

## **EGLIN-L01 – Instructions to Offerors and Instructions for Preparation of Proposals**

### **1.0. Overview**

The offer shall be compliant with the requirements for this solicitation, as stated in all applicable associated documents (Specifications/Drawings/Statement of Work) and within the Solicitation itself. The intent of project FTFA 21-CB52 is to Install New Taxiway Edge Lights TW-G. The contractor will construct this project, in accordance with the Statement of Work and drawings dated 8 November 2023. Work will include Install flush mounted blue taxiway (TWY) edge lights (45 watts) on pavement, elevated blue taxiway lights (45 watts) in the grass to define the lateral limits and direction of a taxiing route at TWY G hammerhead from TWY H to End of Runway (EOR) shack, one 45-watt isolation transformer for each edge light (both the primary and secondary amperage shall be 6.6 amps), and all wiring, conduit, and miscellaneous materials as required for a completely functional taxiway edge lighting system. The project will comply with applicable DoD, Air Force, and base design rules and standards with Unified Facility Criteria (UFC) 3-535-01 as the lead guidance document. Non-conformance with the instructions provided in this section may result in an unfavorable proposal evaluation or rejection of an offer. This competitive acquisition will utilize the Tradeoff Source Selection Procedures in accordance with FAR 15.101-1 and the AFFARS Mandatory Procedures 5315.3 to make an integrated assessment for a Best Value award decision. Proposals may be submitted by small business interested parties pursuant to the following: At time of award, each business must be registered at SAM.gov with a UEI or Unique Entity ID and all Representations and Certifications completed. The anticipated Period of Performance is 210 days after notice to proceed.

**1.1 General Instructions:** This section provides general guidance, as well as specific instructions on format and content, for preparing proposals. To assure timely and equitable evaluation of proposals, Offerors must follow the instructions contained herein. The Offeror's proposal must include all information required and must be submitted in accordance with these instructions. Compliance with these instructions is mandatory and failure to furnish a complete proposal, at the time of proposal submission, may result in the proposal being unacceptable to the Government and may eliminate the Offeror from further consideration for award. It is the Offeror's responsibility to ensure the completeness of the proposal submitted. Evaluation of a proposal will be conducted solely on the basis of the information contained within the submittal and the Government will not assume that an Offeror possesses any capabilities not specified. Inconsistencies among the parts of each proposal shall be explained. Any unexplained inconsistency may raise a fundamental question of the Offeror's understanding of the requirement and/or ability to perform. Offerors are advised that their proposals are presumed to represent their best efforts and most complete responses to this solicitation. Proposals that simply reiterate the contents of this solicitation, or contain only superficial responses, may be considered unacceptable. Evidence of experience, capability, and qualifications that clearly demonstrate and support the Offeror's claims are essential. The absence of such evidence will adversely influence the evaluation of the proposal. Offerors must clearly identify any exceptions to the solicitation terms and conditions and provide complete supporting rationale. Non-conformance with the instructions provided in these Instructions may result in an unfavorable proposal evaluation.

**1.2 Electronic Reference Documents:** All referenced documents for this solicitation are available on the official U.S. Government website for making, receiving, and managing federal awards, System for Award Management web site at <https://SAM.gov>. Potential Offerors are encouraged to subscribe for real-time e-mail notifications when information has been posted to the website for this solicitation.

**1.3 Proposal Presentation and Preparations:** The Government will not accept oral presentations in response to this solicitation. All proposals shall follow the proposal preparation instructions. Proposals are due via electronic submission (upload, CD, or DVD) no later than solicitation end date; estimated <<30 March 2023>> at 1300 Central Time.

All Offerors must submit their proposal through the **DoD Safe system (https://safe.apps.mil/)**. Alternatively, an electronic copy can be mailed or hand carried to the contracting office. See Section 2.1 for specific instructions. **Email submissions of proposals SHALL NOT BE accepted.** Proposals shall not include any classified information. Note: Late submittal will be handled in accordance with (IAW) FAR 15.208. The Government is not responsible for any costs incurred or associated with preparation and submission of a proposal in response to this solicitation, or attendance to the pre-proposal conference. In accordance with FAR Subpart 4.8 (Government Contract Files), the Government will retain one digital copy of all unsuccessful proposals. Unless the Offeror requests otherwise, the Government will destroy extra copies of such unsuccessful proposals (for example, additional or backup copies submitted on CD).

**1.4 Points of Contact (POC):** The POCs for this acquisition are listed below. Written requests for clarification shall be sent to the CO/CS prior to the due date of the proposal. All communication must be coordinated through the CO/CS using the following contact information (email is the preferred communication method due to teleworking schedules):

|                          |                             |
|--------------------------|-----------------------------|
| Mary Hallmon             | Victoria Thomas             |
| Contracting Officer (CO) | Contract Specialist (CS)    |
| Mary.hallmon@us.af.mil   | Victoria.thomas.6@us.af.mil |
| AFMC AFTC/PZIOC          | AFMC AFTC/PZIOC             |
| 308 West D Ave           | 308 West D Ave              |
| Eglin AFB, FL 32542      | Eglin AFB, FL 32542         |

**1.5 FAR 52.236-27 Site Visit (Construction):** As prescribed in FAR 36.523, insert a provision substantially the same as the following:

Site Visit (Construction) (Feb 1995)

(a) The clauses at FAR 52.236-2, Differing Site Conditions, and FAR 52.236-3, Site Investigations and Conditions Affecting the Work, will be included in any contract awarded as a result of this solicitation. Accordingly, Offerors are urged and expected to inspect the site where the work will be performed.

(b) Site visits may be arranged during normal duty hours by contacting:

|                          |                             |
|--------------------------|-----------------------------|
| Mary Hallmon             | Victoria Thomas             |
| Contracting Officer (CO) | Contract Specialist (CS)    |
| Mary.hallmon@us.af.mil   | Victoria.thomas.6@us.af.mil |
| AFMC AFTC/PZIOC          | AFMC AFTC/PZIOC             |
| 308 West D Ave           | 308 West D Ave              |
| Eglin AFB, FL 32542      | Eglin AFB, FL 32542         |

**A Site Visit has been arranged for <<7 MARCH 2023>> at 0900 A.M. Central Time.** Base access requests will need to be provided to the CS listed above identifying the company name and list of individuals who will attend. There is a limit of five (5) individuals per company who may attend.

The email should include the following information: FULL LEGAL NAME AND DOB for each individual requesting access. Base access requests not providing at least 72-hour notice will not be honored.

Contractors are required to follow all Base and Safer Federal Workplace Guidelines (if applicable) when visiting the base. Information on Safer Federal Workplace Guidelines can be found at:

<https://www.saferfederalworkforce.gov/faq/Contractors/>.

**1.6 Discrepancies and Ambiguities in the Solicitation:** If an Offeror believes the requirements in these instructions contain an error, omission, ambiguity, or are otherwise unsound, the Offeror shall immediately notify the Contracting Officer (CO) in writing with supporting rationale as well as the remedies the Offeror is asking the CO to consider as related to the omission or error NO LATER THAN FIVE (5) CALENDAR DAYS AFTER THE FORMAL RFP RELEASE.

**1.7 Discovery of Mistakes:** Mistakes in an Offeror’s proposal that are disclosed after receipt of proposals shall be processed substantially in accordance with the procedures for mistakes in bids at FAR 14.407-4. The Offeror is reminded that the Government reserves the right to award this effort based on the initial proposal, as received, without discussion. This reservation includes matters of additional or substitute pages of the initial proposal.

**1.8 Joint Venture (JV):** A Joint Venture (JV) will be considered a sole business entity. Offerors who propose as a Joint Venture (JV) are not permitted to submit a separate proposal independent of the JV. The written JV agreement must be provided in the proposal and must follow SBA requirements. The JV must be separately identified with its own name, Unique Entity ID (UEI) number, and Commercial and Government Entity (CAGE) number in the System for Award Management (SAM).

Mentor-Protégé (M-P) is a relationship; M-Ps require formal JV, TAs, or Letters of Intent (LOIs) to qualify for consideration as a team.

**1.9 Questions and Answers Period:** All questions regarding this solicitation must be submitted in writing. All questions and subsequent answers will be posted to the SAM.gov website. It is the responsibility of the Offeror to continuously monitor the site for updates. All questions shall be submitted electronically to the individual(s) listed above no later than **1:00 P.M. CENTRAL TIME <<10 MARCH 2023 >>**. Information provided as a result of these questions and answers shall not qualify the terms and conditions of the solicitation and specifications. Terms of the solicitation and specifications remain unchanged unless the solicitation is amended in writing. If an amendment is issued, normal procedures relating to the acknowledgment and receipt of solicitation amendments shall apply.

**1.10 Communications:** Exchanges of source selection information before and after submission of the initial proposal packages between Government and Offerors will be controlled by the Contracting Officer. Email will be used to transmit such information and will be sent encrypted and must include “Source Selection Information – See FAR 2.101 and 3.104” in the subject line of the email.

**1.11 Debriefings:** The Contracting Officer (CO) will promptly notify Offerors of any decision to exclude them from the evaluation process; whereupon they may request and receive a debriefing. Offerors excluded may request a pre-award debriefing or they may choose to wait until after the source selection decision to request a post-award debriefing. However, Offerors excluded from the evaluation are entitled to no more than one debriefing. The CO will notify unsuccessful Offerors in accordance with FAR 15.503. Upon such notification, unsuccessful Offerors may request and receive a debriefing. Offerors desiring a debriefing must make their request in accordance with the requirements of FAR 15.505 or 15.506, as applicable.

**1.12 Amendments:** The Government reserves the right to revise or amend the specifications, drawings, or the solicitation prior to the proposal closing time. Such revisions or amendments will be communicated on the SAM.gov website by issuance of an amendment to the solicitation. If such amendment requires material changes in quantities or prices, the proposal closing date may be postponed by enough days to enable Offerors to revise their proposals. In such cases, the amendment will include an announcement of the new closing date and time. Offerors **MUST** acknowledge all amendments in their proposal, either by completing Block 18 of the SF 1442, providing signed copies of the amendments with their proposal (Volume III), or by separate letter which includes a reference to the solicitation and amendment numbers. Amendments to the solicitation after proposals are received will be issued only to the Offerors who have submitted proposals unless the Government determines that the change to the solicitation likely would have increased competition if the change had occurred prior to the proposal due date. In that case, the amendment will be posted on SAM.gov, and a revised proposal due date and time will be established.

**1.12 Adequate Price Competition:** The Contracting Officer (CO) has determined there is a high 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, certification under FAR 15.406-2 will not be required. However, if at any time during this competition the CO determines that adequate price competition does not exist, Offerors may be required to submit information to the extent necessary for the CO to determine the reasonableness of the Cost/Price. Additionally, although adequate price competition is expected, if only one offer is received in response to this solicitation the responding Offeror will be required to provide certified cost or pricing data in accordance with Table 15-2, at FAR 15.408 and DFARs Clause 252.215-7009.

## **2.0 PROPOSAL PREPARATION**

Proposals must be complete, self-sufficient, and respond directly to the requirements of this solicitation. Alternate proposals will not be accepted. The Government will perform a proposal review for completeness in accordance with instructions provided. It is the Offeror's responsibility to verify the completeness of the proposal submitted and to ensure the executed contract documentation and supporting documentation meet the requirements of Sections L & M of this solicitation. Failure to provide a complete proposal may be grounds for elimination. Proposals shall consist of three (3) separate volumes:

- Volume I – Price,**
- Volume II – Past Performance**
- Volume III – Contract Documentation.**

Proposals shall be complete, clearly presented, and include sufficient detail for effective evaluation as detailed in Section M of this solicitation and for substantiating validity of stated claims. The proposal should not simply rephrase or restate the Government's requirements but rather provide convincing rationale to address how the Offeror intends to meet these requirements. Offerors shall assume that the Government has no prior knowledge of the Offeror's facilities and/or experience and will rely heavily on the information presented in the Offeror's proposal. Proposals shall be neat, indexed (cross-indexed as appropriate), and assembled in an orderly manner. Elaborate artwork and expensive visual and other presentation aids are neither necessary nor desired. Include only information that is relevant to this source selection.

**2.1 Proposal Submission:** Offerors are responsible for submitting proposals so as to reach the Government POCs identified above by the time specified in this solicitation; only electronic proposals will be required (no hard copies - uploads, CDs, or DVDs only).

The electronic copy will be submitted using the DoD SAFE website <https://safe.apps.mil>. Offerors will be required to contact the Contracting Officer and/or Contract Specialist to obtain a link to upload source selection documents NLT SEVEN (7) CALENDAR DAYS PRIOR TO RFP CLOSING DATE. It is the responsibility of the Offeror to request the link and submit the proposal prior to the time and date set for proposal submission. Offerors are cautioned to upload files to the DoD SAFE with plenty of time to ensure upload of files and submission is accomplished before the due date and time. Proposals will be deemed to be timely if the "Drop-Off Completed" timestamp in DoD Safe is NLT the proposal due date and time.

Electronic proposals (CDs or DVDs) may also be submitted by mail or hand-carried to the Operational Contracting Office at 308 West D Ave, Eglin AFB, FL 32542. Mailed or hand carried proposals must be on a CD or DVD. Title of the documents should state the corresponding proposal volume/title and include the Offeror's CAGE code (i.e. "Vol 1 Executed Contract Documentation and Offeror XXXXX").

\*Note – "XXXXX" refers to the Offeror's CAGE Code. If the proposal is mailed, it shall be mailed and addressed to all POCs in paragraph 1.4 identified as "Proposal in Response to Solicitation FA2823-23-R-0006".

Contractors shall request base access for hand carried proposal (CD or DVD) delivery. Contractors shall request base access NLT 72 HOURS PRIOR TO THE PROPOSAL DUE DATE by sending an email request to the either of the Contracting Officer's identified in paragraph 1.4 identifying the company name and list of individuals who need access.

The email should include the following information: FULL LEGAL NAME AND DOB for each individual requesting access. Base access requests not providing at least 72-hour notice will not be honored.

The electronic copies of the proposal shall be submitted in a format readable by portable document format (PDF), Microsoft (MS) Office Word 97-2003, 2010, or 2016, MS Office Excel 97-2003, 2010, or 2016, and MS Office Power Point 97-2003, 2010, or 2016, as applicable. The 50 division excel worksheet MUST be submitted in an editable format (excel), a pdf version may accompany the excel file as an

addition, if desired. Do not embed files into the proposal documents. Embedded files will not be evaluated.

Title of the documents should state the corresponding proposal volume/title and include the Offeror's CAGE code (i.e. "Vol 1 Executed Contract Documentation and Offeror XXXXX).

\*Note – "XXXXX" refers to the Offeror's CAGE Code

Any proposal, bond, amendment, or revision that is received at the designated Government Office after the exact time specified for receipt of proposals will be "late" and will not be considered unless the Contracting Officer determines the criteria set forth in FAR 15.208 exists.

**2.2 Format and Content:** Each of the volumes specified in Section L shall be prepared as a single volume. A cover sheet should be included in each electronic volume and should be clearly marked as to volume number, title, copy number, solicitation identification, and the Offeror's name. To the greatest extent possible, each volume shall be written on a stand-alone basis so that its contents may be evaluated with a minimum of cross-referencing to other volumes of the proposal. Cross-referencing within a proposal volume is permitted where its use would conserve space without impairing clarity.

**2.3 Page Size, Format, and Limit:** The proposals will be on 8 1/2" x 11" pages. Legible tables, charts, graphs, and figures shall be used wherever practical to depict organizations, systems and layout, implementation schedules, plans, etc. These displays shall be uncomplicated, legible, and shall not exceed 11" x 17". Typeface shall not be less than 12-point, with 1" margins on all sides. Smaller, legible font size, no smaller than 6-point, may be used for charts and tables.

A page is defined as one face of a sheet of paper containing information. This includes all appendices, charts, graphs, diagrams, tables, photographs, etc., unless placed on 11" x 17" sheets, in which case they will be counted as two (2) pages. All pages of each part shall be appropriately numbered and identified with the Request for Proposal (RFP) number (FA2823-23-R-0006). Page limitations (shown below) shall be treated as maximums. The page should be a standard "white page" format so that when printed the output page background is "white".

**2.4 Indexing:** Each volume shall contain a more detailed table of contents to delineate the subparagraphs within that volume. Tab indexing shall be used to identify sections. Indexing is not included in the page limitations.

Covers for volumes, tables of contents, indices, title pages, cross reference indices, and section dividers/tables will not be included in the page count if they are inserted solely to provide ease to the reader in locating volumes/sections of the proposal. They will be counted if they contain any other information, (e.g. diagrams, extraneous data, etc.). Pages marked "This page intentionally left blank" will not be counted. Pages in excess of the page count stated in the table below will not be evaluated. An electronic page is defined as each face of an 8 1/2" X 11" electronic sheet of paper containing information. Page limits apply to all electronic files and resulting printed output files, as applicable.

| Volume | Volume Title   | Copies (Electronic)                  | Page Limit  |
|--------|--|--------------------------------------|---|
| I      | Price<br>50 Division Excel Worksheet (L1)<br>Any Pricing Justification<br>Financial Questionnaire (L2)                                     | One (1) Electronic Copy or (CD/DVD)* | No Limit  |
| II     | Past Performance<br>Past Performance Information<br>Past Performance Information Sheets<br>Past Performance Questionnaires<br>Consent Form | One (1) Electronic Copy or (CD/DVD)* | 10 pages for past performance information and<br>4 Pages per Information Sheet (Attachment L4) and<br>No limit for Consent Forms (Attachment L5)<br>Past Performance Questionnaires (Attachment L6) |
| III    | Contract Documentation & Factor 3 Small Business Participation Plan  | One (1) Electronic Copy or (CD/DVD)* | No Limit  |

\* If the proposal will be mailed or hand-carried, the proposal shall be provided in a single CD/DVD as long as it is labeled and prepared accordingly with instructions.

**3.0 VOLUME I – PRICE PROPOSAL - Submit one (1) electronic copy.**

**3.1 General Instructions:** The Offeror’s Cost/Price proposal shall fully and clearly demonstrate reasonableness, balanced pricing, as well as document the Total Evaluated Price (TEP). The TEP will be the sum total of all Firm-Fixed Priced CLIN(s) and options (if applicable).

**3.1.1 Reasonableness:** This section is to assist you in submitting other than certified cost or pricing data that are required to evaluate the reasonableness of your proposed cost/price. Compliance with these requirements is mandatory and failure to comply may result in rejection of your proposal. The burden of proof for credibility of proposed costs/prices rests with the Offeror.

**3.1.2 Materially Unbalanced Pricing:** Materially unbalanced pricing poses an unacceptable risk to the Government and may be a reason to reject an Offeror’s proposal. Materially unbalanced pricing exists when, despite an acceptable TEP, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. Offerors should explain significant fluctuations between offered rates/hours in the same labor categories over various years.

**3.1.3 Cost/Price Information:** Data beyond that required by this instruction shall not be submitted, unless the Offeror considers it essential to document or support their cost/price position. All data relating to the proposed price, including all required supporting documentation, must be included in the section of the proposal designated as the Cost/Price Volume. Additionally, although adequate price competition is expected, if only one offer is received in response to this solicitation the responding Offeror will be required to provide certified cost or pricing data in accordance with Table 15-2, at FAR 15.408 and DFARS Clause 252.215-7009.

**3.1.4 Rounding:** All calculated monetary amounts provided shall be rounded to the nearest cent.

**3.1.5 Volume Organization:** The Cost/Price Volume shall consist of the following sections:

**3.1.5.1 50 Division Cost Estimate (DCE) Worksheet (Attachment L1):** Offerors shall provide a price breakdown for the project utilizing the 50 Division Cost Estimate (DCE) Worksheet (Attachment L1) for each CLIN as well as a summary page. Use and submit the 50 Division Cost Estimate (DCE) Worksheet (Attachment L1) to build your proposal. The Government has provided in Attachment L1 the anticipated division and cost elements per division for the project. Review the proposal divisions and the cost elements within each division and if division or any cost elements need to be added (do not remove pre-existing entries, place additions at the bottom of the column, as needed) the Contractor should provide explanation and direct reference to applicable requirement document(s). Offerors shall input the major work elements by specification division and provide pricing for those major work elements within each division sheet. The information from the division sheets may not be all inclusive. Offerors are allowed to include any missing items from each division and are allowed to fill in other divisions that are not listed in the prefilled division sheets. Offer will be complete, accurate, and sufficiently detailed to demonstrate a clear understanding of the requirement including providing sufficient details in the Division Cost Worksheet regarding quantities for material, labor, and other services. Offerors should not utilize lump sum or total pricing when pricing each specification division. Failure to breakout major work elements within a specification division may result in an unfavorable evaluation. If utilizing lump sum or total pricing when pricing the specific division, Offerors should provide rationale on why the price cannot be broken out. The burden of proof for credibility of proposed pricing rests with the Offeror.

The Government anticipates the following divisions to be utilized:

Div. 01 – General Requirements

Div. 02 – Design Cost

Div. 26 - Electrical

**3.1.5.2 Financial Reference Worksheet (Attachment L3):** Offerors shall submit the fully executed Financial Reference Worksheet (Attachment L3) provided back from their financial institution.

**3.1.6 Submission of Bid Guarantee:** An electronic copy of the bid guarantee shall be submitted with the electronic proposal. Offerors shall submit a hard copy of the bid guarantee via mail or hand delivery. Offerors shall deliver or mail the bid guarantee no later than 3-business days after the date established for receipt of proposals. Mail or deliver to the address listed in Block 7 of the SF1442. Failure to submit



a hard copy original of the bid guarantee may render the offer ineligible for award. *Offeror shall use the attachment L2 Bond Checklist and provide as part of the price proposal.*

#### **4.0 VOLUME II – PAST PERFORMANCE - Submit one (1) electronic copy.**

##### **4.1 Recency and Relevancy of Past Performance Information**

Offerors shall complete Attachment L4 “Past Performance Information,” on contracts and/or task orders you consider most recent and most relevant in demonstrating your ability to perform the proposed effort. Attachment L4 is limited to 4 pages per Information Sheet. Offerors shall only submit contracts for evaluation that are both recent and relevant. You may submit up to five (5) Past Performance Information sheets identifying active or completed contracts and/or task orders, either Government or commercial, for prime, teaming partner, and/or joint venture partner (within the same division or cost center) and you may also submit up to five (5) Performance Information Sheets for each subservice provider.

Recent past performance is defined as ongoing contracts with a performance history, and contracts completed within five (5) years from the issue date of this solicitation.

Relevant Contract is a contract that meets the definitions for one of the Relevancy Factors as set forth in Section M, Table M2

If past performance information is submitted under an Indefinite Delivery/Indefinite Quantity (IDIQ), the service provider must identify the delivery/task order relevant to this effort. Use one Past Performance Information Sheet for each delivery/task order cited. If submitting a Past Performance Information Sheet for the entire IDIQ effort the Offeror must identify the delivery/task order relevant to this effort. Offerors are cautioned that the Government will use data provided by each Offeror in this volume and data obtained from other sources in the evaluation of past and present performance.

**4.2 Teaming Arrangements/Joint Ventures:** If the Offeror intends to submit past performance information of a teaming arrangement member or a joint venture partner, then the Offeror shall provide sufficient information to clearly convey the roles and responsibilities that each member or partner performed. Past Performance information of team members or joint venture partners shall be consistent with the proposed roles and responsibilities that each member or partner will perform for this requirement. Identify each member's share of the prospective contract, 50/50, 51/49, etc. Clearly establish roles of each party (who is prime and who is subcontractor, who is responsible for what tasks, contract administration, proposals, work management, etc.). Provide for protection of competition-sensitive proprietary information (subcontractor past performance cannot be disclosed to the prime Offeror without the subcontractor's consent). Provide a letter from all subcontractors (Attachment L5) that will perform major or critical aspects of the requirement, consenting to the release of their past performance information to the prime contractor, only if it is being used as part of the past performance evaluation. If a under a teaming arrangement, include a Statement of Assurance that the team member will not be replaced for the duration of the contract, and any exceptions should be identified. The Prime Contractor is obligated to negotiate in good faith and is responsible for conveying mandatory Government terms and conditions to subcontractors. The prime contractor shall remain fully responsible for contract performance, regardless of any teaming agreement between the prime contractor and its subcontractors.

**4.3 Organizational Structure Change History:** Many companies have acquired, been acquired by, or otherwise merged with other companies, and/or reorganized their divisions, business groups, subsidiary companies, etc. In many cases, these changes have taken place during the time of performance of relevant past efforts or between conclusion of two recent past efforts and this source selection. To facilitate the Government's relevancy determination, include in this proposal volume a "roadmap" describing all such changes in the organization of your company. A pamphlet or other commercial document describing such reorganizations may suffice. As part of this explanation, show how these changes impact the relevance of any efforts you identify for past performance evaluation/performance confidence assessment. Since the Government intends to consider past performance information provided by other sources as well as that provided by the Offeror(s), your "roadmap" shall be both specifically applicable to the efforts you identify and general enough to apply to efforts on which the Government receives information from other sources.

**4.4 Questionnaires:** The submissions to the following sub-paragraphs do NOT count towards the page limit for the Offeror's Past Performance Volume.

**4.4.1 Questionnaire Submissions:** For each Attachment L4 submission, the Government requires the Offeror to send out the Past Performance Customer Questionnaire, (Attachments L6) to each of the Government or Commercial Points of Contact.

ONE (1) COPY OF THE COMPLETED QUESTIONNAIRES SHALL BE SUBMITTED DIRECTLY TO EITHER OF THE POINTS OF CONTACT IDENTIFIED IN PARAGRAPH 1.4 NOT LATER THAN THE DATE PROPOSALS ARE DUE AND ONE (1) COPY WILL BE SUBMITTED WITH YOUR PROPOSAL.

Additional information may be obtained by the Past Performance Team by direct contact through the Contracting Officer.

While the Government may elect to consider data obtained from other sources, the burden of providing adequate, factual data to determine performance confidence rests with the Offeror. The Government does not assume the duty to search for data to cure problems it finds in proposals. Proposals that do not contain the required information are subject to rejection by the Government.

The Offeror shall provide a summary of all prime Offeror and subservice provider/team member performance history submissions, in columnar format, with the following information: Service Provider Name, Contract Number, Performance Period, CO Name/Phone Number, Contracting Officer Representative Name/Phone Number. Completed questionnaires that are submitted by the respondents and copies of the respondents provide with the Offeror proposal shall not count against any page limitations established for this volume.

Each of the Offeror's identified Government POCs can either send an encrypted email with the completed Past Performance Customer Questionnaire directly to mary.hallmon@us.af.mil, Attention: Mary Hallmon. Please mark the subject line as Source Selection Information - See FAR 2.101 and 3.104 or mail the questionnaire(s) to the address listed below. If mailing, the outside envelope must be marked as follows:

OPERATIONAL CONTRACTING OFFICE  
308 West D. Ave., Suite 130  
Bldg. 260  
Eglin AFB, FL 32542  
Attn: Ms. Mary Hallmon Contracting Officer

**5.0 VOLUME III – CONTRACT DOCUMENTATION: - Submit one (1) electronic copy.**

The purpose of this volume is to provide information to the Government for preparing the contract document and supporting file. The volume shall be prepared in the following format and contain the following contract files. The Offeror's proposal shall include a signed copy of the Solicitation and Sections A through K with applicable information within each section properly filled in by the Offeror.

Cover Page: Offeror shall provide a cover page containing the company/division CAGE code, Unique Entity ID number (UEI), TIN, business size, small business category, and the name, title, telephone number, and e-mail address of the Point of Contact.

Section A: Complete blocks 14 through 20c of the SF 1442. These sections constitute the model contract. An authorized official of the firm submitting the offer must sign and date the SF 1442 in block 20a-c. In doing so, the Offeror accedes to the contract terms and conditions as written in the RFP, Sections A through M.

Section B: Offerors are required to complete this section

Section C – H: Offerors are not required to complete these sections.

Section I: Complete the Offeror supplied fill-in information for applicable clauses. All Offerors submitting a proposal to this solicitation shall comply with FAR 52.204-7 System for Award Management. Should the awardee not be located within the registry, the Contractor may be deemed unawardable.

Section K: Complete the representations and certifications in Section K or the System for Award Management (SAM).

Offerors are required to meet all solicitation requirements, such as terms and conditions, representations and certifications, and technical requirements, in addition to those identified as evaluation factors.

**5.1 Small Business Participation Plan.** The Offeror must complete and submit the Small Business Participation Plan Form (Attachment L8). All offerors (both large and small businesses) will be evaluated on the level of proposed participation of U.S. Small businesses in the performance of the contract relative to the objectives and goals established herein. The Offeror's proposal must meet the minimum mandatory Total Small Business Participation Goal of 37% of total contract value (through collective small business participation from any type of small business or sub-category small business).

The subcategory small business goals are as follows:

- Service Disabled Veteran-Owned Small Business....2%;
- HUBZone Small Business.....2%;
- Small Disadvantaged Business.....3%;
- Women-Owned Small Business.....5%.

**5.2. Subcontracting Plan (Applicable to Large Businesses Only).** Separate from the Small Business Participation Plan. Large Business concerns must also submit a Subcontracting Plan as required by FAR 52.219-9 Small Business Subcontracting Plan - Alternate II (DEVIATIONS 2018-O0018 and 2023-O0005). The Subcontracting Plan will not be rated by the Source Selection Team (SSET), but rather reviewed by the Small Business Advisor and the Contracting Officer for acceptability. Proposals submitted in response to this solicitation shall include a subcontracting plan that separately addresses subcontracting with small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and Women-owned small business concerns. If the offeror is submitting an individual contract plan, the plan must separately address subcontracting with small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns, with a separate part for the basic contract and separate parts for each option (if any). The plan shall be included in and made a part of the resultant contract. The subcontracting plan shall be negotiated within the time specified by the Contracting Officer. Failure to submit and negotiate a subcontracting plan shall make the offeror ineligible for award of a contract. In accordance with Defense Federal Acquisition Regulations, DFARS 215.304(c), when an evaluation assesses the extent that small businesses are specifically identified in proposals, the small businesses considered in the evaluation shall be listed in any subcontracting plan submitted pursuant to FAR 52.219-9 to facilitate compliance with 252.219-7003., Alternate II (DEVIATIONS 2018-O0018 and 2019-O0005) and DFARS 252.219-7003 Small Business Subcontracting Plan (DoD Contracts)-Basic (Dec 2019). The assessment will consider if the plan adequately responds to each of the required elements of the FAR 52.219-9, Alternate II (DEVIATIONS 2018- O0018 and 2019-O0005) and if the commitments listed in the Offeror's Subcontracting Plan are comparable to the commitments addressed in the Offeror's Small Business Participation Plan.

**5.3 Exceptions to the Solicitation:** 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. Offerors shall 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. As award without discussions is contemplated, Offerors are cautioned that if the Government does not agree with the Offeror’s exception to the solicitation, the Offeror could be deemed non-responsive and therefore unawardable. This information shall be provided in the format and content of the following table.

| Reference | Page/Paragraph | Requirement/Portion | Rationale |
|-----------|----------------|---------------------|-----------|
|-----------|----------------|---------------------|-----------|

| SOW, SPEC, Model Contract, etc. | Applicable Page and Paragraph Numbers | Identify the requirement or portion to which exception is taken | Describe why the requirement can/will not be met |
|---------------------------------|---------------------------------------|---|--|
|---------------------------------|---------------------------------------|---|--|

Provide the following required information:

**5.4 Authorized Offeror Personnel:** Offeror shall provide the name, title, telephone number, and e-mail address of the company/division Point of Contact regarding decisions made with respect to the Offeror’s proposal and who can obligate the Offeror contractually. Offerors shall also identify those individuals authorized to negotiate with the Government.

**5.5 Company/Division Address, Identifying Codes, and Applicable Designations:** Offerors shall provide the company/division's street address, county and facility code; CAGE code; Unique Entity ID number (UEI); TIN; size of business (large or small). This same information must be provided if the work for this contract will be performed at any other location(s). List all locations where work is to be performed and indicate whether such facility is a division, affiliate, or subcontractor, and the percentage of work to be performed at each location.

**SECTION L ATTACHMENTS:**

1. 50 Divisions Cost Estimate worksheet (L1)
2. Bonds Checklist (L2)
3. Financial Responsibility Questionnaire (L3)
4. Past Performance Information (L4)
5. Consent Letter for the Release of Past Performance Information to the Prime Service Provider (L5)
6. Past Performance Customer Questionnaire (L6)
7. Example Release Cover letter (L7)
8. Small Business Participation Plan Form (L8)