SECTION L

INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

1.0. GENERAL INSTRUCTIONS

1.1. This acquisition is limited to qualified sources: a qualification package is required for new sources. See RFO Clause 52.209-1 for qualification requirements. We will consider and evaluate proposals from non-qualified sources provided they submit a qualification package, but they must achieve qualification approval prior to contract award.

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

2.0 SPECIFIC INSTRUCTIONS

2.1. Instructions to the Offerors (ITO):

This section of the ITO provides general guidance for preparing proposals as well as specific instructions on the format and content of the proposal. The offeror's proposal must include all data and information requested by the ITO and must be submitted in accordance with these instructions. The offeror shall be compliant with the requirements as stated in this solicitation.

2.2. Include Sufficient Detail:

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

2.3. Proposal Acceptance and Validity Dates:

The proposal acceptance period is specified in Section A of the contract/solicitation. The offer shall make a clear statement in Section A of the proposal documentation that the proposal is valid until this date.

2.4 Electronic Version

The proposal's electronic copies shall be submitted in a format readable and searchable by Adobe Acrobat Professional, MS Office Word, MS Office Excel. Ensure all graphics generated in MS Office (including tables, charts, and graphs) in the proposal's electronic version are pasted into the proposal as MS Office objects to preserve searchability (do not paste as picture only). Ensure all formulas used are included in Excel spreadsheets.

3.0 GENERAL INFORMATION

3.1. Point of Contact:

The contracting officer (CO) and contract specialist (buyer) are the sole points of contact for this acquisition. Address any questions or concerns you may have to the CO and buyer.

3.2. 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 buyer/CO in writing with supporting rationale. The offeror is reminded that the Government reserves the right to award this effort based on the initial proposal, as received, without negotiations.

3.3. Debriefings:

The CO will promptly notify offerors of any decision to exclude them from the competition IAW RFO Part 15 Procedures, whereupon offerors may request and receive a debriefing. Offerors desiring debriefing must make their request IAW the requirements of RFO Part 15.

4.0 EVALUTION CRITERIA

4.1. Factor 1 Technical

Subfactor 1 Qualified Vendor

The contractor must be a qualified vendor prior to contract award in order to be considered. See paragraph 1.1 above and the source qualification requirements referenced in Section J of the solicitation.

Subfactor 2 Schedule

Offerors must submit a project schedule demonstrating a clear understanding of project scope requirements, and a reasonable approach to contract execution. The schedule should strive for detail and completeness commensurate with the proposal stage, acknowledging that some level of refinement will occur during contract execution. The schedule shall include the following:

- Work Breakdown Structure (WBS): A WBS shall be provided, breaking down the contract into manageable work packages. The WBS should be sufficiently hierarchical to provide insight into the major phases and key activities of the contract. The WBS should clearly identify the major deliverables and work packages (SOO, Section 4 paragraph B).
- Milestones: Clearly defined milestones with specific completion criteria shall be identified for the major phases, key deliverables and logical progression of work (SOO, Section 4 paragraph B).
- Task Durations: Realistic durations should be assigned to the identified tasks and work packages. Offerors should provide a basis for the estimated durations, such as historical data, industry best practices, or expert judgment. Detailed justifications for each individual task duration are not required at this stage, but a general rationale for the overall project timeline should be provided (SOO, Section 4 paragraph B).

The schedule shall be submitted in either Microsoft Excel (.xls, .xlsx), Word, PowerPoint or Project (.mpp) and contain no more than 10 pages.

4.2. Factor 2 Price Proposal

Completion of the RFP, Section B Schedule will represent the price proposal.

Reasonableness

IAW RFO 15.403-1(b) and 15.403-3(a), data other than certified cost or pricing data may be required within this volume to support a determination of price reasonableness. Data shall be provided IAW RFO 15.403. If, after proposal receipt, the PCO determines that there is insufficient data available to make this determination and none of the exceptions in RFO 15.403-2 apply, the offeror shall be required to submit additional cost or pricing data. Offers shall be sufficiently detailed to demonstrate they meet all cost and price criteria specified in Section M, where applicable. If only one offer is received, the Government will follow procedures found in R-DFARS 215.202-71.

5.0 CONTRACT DOCUMENTATION

5.1 Solicitation/Representation and Certifications:

The purpose of this section is to provide information to the Government for preparing the contract document and supporting file. The offeror's proposal shall include a signed copy of the solicitation, and Sections A through K. This includes:

Section A – Solicitation/Contract Form: Completion of blocks 13 and 27 of the SF1447. Signature by the offeror on the SF 1447 constitutes an offer, which the Government may accept.

Section B – Supplies or Services and Costs/Prices: All pricing information shall be addressed in Section B – The Schedule of the RFP. Information shall be limited to Contract Line Item Number (CLIN), Sub-CLIN, including unit and extended pricing as specified in Section B.

Section F – Deliveries or Performance: Completion of Section B delivery requirements by providing an accurate, realistic delivery date for each CLIN/Sub-CLIN.

Section K – Complete Representations and Certifications

Section I – Contract Clauses: Complete all clauses requiring contractor fill-in.

5.2 Exceptions to Terms and Conditions:

Offerors are required to meet all solicitation requirements, including but not limited to, terms and conditions, representations and certifications, Statement of Objective requirements, in addition to those identified as evaluation factors. Failure to meet a requirement MAY result in an offeror being ineligible for award. 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, cost and specific requirements of the solicitation.