A. Proposal Submittal and Inquiries.

1. Proposals shall be submitted via email to the Contracting Officer bethany.r.rosser.civ@mail.mil and the Contract Specialist scott.d.bedford.civ@mail.mil prior to 12:00 PM EST, July 15, 2013.

2. Electronic submissions via email will be accepted. Facsimile submissions will not be accepted.

3. The point of contact responsible for supplying additional information and answering all inquiries is the Contracting Officer via the Contract Specialist. Address all questions or concerns the offeror may have to the Contract Specialist and the Contracting Officer in writing via email.

B. Proposal Preparation Instructions

1. Offeror’s proposal shall consist of three (3) separate volumes: Volume I - Technical, Volume II - Past Performance, and Volume III - Price.

2. Proposal Format

The proposals shall be organized into three (3) volumes, as described below: A cover sheet should clearly mark as to volume number, title, solicitation identification and the offeror's name. All text shall be single spaced, 12-point Times New Roman font, and 10 point font for figures and tables. Cross-references should be utilized to preclude unnecessary duplication of data between sections. File names should be “Company Name – Initial” for the first submission. File name of later submissions (if necessary), shall be “Company Name – Revision X’ with X indicating the number of the revision. Page limitations are as follows:

VOLUME TITLE PAGE LIMITS

I Technical Volume (10 pages) (Cover, Table of Contents, and Table of Figures do not count against the page count)

II Past Performance 3 pages per contract reference (limit 10)

III Price N/A

The proposal shall not exceed the limits stated above. If the page limits are exceeded, the pages in excess of the limit shall be not be read nor evaluated. The Government will not accept any changes to the contractor’s proposal after the closing date of the solicitation (See FAR 15.208 for further information regarding late proposals). If discussions become necessary, page limitations may be placed on responses to Evaluation Notice (ENs). The specified page limits for EN responses will be identified in the letters forwarding the ENs to the offerors.

A page shall be an 8 ½ X 11” sheet of paper. When both sides of a sheet display printed material, it shall be counted as two pages. Letter size and spacing requirements for illustrations and tables can be at the discretion of the offeror but must be easily readable. Use at least 1 inch margins on the top and bottom and 3/4 inch side margins. The contractor shall number each page in order to eliminate any confusion. In the event contractor creates an ambiguity in their numbering of pages, the Government may exercise its own discretion in counting pages.

Each volume shall contain a detailed table of contents to delineate the sections within that volume.

C. Proposal Content

(a) Volume I - Technical.

(1) The Technical volume shall be clear, concise, and include sufficient detail for effective evaluation and for substantiating the validity of stated claims in the Offeror’s proposal. Legibility, clarity, and coherence are very important. Your responses will be evaluated against the Mission Capability factor defined in Addendum to FAR 52.212-2 - Evaluation -- Commercial Items. Offerors shall assume that the Government has no prior knowledge of their facilities and experience, and will base its evaluation on the information presented in the offeror's proposal. Elaborate brochures or documentation, binding, detailed art work, or other embellishments are unnecessary and are not desired.

(2) The Technical volume shall, at a minimum, be prepared in a form consistent with the PWS and the evaluation criteria for award set forth in the solicitation. The section shall be prepared in an orderly format and in sufficient detail to enable the Government to make a thorough evaluation of the contractor’s technical competence and ability to comply with the requirements specified in the PWS. The offeror shall address as specifically as possible the actual methodology you would use for accomplishing the PWS tasks. The Technical volume shall be organized according to the following general outline:

* Table of Contents
* List of Table and Drawings
* Technical Capability. The offeror shall provide a logical, acceptable mission concept that fully and completely ensures all functions will be accomplished with a high probability of success. The offeror must propose a technical approach for each specific task identified in paragraph 3.0 of the PWS. The offeror shall include staffing (skill mix) and any deliverables (reference paragraph 4.0 - Deliverables and DD1423s) associated with the specific tasks.