Proposal Instructions

Offerors shall submit a complete proposal consisting of three separate volumes:

- **Volume I – Technical Proposal**
- **Volume II – Past Performance**
- **Volume III – Price Proposal**

Failure to submit all required information may result in the proposal being determined technically unacceptable.

The Government reserves the right to reject proposals that fail to provide sufficient information to permit a complete evaluation.

Volume I – Technical Proposal

The Technical Proposal shall clearly demonstrate the Offeror's capability to successfully perform all requirements contained in the Statement of Work. The Technical Proposal shall address each technical subfactor below in the order presented.

Subfactor A – Accreditation and Program Quality

The Offeror shall provide documentation demonstrating that it is an accredited post-secondary institution, accredited vocational training school, or accredited industry-based school meeting the requirements of the Statement of Work.

The proposal shall include:

- Proof of institutional accreditation.
- Documentation demonstrating the Asphalt Milling and Paving Program falls under the institution's accreditation.
- Verification that the institution is listed in the U.S. Department of Education Database of Accredited Postsecondary Institutions and Programs (DAPIP).
- Description of the Continuing Education Units (CEUs) awarded.
- Description of the certificate(s) issued upon successful completion.
- Explanation of how the program prepares Adults in Custody (AIC) for entry-level employment in the asphalt paving industry.

- Description of any industry-recognized credentials awarded through the program.

Subfactor B – Instructor Qualifications and Staffing

The Offeror shall demonstrate that proposed instructors possess the qualifications necessary to perform the contract.

The proposal shall include:

- Resume for each proposed instructor.
- Documentation demonstrating each instructor possesses at least two valid industry certifications.
- Documentation demonstrating each instructor has a minimum of two years of classroom teaching experience.
- Description of each instructor's experience in:
  - Asphalt milling
  - Asphalt paving
  - Heavy equipment operation
  - Construction trades
- Identification of alternate instructor(s) available during instructor absences.
- Description of staffing continuity procedures.

Subfactor C – Training Curriculum and Technical Approach

The Offeror shall describe its proposed curriculum and instructional methodology.

The proposal shall include:

- Detailed curriculum outline.
- Proposed class schedule.
- Total instructional hours.
- Total hands-on training hours.
- Description of classroom instruction.
- Description of hands-on instruction.
- Explanation of how hands-on instruction replicates actual work environments.
- Description of how Government-furnished equipment will be

incorporated into training.

- Student testing procedures.
- Student grading procedures.
- Student attendance procedures.
- Student progress monitoring procedures.
- Description of how students will qualify for certificates and CEUs.

Subfactor D – Program Management and Administrative Controls

The Offeror shall describe how the program will be administered throughout contract performance.

The proposal shall include:

- Student registration procedures.
- Student records management procedures.
- Procedures for issuing transcripts.
- Procedures for issuing certificates.
- Attendance reporting procedures.
- Quality control procedures.
- Coordination procedures with FCC Yazoo City staff.
- Procedures for replacing instructors when necessary.
- Description of employer outreach and participation in Mock Job Fairs.
- Communication procedures with the Contracting Officer's Representative (COR).

Volume II – Past Performance

Offerors shall demonstrate recent and relevant past performance performing similar vocational education or occupational training services.

Offerors shall submit **three (3) completed Past Performance Questionnaires** for contracts performed within the last five (5) years. Each questionnaire shall address a contract that is

similar in scope, size, and complexity to this requirement. Similar projects include vocational, occupational, technical, or workforce development training involving:

- Asphalt paving
- Heavy equipment operation
- Construction trades
- Industrial skills training
- Correctional education programs
- Institutional educational environments

The questionnaires shall contain, at a minimum:

- Contract Number
- Contract Type
- Contract Value
- Period of Performance
- Customer Name
- Customer Point of Contact
- Telephone Number
- Email Address
- Description of Services
- Complexity of Services
- Percentage of Work Performed by the Offeror

Offerors shall use the **Past Performance Questionnaire** included with this solicitation. If a questionnaire is unavailable from a customer, the Offeror shall explain the circumstances and provide equivalent documentation demonstrating successful performance. The Government reserves the right to use information obtained from CPARS or other sources in evaluating past performance.

Volume III – Price Proposal

The Price Proposal shall be submitted separately from the Technical Proposal and shall include:

- Completed Price Schedule.
- Unit Prices.
- Extended Prices.
- Total Evaluated Price.
- Any assumptions affecting pricing.

The Offeror shall certify that all proposed prices include all

labor, supervision, materials, travel, overhead, general and administrative expenses, profit, and all costs necessary to perform the contract requirements.

Submission of Proposals

Proposals and any accompanying information must be submitted via email. **Proposals must be received by 8/13/2025 2:00 pm. E.S.T.,** or may not be accepted. If you have any questions, please do not hesitate to contact the Contracting Officer, Edwin Ingram, by e-mail at e2ingram@bop.gov. All questions regarding this RFP must be submitted via email to e2ingram@bop.gov no later than July 27, 2026.