PROPOSAL PREPARATION INSTRUCTIONS

A. Timeline: All Requests For Information Due: 10:00 AM MST, 17 August 2026
All Proposal's Due: 10:00 AM MST, 28 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 and Part II - Technical Proposal and Part III - Past C. Performance Information.

1. **Price Proposal** - Limit 3 pages.

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

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

2. **Technical Proposal** - Limit no more than 7 pages.

    a. **Subfactor - Quality Control Plan (QCP):** The offeror shall submit a QCP 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 which demonstrates 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.

3. **PART III – PAST PERFORMANCE INFORMATION -** *Limited to no more than **2** Past Performance Questionnaires (PPQs). PPQ's must be sent via email tobenjamin.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. Provide a contract reference worksheet (see Attachment 4) of no more than two (2), of the most relevant contracts performed for Federal agencies and commercial customers within the last five (5) years. PLEASE ENSURE POC's can be reached at emails and phone numbers provided. Failure to do so will eliminate offeror's proposal from consideration.

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. 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: W912L326RA002 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.

E.

Volume	Volume Title	Number
I	Price Proposal	3
II	Technical Proposal	7
III	Past Perf Proposal	No page Max but number of PPQ's may not exceed 2