

ATTACHMENT 3

PROPOSAL PREPARATION INSTRUCTIONS:

1. To assure timely and equitable evaluation of proposals, Offerors must follow the instructions contained herein. Proposals must be complete, self-sufficient, and respond directly to the requirements of this solicitation. The response shall consist of three (3) separate parts; Part I – Technical Capability, Part II – Past Performance, Part III – Price Proposal.

NOTE: All required documentation shall be page numbered and submitted in loose leaf 3 ring binders. Staples or other bindings shall not be used. Consolidated parts are acceptable provided tabs separate them. A cover sheet shall be found in each book, clearly marked as to the part number(s), title, copy number, RFP identification and the offeror's name. To facilitate identification accountability when placed in a vertical position on a shelf in a storage cabinet, the same identifying data shall be placed on the spine of each binder.

(a) Technical Proposals (Part I) shall not include price or pricing information. Submit original plus two copies. Pages containing text shall be single spaced, typewritten or printed, on standard size paper (8 ½ x 10 ½ inch or 8 ½ x 11 inch) in print providing not more than twelve characters to the linear inch, with adequate margins on each side (at least one inch). Foldouts – legible tables, charts and graphs shall be used wherever practical to depict organizations, systems, and layout, schedules, etc. These displays shall be uncomplicated, legible and shall not exceed 11 x 17 inches in size. Foldout pages shall fold entirely within the part (each 8 ½ x 11 inch surface, or fraction thereof, of a foldout). Foldout pages may be used for large tables, charts, graphs diagrams, and schematics; not for pages of text. For charts and figures, the type shall not be smaller than five (5) points.

(b) Past Performance Proposals (Part II) shall not include price or pricing information. But shall be in the same format as Technical Proposal.

(c) Price Proposal (Part III) shall contain the Schedule from the Solicitation and adhere to the same format as much as possible.

3. SPECIFIC INSTRUCTIONS:

(a) Part I – TECHNICAL

Submit original and two copies. Offerors technical proposal shall conform to the standards listed at FAR Clause 52.212-2, Evaluation – Commercial Items, in the Request for Proposal.

(b) Part II – PAST PERFORMANCE

Limited to no more than two (2) of the most relevant contracts performed within the last three years for the same or similar type contract. Submit original plus two copies. The offeror shall provide the following information for each of the referenced contracts:

- a. Contract number.
- b. Description of work performed.
- c. Term of the contract.
- d. Agency with which the work was contracted.
- e. Point of contact.
- f. Any other applicable information.

Past Performance Questionnaire – The offeror shall provide the questionnaire to a minimum of 2 companies that can evaluate services provided that are relevant to this proposal and that have been completed within the last 3 years.

Submitted documents must contain adequate information to enable the evaluation team to fully ascertain Offeror's capability to perform all of the requirements contemplated by this solicitation, and be consistent with the following:

- g. Requirements of the RFP (CLINS and SOW) and government standards and regulations pertaining to the SOW.
- b. Evaluation factors for award in this RFP.

c. PART III – PRICE

- a. Complete blocks 12, 17, and 30 of the SF 1449. An official authorized to contractually bind the offeror must sign Block 30a. In doing so the offeror accedes to the contract terms and conditions as written in the RFP.
- b. Insert proposed unit prices and extended amounts for each Contract Line Item (CLIN), including all option tasks and option periods.
- a. Complete the necessary fill-ins and certifications required by FAR Clause 52.212-3 and RCO-AK 0001, and return in their entirety. For all other sections, the offeror shall submit only those pages that require fill-ins.
- b. Offerors submission shall conform to the standards listed at FAR Clause 52.212-2, Evaluation – Commercial Items, in the Request for Proposal.