INSTRUCTIONS TO OFFERORS

Attachment 1 to Request for Quote (RFQ) M67854-27-Q-0500

SUBMISSION OF QUOTATIONS

Quotations must be submitted such that they will be received no later than **10:00 AM Eastern Time on 20 August 2026**. Quotes received after 10:00 AM ET on 20 August 2026 may not be considered for award.

Quoters must submit their quotations via email to mark.sanderson@usmc.mil and alexandra.diviney@usmc.mil.

1.0 FORMAT

Quoters must include the solicitation number on all documents. Vendors shall number all pages and provide numbered section headers in their response. Quoters shall limit their technical response to a maximum of 15 pages, with the exception that price, past performance, and Matrix A may be submitted separately as appendices. If an offeror elects to include an executive summary or cover letter, it must be included within their technical response and will count toward the 15-page maximum. The Government may choose not to evaluate the portions of technical responses which exceed 15 pages.

Vendors shall complete Matrix A: Mentor Program Characteristics as provided in Attachment 3. Vendors shall provide the specific page number(s) and numbered section(s) where information addressing individual Mentor Program characteristics is located in their response. The Government shall evaluate factors based on the information provided in Matrix A. An incomplete matrix may result in a hindrance to the Government's ability to properly evaluate submissions.

Quotes must clearly establish the following:

1.1 PRICE

To be considered for award, quotations must clearly show prices for individual Contract Line Item Numbers (CLINs) and the total price of the quotation, inclusive of all CLINs. Pricing must be inclusive of travel with mentor program services delivered at the destinations specified.

1.2 TECHNICAL

Offerors are responsible for submitting documentation sufficient for the Government to evaluate the characteristics listed in Attachment 2. This includes describing the methodology and processes the offeror will use to meet the requirements of the Performance Work Statement for each characteristic. Offerors shall ensure their responses include quoted event titles, event descriptions, duration, maximum participant capacity, and the specific virtual platforms the offeror can support for course delivery. Additionally, offerors shall describe how their quoted digital

materials (and platform, if applicable) comply with Section 508 digital accessibility standards.

- **Matrix B: Key Personnel Qualifications:** Offerors shall include Matrix B using the template provided in Attachment 3. This matrix must map each quoted Lead Facilitator and Program Coordinator to the specific qualification requirements outlined in PWS Section 7 and Evaluation Procedure 2.2f. Additionally, Matrix B shall serve as the primary source for evaluating personnel qualifications. **Vendors shall not provide resumes or biographies.**

- **Platform Terms & Conditions:** If the offeror's quoted solution includes the use of an online platform, the offeror shall describe the platform's features, data security capabilities, and how the Government will be granted administrative oversight access within their 15-page technical response . If the offeror's quoted technical solution includes the use of a proprietary or third-party online platform the offeror must submit the full text of any applicable Terms and Conditions, End User License Agreements (EULAs), or other binding service agreements. *Failure to submit these terms may result in a hindrance to the Government's ability to properly evaluate the quotation.*

1.3 PAST PERFORMANCE

The offeror shall identify recent and relevant contracts/efforts for mentor program administration with content similar to those required by this solicitation. Contracts/efforts must provide evidence of the offeror's and principal subcontractors' (if any) ability to perform the requirements of the Performance Work Statement. These efforts must have been performed within three years of quote submission. No more than three efforts/contracts shall be cited. For each effort/contract identified, the offeror shall provide contract number, point of contact information, period of performance, and a description of the services provided.

1.4 PERIOD OF PERFORMANCE

The Period of Performance shall consist of a one-year base period and four (4) one-year option periods, which may be exercised at the discretion of the Government.