INSTRUCTIONS TO OFFERORS

A. **Submission of offers:** All offers will be signed and dated and returned to susan.jago.1@us.af.mil at or before the time specified in the solicitation. As a minimum, offers shall include:

1. Solicitation number

2. Name, address, and telephone number of offeror

3. The offeror's Unique Entity Identifier (UEI)

4. Information necessary to evaluate the factors described in the solicitation. Offers must be submitted in 2 volumes: Volume I – Price and Volume II – Technical.

   (a) Volume I – Price. Volume I must be submitted in PDF format and include at a minimum:
      (i) Completed page 3 of Combined Synopsis Solicitation
      (ii) Completed Attachment 5 -- Pricing Schedule

   (b) Volume II – Technical. Volume II must be submitted in PDF format and demonstrate capability to comply with all solicitation and PWS requirements.
      (i) Limited to **20** pages, 12-point font or larger.
      (ii) Submit 2 copies of Volume II:
         (A) Unredacted Copy (original copy).
         (B) Redacted Copy (for blind technical evaluation). The redacted copy must redact any pricing or Offeror-identifying information (e.g. company names, logos, contact information).

5. Responses to provisions that require Offeror completion of information, representations, and certifications (other than those collected via the System for Award Management (SAM)); and

6. A statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and any solicitation amendments.

B. **Period for acceptance of offers:** The Offeror agrees to hold the prices in its offer firm for 60 calendar days from the date specified for receipt of offers.

C. **Late submissions, modifications, revisions, or withdrawals of offers**:

1. Offerors are responsible for submitting offers and any modifications or revisions to the Government office designated in the solicitation by the time specified in the solicitation.

2. Any offer, modification, or revision received after the time specified for receipt of offers is "late" and will not be considered unless it is received before award is made and the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition. However, a late modification of an otherwise successful offer that makes its terms more favorable to the Government will be considered at any time it is received and may be accepted.

3. If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of offers by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

4. Offerors may withdraw their offers by written notice to the Government received at any time before award.

D. **Contract award**. The Government intends to evaluate offers and award a contract without discussions with Offerors. Therefore, the Offeror's initial offer should contain the Offeror's best terms. However, the Government reserves the right to conduct discussions, if necessary. The Government may reject any or all offers if such action is in the public interest, accept other than the lowest offer, and waive informalities and minor irregularities in offers received.

EVALUATION PROCESS

All submittals will be evaluated for Technical Acceptability, Past Performance, and Price. When combined, Technical Acceptability and Past Performance are more important than price.

1. **Technical Acceptability**:

The Government will first evaluate offers to determine technical acceptability. Volume II – Technical will be evaluated on an Acceptable/Unacceptable basis. To be rated Acceptable, Volume II must clearly demonstrate compliance with all solicitation and PWS requirements. A submittal rated Unacceptable is not eligible for award and will not be further evaluated.

2. **Past Performance**:

Only offers determined technically acceptable will be evaluated for past performance. The Government will evaluate the Offeror's recent (occurring in the last 3 years) and relevant past performance information (contracts valued $1,000,000.00 or more), which includes information obtained from the Contractor Performance Assessment Reporting System (CPARS), FAPIIS, and other information available to the Government. The Government will assign a confidence assessment (Substantial Confidence, Satisfactory Confidence, Neutral Confidence, Limited Confidence, or No Confidence, as applicable). If an offeror lacks a record of relevant past performance or for whom information is not available, the offeror will receive a Neutral Confidence assessment and will not be evaluated favorably or unfavorably.

Past Performance Relevancy Ratings are defined as follows:

Very Relevant – Present/past performance effort involved essentially the same scope and magnitude of effort as this solicitation

Relevant – Present/past performance effort involved similar scope and magnitude of effort as this solution.

Somewhat Relevant – Present/past performance effort involved some of the scope and magnitude of effort as this solicitation.

Not Relevant – Present/past performance effort involved little or none of the scope and magnitude of effort as this solicitation.

Performance Confidence Assessment Ratings:
Substantial Confidence – Based on the offeror's recent/relevant performance record, the Government has a high expectation that the offeror will successfully perform the required effort.
Satisfactory Confidence – Based on the offeror's recent/relevant performance record, the Government has a reasonable expectation that the offeror will successfully perform the required effort.
Neutral Confidence – No recent/relevant performance record is available, or the offeror's performance record is so sparse that no meaningful confidence assessment rating can be reasonably assigned.
Limited Confidence – Based on the offeror's recent/relevant performance record, the Government has a low expectation that the offeror will successfully perform the required effort.
No Confidence – Based on the offeror's recent/relevant performance record, the Government has no expectation that the offeror will be able to successfully perform the required effort.

3. **Price**:
Only offers determined technically acceptable and receiving a past performance evaluation will have their prices evaluated. The Government will evaluate Volume I - Price for fairness and reasonableness and may evaluate prices for unbalanced pricing, if applicable.

BASIS FOR AWARD

The Government intends to award a contract to the responsible offeror whose submittal is determined to be technically acceptable, whose past performance evaluation represents the best value to the Government, and whose evaluated price is fair and reasonable. If two or more offerors are assigned equal past performance confidence rating, they will then be ranked lowest to highest by price.

OTHER

1. Options:
The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. This will constitute the vendor's Total Evaluated Price (TEP). The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the options(s).

2. Responsibility:
A vendor must be determined to be responsible by the Contracting Officer to be eligible for award. Responsibility is described in the Revolutionary Far Overhaul (RFO) Subpart 9.1, "Responsible Prospective Contractors." Part of the determination addresses financial capability. Please provide the names, addresses, and points of contact for all financial institution organizations utilized to determine if contract has adequate financial resources to perform the contract or the ability to obtain them to include written authority to contact the provided financial institution. An active registration in SAM.gov is required for award. Lastly, the designated NAICS code shall be registered on offerors SAM.gov account.