442 constitutes an offer, which the Government may accept. The Offeror shall complete blocks 14-19, 20A, 20B and 20C of the SF 1442 along with all certifications requiring signature. The Offeror must be registered in the System for Award Management (SAM.gov) and the Offeror's legal name and address in Block 14 on the SF 1442 must match the information for the Offeror in SAM.gov. The name, title, signature and date identified in Blocks 20a, 20b, and 20c must be an authorized representative with authority to commit the Offeror to contractual obligations.

**6.3. Provisions and Clauses Fill-ins.** Applicable fill-in provisions and clauses shall be incorporated in Volume III. The Offeror shall comply with the provisions within Section K of the solicitation for the IDIQ contract and shall fill in all provisions. If any are not applicable, the Offeror shall annotate N/A so that none of the provision fill-ins are left blank. The Offeror shall confirm that all Representations and Certifications remain current throughout the evaluation process.

**6.4. Section K. Representations, Certifications, and other Statements of Offerors.** The Offeror shall comply with the provisions within Section K of the solicitation for the IDIQ contract. The Offeror shall fill in all provisions. If any are not applicable, the Offeror shall annotate N/A so that none of the

provision fill-ins are left blank. The Offeror shall confirm that all Representations and Certifications remain current throughout the evaluation process.

**6.5. Standard Form (SF) 30.** In the event this Solicitation is amended, all terms and conditions that are not amended 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. Any unacknowledged amendments in the Offeror's proposal will render the proposal ineligible for award.

**6.6. Ombudsman.** An Ombudsman has been appointed to hear concerns from Offerors or potential Offerors during the proposal development phase of this acquisition. The Ombudsman for this acquisition is Ms. Susan Skaggs, AFSC/PZC, located at Tinker AFB. This does not diminish the authority of the program director or CO, but communicates Offeror concerns, issues, disagreements, and recommendations to the appropriate Government personnel. When requested, the Ombudsman shall maintain strict confidentiality as to the source of the concern. The Ombudsman does not participate in the evaluation of proposals or in the source selection process; interested parties are invited to call AFSC/PZC at 405-736-3273.