|  |  |  |  |
| --- | --- | --- | --- |
| Proposal – Production Checklist | | | |
|  | **Target Date** | **Completed** | **Comments** |
| Technical Proposal Basic Requirements |  |  |  |
| Separate Technical and Business Proposals |  |  |  |
| Offerors are expected to respond with technical and business proposals for the entire project and the total period of performance, including all base tasks and optional tasks. |  | □ |  |
| To expedite the proposal evaluation, all documents required for responding to the RFP should be placed in the following order:  Volume I. Technical Proposal.  Volume II. Business Proposal. |  | □ |  |
| Page and Font Restrictions |  |  |  |
| All pages must be numbered. |  | □ |  |
| Pages must be letter size (8.5 x 11 inches) |  | □ |  |
| Margins must be a minimum of .75 inches on each side |  | □ |  |
| The size of the font should be NO smaller than the size of Times Roman 12pt for the Technical Proposal |  | □ |  |
| NO smaller than the size of Times Roman 10pt for the Appendices |  | □ |  |
| NO smaller than the size of Times Roman 8pt for Exhibits and Graphics but the offeror can utilize any legible font style. |  | □ |  |
| Proposal and Exhibits |  |  |  |
| The technical proposal must not exceed 100 pages in length, including the executive summary and technical discussion. |  | □ |  |
| Cover page and table of contents are not included in the page count for the technical proposal. |  | □ |  |
| Exhibits used (placed) in the technical proposal discussion will count as a page and should be numbered as such. |  | □ |  |
| Exhibits and Appendices must be labeled and numbered. |  | □ |  |
| Volume Cover Page Requirements |  |  |  |
| Signature by an official authorized to bind your organization |  | □ |  |
| Stipulation that proposal is predicated upon all the terms and conditions of this RFP |  | □ |  |
| RFP title |  | □ |  |
| RFP number |  | □ |  |
| Name of organization |  | □ |  |
| Identification of the proposal part |  | □ |  |
| Indicate whether the proposal is an original or copy |  | □ |  |
| Appendix |  |  |  |
| Any Appendix to the technical proposal shall not exceed 50 pages in length. |  | □ |  |
| Appendices are separate from the technical proposal page count and should either follow the technical proposal or be separate from the technical proposal. |  | □ |  |
| Exhibits and Appendices must be labeled and numbered. |  | □ |  |
| Resumes |  |  |  |
| Resumes and letters of commitment are not included in the page count for either the technical proposal or appendix. |  | □ |  |
| The offeror shall provide a separate labeled section for the purpose of resumes and letters of commitment and this section will not be included in the page count. |  | □ |  |
| Resumes should be placed in alphabetical order. |  | □ |  |
| Submission Format |  |  |  |
| An original with original signature and nine (9) copies of the technical proposal |  | □ |  |
| One electronic copy on a standard PC-compatible CD-ROM. |  | □ |  |
| Business Proposal Basic Requirements |  |  |  |
| Separate Technical and Business Proposals |  |  |  |
| Offerors are expected to respond with technical and business proposals for the entire project and the total period of performance, including all base tasks and optional tasks. |  | □ |  |
| To expedite the proposal evaluation, all documents required for responding to the RFP should be placed in the following order:  Volume I. Technical Proposal. Volume II. Business Proposal. |  | □ |  |
| It is recommended that the business proposal consist of a cover page, a table of contents, and the information requested in the Business Proposal Instructions and as specified in SECTION J, List of Attachments. |  | □ |  |
| Page and Font Restrictions |  |  |  |
| There is no limit on the number of pages for the business proposal |  | □ |  |
| Pages must be no larger than 11 x 17 inches. |  | □ |  |
| The size of the font should be no smaller than the size of Time Roman 10pt for the Business Proposal but the offeror can use any legible font style. |  | □ |  |
| Volume Cover Page Requirements |  |  |  |
| Signature by an official authorized to bind your organization |  | □ |  |
| Stipulation that proposal is predicated upon all the terms and conditions of this RFP |  | □ |  |
| Submission Format |  |  |  |
| An original with original signature and four (4) copies of the business proposal |  | □ |  |
| One electronic copy in Microsoft Excel. The electronic copy shall be provided on a standard PC-compatible CD-ROM. |  | □ |  |
| The Business Proposal can be provided in PDF but you must also provide the budget sheets in Excel. |  | □ |  |
| Additional Items Required for Submission |  |  |  |
| Transmittal Letter |  | □ |  |
| SF 33 |  | □ |  |
| Attachment 10—Government Notice for Handling Proposals  Your proposal must be submitted in the number of copies, to the addresses, and marked as indicated in Section J, Attachment 9, “Packaging and Delivery of the Proposal.” In addition, the “Government Notice for Handling Proposals” in Section J, Attachment 10 must be placed on top of each copy of the Technical Proposal. |  | □ |  |
| Attachment 11—Contact Points  The proposal should list the names and telephone numbers of persons authorized to conduct negotiations and to execute contracts (Attachment 11, Contact Points). |  | □ |  |
| Attachment 16—Summary of Costs and Hours Spreadsheet  ALL OFFERORS are required to submit as part of their Business Proposal a completed “Summary of Costs and Hours Spreadsheet” (See Attachment 16) filled out with the estimated costs by year for the CORE and Optional Task work, if any. |  | □ |  |
| Copy of Travel Policy  If travel costs are proposed on the basis of your organization's established travel policy, a copy of the policy must be provided. |  | □ |  |
| Letter(s) of Commitment  For all proposed personnel who are not currently members of the offeror’s staff, a letter of commitment or other evidence of availability is required. A resume does not meet this requirement.  Commitment letters for use of consultants and other personnel to be hired must include:   * + - * The specific items or expertise they will provide.       * Their availability to the project and the amount of time anticipated.       * Willingness to act as a consultant.  How rights to publications and patents will be handled (if appropriate). |  | □ |  |
| Subcontractor Letter(s) of Commitment  Subcontract(s): If subcontractors are proposed, please include a commitment letter from the subcontractor detailing:   * + 1. Willingness to perform as a subcontractor for specific duties (list duties).     2. What priority the work will be given and how it will relate to other work. iii. The amount of time and facilities available to this project. iv. Information on their cognizant field audit offices.     3. How rights to publications and patents are to be handled.     4. A complete cost proposal in the same format as the offeror's cost proposal.     5. For each subcontract over $700,000, the support should provide a listing by source, item, quantity, price, type of subcontract, degree of competition, and basis for establishing source and reasonableness of price, as well as the result of review and evaluation of subcontract proposals when required by FAR 15.806. |  | □ |  |
| Subcontractor Sealed Proposal(s) (if any Subcontractor requires)  If the Subcontractor requires the submission of a Sealed Proposals, they MUST be submitted with the PRIME submission. |  | □ |  |
| Rate Agreement  Where a rate agreement exists, provide a copy. If no rate agreement exists, please indicate the cognizant contracting officer, name, address and phone number. |  | □ |  |
| Attachment 15—IT CostsIT Costs: You are required to complete the IT Total Estimate Cost Sheet Form, which is included as Attachment 15 to the solicitation. |  | □ |  |
| Subcontractor IT Form(s) and Roll up Form for combining all IT costs If subcontractors are proposed, separate IT forms must be provided by the prime and subcontractors, as well as a “roll up” form combining all IT costs for the project. |  | □ |  |
| Financial Data Indicating that Offeror the Has Necessary Financial Capacity, Working Capital, and Other Resources to Perform the ContractThe offeror should indicate if it has the necessary financial capacity, working capital, and other resources to perform the contract without assistance from any outside source. Financial data such as balance sheets, profit and loss statements, cash forecasts, and financial histories of your organization's affiliated concerns should be utilized. |  | □ |  |
| Evidence of Ability to Obtain Equipment, Facilities and Personnel Necessary to Perform Requirements of Project  The offeror should provide acceptable evidence of his/her "ability to obtain" equipment, facilities, and personnel necessary to perform the requirements of this project. If these are not represented in the offeror's current operations, they should normally be supported by commitment or explicit arrangement, which is in existence at the time the contract is to be awarded, for the rental, purchase, or other acquisition of such resources, equipment, facilities, or personnel. |  | □ |  |
| Attachment 17—Section 508 Evaluation Template  Offerors must submit a completed HHS Section 508 Evaluation Template (Attachment 17) as part of its proposal submission. |  | □ |  |
| Submission Requirements |  |  |  |
| 1. Summary of What to Submit |  |  |  |
| General:□ Transmittal Letter□ SF-33 |  | □ |  |
| Technical Proposal: □ An original with original signature and nine (9) copies □ Plus electronic copy on a standard PC-compatible CD-ROM of:   * Attachment 10—Government Notice for Handling Proposals (place on top of each copy of the Technical Proposal) * Technical Proposal, including any Exhibits * Appendix * Resumes |  | □ |  |
| Business Proposal: □ An original with original signature and nine (9) copies □ Plus electronic copy on a standard PC-compatible CD-ROM of:   * Business Proposal in Microsoft Excel (The Business Proposal can be provided in PDF but you must also provide the budget sheets in Excel.) * Attachment 11—Contact Points * Attachment 16—Summary of Costs and Hours Spreadsheet * Copy of Travel Policy * Letter(s) of Commitment * Subcontractor Letter(s) of Commitment * Subcontractor Sealed Proposal(s) (if Subcontractor requires) * Rate Agreement * Attachment 15—IT Costs * Subcontractor IT Form(s) (Attachment 15—IT Costs) * Roll up Form (Attachment 15—IT Costs) for combining all IT costs * Financial Data Indicating that Offeror the Has Necessary Financial Capacity, Working Capital, and Other Resources to Perform the Contract * Evidence of Ability to Obtain Equipment, Facilities and Personnel Necessary to Perform Requirements of Project * Attachment 17—Section 508 Evaluation Template |  | □ |  |
| 2. When and Where to Submit: |  |  |  |
| Submission must be received by the Contracting Officer by no later than 3:00 p.m., EDT, on July 20, 2016. |  | □ |  |
| When using the U.S. Postal Service, Special/Overnight Carrier Service method of delivery: Craig Sager, Contract Specialist  PROPOSAL—RFP No. 283-17-0492  Substance Abuse and Mental Health Services Administration  Division of Contracts Management, OFR  5600 Fishers Lane, Room 17E-89D  Rockville, Maryland 20857 |  | □ |  |
| If you are using a courier service or hand carrying the proposals, you will deliver your package to the Wilkins Avenue Screening Facility at: 1225 Wilkins Avenue  Rockville, MD 20852 |  | □ |  |
| 3. Other Submission Considerations: |  |  |  |
| ALL PACKAGES MUST GO THROUGH THE SCREENING PROCESS. (UPS and FedEx deliveries are automatically re-directed to this screening facility.) |  | □ |  |
| Please allow ample time as proposals cannot be accepted until they have gone through Security. SAMHSA will not accept deliveries at the main entrance on Fishers Lane. |  | □ |  |
| Past Performance Submission Requirements |  |  |  |
| No later than the date proposals are due under this solicitation, offerors should complete and send Attachment 12 (Example Client Letter) to each reference identified above. |  | □ |  |
| Offerors should include a copy of Attachment 13 (Contractor Performance Information form) for the client to complete and mail to SAMHSA, as specified in the client letter. |  | □ |  |
| Offerors should ask each reference to return the completed form to the SAMHSA Contracting Office, as prescribed on the form. |  | □ |  |
| Completed forms from references are due 10 calendar days after the date proposals are due under this solicitation. |  | □ |  |
| Proposal Printing Procedures |  |  |  |
| 1. Pre-Production: |  |  |  |
| □ Develop (and don't forget to triple-check) a list of every part of the proposal that you must submit to the customer. |  | □ |  |
| □ Determine how many sets you have to print in accordance with your delivery plan. *(Tip: use more than one delivery method/route.)*   * One original with original signature and nine (9) copies of Technical Proposal, plus one electronic copy on a standard PC-compatible CD-ROM * One original with original signature and four (4) copies of Business Proposal, plus one electronic copy in Microsoft Excel on a standard PC-compatible CD-ROM |  | □ |  |
| □ If you are shipping sealed packages from your subcontractors, make sure that you request them to deliver the right number of sets to you early; inventory their submissions to ensure each subcontractor’s package has arrived on time. |  | □ |  |
| □ Let your production team know the date and time you plan to print, as well as the size of the deliverable and any special requirements, to ensure the right resources are available for printing, assembling the binders, and book check. |  | □ |  |
| □ Determine what printers you will use, make sure maintenance is current on all production equipment, and have a contingency plan if anything breaks (keep information in this folder on the contingency arrangements for future use):   * Alternative printer(s) in your organization * Local print shop phone and address list * Mimeo.com or a similar account set up in advance with your custom options * Other backup options:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | □ |  |
| 2. Check Whether Enough Printing and Shipping Supplies are Allocated for your Effort, and Order Any Missing or Low Supplies: |  | □ |  |
| *Shipping Supplies:*  □ Boxes, in sizes that comfortably accommodate your proposal.  □ Filler wrapping paper or biodegradable bubble wrap.  □ Packing tape.  □ Large labels to mark boxes in accordance with RFP instructions.  □ Shipping labels: If you are using an overnight shipper, have their labels on hand.  □ Permanent marker for writing the address on the box. □ Other: Standard PC-compatible CD-ROMs (CDs).□ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 3. Pre-Print and Pre-Assemble Materials in Advance: |  |  |  |
| □ Develop the list of tabs and print them in advance. |  | □ |  |
| □ Print and cut cover and spines, and insert them into the binders in advance. |  | □ |  |
| □ Preprint CD labels and jewel case covers (if you are using them). |  | □ |  |
| □ Print any other standalone completed proposal parts in advance. |  | □ |  |
| □ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 4. Produce the Proposal: |  |  |  |
| □ Print and review a proof to make sure that this is the correct document version and nothing has shifted around, and make changes if necessary. |  | □ |  |
| □ Print proposal copies and build books. |  | □ |  |
| □ Check every proposal page to ensure there were no misprints or mistakes in building the books; reprint and replace problem pages. |  | □ |  |
| □ Burn files on CDs:   * Ensure the files are in the correct software version. * Scan them with an antivirus software. * Name the files the way that the RFP instructed, or if there are no instructions, use descriptive names in a consistent naming format. * Burn the CDs and test opening the files on THREE different computers that don't have the same CD burning software to ensure the files will open. |  | □ |  |
| □ Separate the sets for packing and shipping; double-check that you have the original signatures with the original submission (if that's required). YES |  | □ |  |
| □ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | □ |  |
| Proposal Delivery |  |  |  |
| 1. Plan for Proposal Delivery (Physical) |  |  |  |
| □ Select the main delivery method and at least one alternate method consistent with the RFP requirements:  □ Hand delivery:   * + - Check if the RFP requests the name of the delivery person in advance and submit     - Determine the cutoff time for safe delivery given facility security restrictions and last-minute emergencies     - Check the weather one week ahead     - Designate who will deliver and obtain their commitment:       * (Primary delivery):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_       * (Backup delivery):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_       * (Alternate):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   o Plan the main and alternate routes for delivery by car  o Plan when and where the drivers will pick up the proposal sets  o Decide if it is safer to stay in the hotel near the customer the night before  o Make arrangements with a courier in advance if using a courier  o Make travel arrangements to another city:   * + - * A way to pack and carry the proposal so that it isn't damaged       * Transportation to the airport       * Flight/other means of transportation       * Hotel       * ID, visas, and other documents necessary to travel       * Car or other means of local transportation, including someone local meeting the person arriving with the proposal   □ Shipping:   * + - Determine which service is accepted and which address to use     - Shipping via two different mail services: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   o Double-check whether these services deliver to this location, and how quickly:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ o Check how long the customer's mailroom takes and plan accordingly  o Should you plan to ship an alternate copy to the local contact and notification mechanism to ensure only one copy is delivered    □ Backup local printing in case of travel delays:   * + - Who will print     - Who will book check     - Whether you need to pre-ship binders with covers and tabs one week in advance     - Pre-set custom printing options in mimeo.com and similar external services, and plan to upload your proposal to these services as a backup |  | □ |  |
| 1. Packing: |  |  |  |
| □ Check on the RFP portal to make sure that there are no last minute amendments and delivery deadline changes. |  | □ |  |
| □ Go through the list of everything you have to submit and check that it is there:   * + Full set of volumes with correct number of copies for each volume, and CDs   + Filled out a signed offer form (such as SF-33 or SF-1449) and signed amendments   + Your signed transmittal letter   + Any other required deliverables |  | □ |  |
| □ Triple-check each box is packed correctly prior to sealing. |  | □ |  |
| □ Attach the address label and clearly mark whose proposal it is. |  | □ |  |
| □ Write the RFP number on the box and number the boxes in each set (and any other markings the RFP requires). |  | □ |  |
| □ Prepare TWO copies of the receipt for the customer to sign/time-stamp for hand delivery. |  | □ |  |
| 1. Electronic Delivery Preparation: |  |  |  |
| □ Strip all the metadata from the document prior to shipping such as document properties, comments and redlines, hidden text and graphics, presenter’s notes, etc. |  | □ |  |
| □ Ensure the files are in the correct software and format. |  | □ |  |
| □ Make sure your file size and type is transmittable – e.g., the customer can accept zipped/compressed files; that your files are of the size that can make it into the customer’s system, and/or if you have to plan to submit the proposal in pieces. |  |  |  |
| □ Allow the desktop publishers sufficient time to get the document down to a transmittable size:   * + Make sure that graphics look the same once they have been PDF'd and compressed   + Plan to take extra time to work with the document because files may not compress enough for electronic delivery   + Combine or split documents |  | □ |  |
| □ Make sure your files are named exactly as the RFP requires. |  | □ |  |
| □ If emailing, carefully write clear cover emails that accompany the attachments; ensure the sequence of the documents attached is correct. |  | □ |  |
| □ If posting to a portal, test the upload function ahead of time. |  | □ |  |
| □ Allow yourself time to upload – as Murphy’s law reigns supreme – networks go down, the Internet gets slow, email gets stuck in the outbox, email gets trapped in the filters, and so on. |  | □ |  |
| □ Have workarounds and plan “B” ready for alternate people to upload if all attempts fail due to unforeseen technical difficulties. |  | □ |  |
| □ Always confirm delivery.   * + Have the delivery and read receipt options checked when sending the email   + Copy yourself   + Call the customer to make sure your proposal has been received  If uploading to a portal, send an email to the customer (or call) to confirm they were able to download and open your files |  | □ |  |