(a) PROPOSAL FORMAT AND ORGANIZATION

(1) Offerors shall submit proposals in four volumes as specified below:

|  |  |  |
| --- | --- | --- |
| **Volume** | **Title** | **Copies** |
| I | Offer Volume | Original plus four Hard Copies and two electronic copies |
| II | Management/Technical Approach Volume | Original plus four Hard Copies and two electronic copies. |
| III | Price Volume | Two electronic copies |
| IV | Past Performance Volume | Original plus four Hard Copies and two electronic copies |

(2) All pages of Volumes I, II, III, and IV shall be numbered and identified with the offeror’s name, RFP number and date. Subsequent revisions, if requested, shall be similarly identified to show revision number and date. A table of contents shall be provided with figures and tables listed separately.

(3) Two electronic copies of the offeror’s proposal, designating one as “back-up,” shall be submitted (in addition to the hardcopies specified above). All volumes shall be prepared using either Microsoft Word (with backwards compatibility for Microsoft Word 2007) or a searchable Portable Document Format (PDF) compatible with Adobe Reader 9. Cost proposal charts shall use Microsoft Excel (with backwards compatibility for Microsoft Excel 2007). Formulas, not values should be used in Excel spreadsheets, unless otherwise directed in the cost model instructions, where amounts are calculated in electronic versions. DO NOT compress any electronic files. DO NOT password protect any portion of your electronic submission.

Electronic files of Volumes I, II, III, and IV shall be on virus free CD-ROM (CD-R format) discs with an external label indicating: (1) the name of the offeror, (2) the RFP number, (3) the format and software versions used, (4) a list of the files contained on the disk and (5) date of the information**.** In the event of any inconsistency between data provided on electronic media and hard copies, the hard copy data will be considered to be correct.

(4) The format for each proposal volume shall parallel, to the greatest extent possible, the format of the evaluation factors and subfactors contained in Section L of this solicitation. The proposal content shall provide a basis for evaluation against the requirements of this solicitation, which will be evaluated in accordance with Section M. The proposal content shall provide a basis for evaluation against the requirements of the solicitation. Each volume of the proposal shall specify the relevant evaluation criteria being addressed, if appropriate.

(5) Information shall be precise, factual, detailed and complete. Offerors shall not assume that the evaluation team is aware of company abilities, capabilities, plans, facilities, organization or any other pertinent fact that is important to accomplishment of the work as specified in the SOW. The evaluation will be based primarily on the information presented in the written proposal. The proposal shall specifically address each listed evaluation factor and subfactor.

(b) PROPOSAL CONTENT AND PAGE LIMITATIONS

(1) The following table contains the page limitations for each portion of the proposal submitted in response to this solicitation. Additional instructions for each component of the proposal are located in the contract provision noted under the Reference heading.

| **Proposal Component** | **Volume** | **Page Limitations** |
| --- | --- | --- |
| **Offer Volume**  **1** | **I** | **None** |
| **Management/Technical Approach Volume** | **II** | **90 Pages** |
| (a) Cover Page, Indices, |  | Excluded |
| (b)Deviations and Exceptions |  | Excluded |
| **Price Volume** | **III** | **None** |
| (a) Price Exhibits |  | **Excluded** |
| (b)Deviations and Exceptions |  | **Excluded** |
| **Past Performance Volume** | **IV** |  |
| (a) Information from the Offeror |  | **10 Pages** |
| (b) Cover Page, Indices, Small Business Subcontracting Plan History, Customer Evaluations, Termination/Descope information, and List of Acronyms |  | **Excluded** |
| ( c) Deviations and Exceptions |  | **Excluded** |

(2) A page is defined as one side of a sheet, 8-1/2" x 11", with at least one inch margins on all sides, using not smaller than 12 point type Times New Roman font. Line spacing or the amount of vertical space between lines of text shall not be less than single line (Microsoft Word’s default line spacing). Character spacing shall be “Normal”, not “Expanded” or “Condensed.” The margins may contain headers and footers, but shall not contain any proposal content to be evaluated. Foldouts count as an equivalent number of 8-1/2" x 11" pages. The metric standard format most closely approximating the described standard 8-1/2" x 11" size may also be used.

Volumes I, II, and IV shall be submitted in separate ringed (or similarly bound) binders. Diagrams, tables, artwork, and photographs may be reduced and, if necessary, run landscape or folded to eliminate oversize pages. Text in Diagrams, schedules, charts, tables, artwork, and photographs shall be no smaller than 10 point. Diagrams, tables, artwork, and photographs shall not be used to circumvent the text size limitations of the proposal.

(3) Title pages, tabs, and tables of contents are excluded from the page counts specified in paragraph (1) of this provision (as well as other documents specified in table (b) (1) above). In addition, the Cost volume of your proposal is not page limited. However, this volume is to be strictly limited to cost and price information. Information that can be construed as belonging in one of the other volumes of the proposal will be so construed and counted against that volume's page limitation.

(4) The Government intends to evaluate proposals and award contract(s) without discussions with offerors (except clarifications as described in FAR 15.306(a)). Therefore, the offeror's initial proposal should contain the offeror's best terms from a cost or price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. If discussions are held and final proposal revisions are requested, the Government will specify separate page limitations in its request for that submission.

(5) Pages submitted in excess of the limitations specified in this provision will not be evaluated by the Government and will be returned to the offeror in accordance with NFS 1815.204-70(b).

(End of provision)

### L.3.7. PROPOSAL VOLUMES

1. Proposal volumes I, II and IV are to be submitted in a hard copy format. In addition to the hard copy format, a CD ROM is required for the Offer Proposal, Management/Technical Approach Proposal, Price Proposal and the Past Performance Proposal. The offeror's proposal shall consist of the following physically separate volumes:

Volume I - Offer Volume (as described in Sections L.3.8. and L.3.9.)

Volume II - Management/Technical Approach Volume (Tabs 1 through 8)

Volume III - Price Volume

Volume IV - Past Performance Volume

2. Management/Technical Approach Tab Description

Executive Summary

TAB 1 - Minimum Mandatory Specifications

TAB 2 - Strength of Proposed Systems

TAB 3 - Available Components

TAB 4 - Exceeding the Minimum / Desirable Features

TAB 5 - Other Features

TAB 6 - Commitment / Support of supply chain management

TAB 7 - Post Award Support and Service

TAB 8 - Management Plan

(End of text)