PROPOSAL PREPARATION INSTRUCTIONS

A. Timeline: All Requests For Information Due: 10:00 AM MST, 27 July 2026 All Proposal's Due: 10:00 AM MST, 13 August 2026

B. To assure timely and equitable evaluation of proposals, offerors must follow the instructions contained herein. Offerors are required to meet all solicitation requirements, including terms and conditions, representations and certifications, and technical requirements, in addition to those identified as evaluation factors or subfactors. Failure to meet a requirement may result in an offer being ineligible for award. Offerors must clearly identify any exception to the solicitation terms and conditions and provide complete accompanying rationale. The response shall consist of three (3) separate parts; **Part I** - Price Proposal, **Part II** -Technical Proposal, and **Part III** - Past Performance Information.

C. All Requests for Information (RFI's) will ONLY be accepted via email and should be sent to benjamin.c.taylor10.mil@army.mil with a Subject: W912L326RA001 RFI. RFI's will not be answered individually but will be compiled and the answers to all will be posted to the SAM.gov posting for this requirement for all to see.

D. The contracting officer 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 contracting officer's opinion, adequate price competition exists no additional cost information will be requested and certification under FAR 15.406-2 will not be required. However, if at any time during this competition the contracting officer determines that adequate price competition no longer exists; offerors may be required to submit information to the extent necessary for the contracting officer to determine the reasonableness and affordability of the price.

1. PART I – PRICE PROPOSAL - Submit one (1) copy

(a) Complete Attachment 3 – Schedule B.

(b) Insert proposed unit and extended prices for each Contract Line Item Number (CLIN) within the proposal.

(c) Acknowledgement of all amendments to the solicitation in accordance with the instructions on the SF 30 (amendment form).

2. PART II – TECHNICAL PROPOSAL - *Limited to no more than* **15** *pages. Submit one (1) copy.*

(a) **Subfactor – Quality Control Plan (QCP):** The offeror shall submit a QCP, not to exceed **5** pages, that effectively represents a quality control program and methodology. The offeror's quality control plan and methodology shall meet or exceed commercial standards routinely used by local industry for same or similar projects. Any innovative procedures or methods shall be explained in detail.

(b) **Subfactor – Narrative and Materials (N&M).** Submit a narrative, not to exceed **5** pages, which demonstrate a sound approach and methodology for accomplishing work requirements identified in the solicitation with the appropriate skills, equipment, and materials, in the appropriate quantities, and at the appropriate time to meet the Government's desired outcomes.

(c) **Subfactor – Key Personnel.** Submit a list of key personnel, not to exceed **5** pages, which identifies all key personnel required to perform this work. Provide all relevant information concerning key personnel, technical and educational background, and relevant job experience to perform the work required by this solicitation. As a minimum, this list shall include resumes for the following personnel:

1. Dining Facility Manager. Oversees all food services. The DFM will direct all work and be responsible for performance, to meet the specific performance requirements and standards in the Performance Work Statement (PWS).

2. Qualifications:

   a) Within the past eight years, two years' experience working in a large food service operation providing cafeteria style or multi-entrée operation providing complete meal service.

   b) One year must have been served as a manager or an assistant manager.

   c) Current sanitation certificate within the last four years.

   d) Pass a background check.

e) Military food service experience in the pay grade of E-6 or above may be credited as management experience for this position.

f) Have the Annual Food Safety and Sanitation Training.

g) DFM shall not have been convicted of a felony.

h) DFM shall be a U.S. citizen or otherwise meet the requirements of AR 25-2, Information Assurance.

i) DFM shall be able to read, write and speak English well enough and enunciate with clarity to effectively communicate with customers and other Government personnel.

j) A resume of the DFM is submitted to COR to verify qualifications have been met.

Resumes should include (1) Name, (2) Title, (3) Technical/Managerial Background, (4) Educational Background, (5) descriptions of positions held which are relevant to the position which will be held under this contract, (6) monetary level of negotiating authority, (7) English language skills, and/or (8) professional licenses or certificates held. If the offeror is listing subcontractors in the key personnel, then they must submit projects for evaluation purposes for both Experience and Past Performance factors. The offeror must submit commitment letters from subcontractors.

3. **PART III – PAST PERFORMANCE INFORMATION -** *Limited to no more than* ***2*** *Past Performance Questionnaires (PPQs). PPQ's must be sent via email to benjamin.c.taylor10.mil@army.mil and robert.rodriguezsantiago.civ@army.mil by ONLY the individual who filled out the PPQ. Only references for same or similar type contract desired.*

(a) **Quality and Satisfaction Rating for Contracts Completed in the Past Five (5) Years**: Provide any information currently available (letters, metrics, customer surveys, independent surveys, etc.) which demonstrates customer satisfaction with overall job performance and quality of completed product for same or similar type contract. In addition, explain corrective actions taken in the past, if any, for substandard performance and any current performance problems such as cost overruns, extended performance periods, numerous warranty calls, etc.

(b) **Past Performance Reference Worksheets**: The Government will evaluate the quality and extent of offeror's performance deemed relevant to the requirements of this RFP. The Government will use information submitted by the offeror and other sources such as other Federal Government offices and commercial sources, to assess performance. Provide a contract reference worksheet (see Attachment 6) of no more than two (2), of the most relevant contracts performed for Federal agencies and commercial customers within the last five (5) years.

If a teaming arrangement is contemplated, provide complete information as to the arrangement, including any relevant and recent past performance information on previous teaming arrangements with same partner. If this is a first time joint effort, each party to the arrangement must provide a list of past and present relevant contracts.

(c) **Subcontractor Consent**: Past performance information pertaining to a subcontractor cannot be disclosed to the prime offeror without the subcontractor's consent. Provide with the proposal a letter from all subcontractors that will perform major or critical aspects of the requirement, consenting to the release of their past performance information to the prime contractor.

(d) Documents submitted in response to this RFP must be fully responsive to and consistent with the following:

1. Requirements of the RFP (CLINs & PWS) and Government standards and regulations pertaining to the PWS.

2. Evaluation Factors for Award of this RFP.

3. Any limitation on the number of proposal pages. Pages exceeding the page limitations set forth will not be read or evaluated and will be removed from the proposal.

4. **Format for proposal Parts II and III shall be as follows**:

(a) The proposals will be either 8 1/2" x 11" paper except for fold-outs used for charts, tables, or diagrams, which may not exceed 11" x 17" (if applicable).

(b) A page is defined as one face of a sheet of paper containing information.

(c) Typing shall not be less than 12 pitch font.

(d) Elaborate formats, bindings or color presentations are not desired.

D. Copies/Page Limit: Copies of each volume shall be submitted in accordance with the chart below:

Volume	Volume Title	Number of Proposal	Max No. of Pages
I	Price Proposal	1 Copy Schedule B 1 Copy CLINs price breakdown	N/A
II	Technical Proposal	1 Copy	15
III	Past Perf Proposal	1 Copy	No page max but number of PPQ's may not exceed 2.