

**SOLICITATION W912L6-23-R-0007**  
**MUSICAL INSTRUMENTS**  
**for the**  
**OK Army National Guard 145<sup>th</sup> Army Band**

**INSTRUCTIONS TO OFFERORS FOR PROPOSAL SUBMITTAL**

**1. GENERAL INSTRUCTIONS:**

a. This section provides general guidance for preparing proposals. Throughout this section, the term “Offeror” means the price contractor submitting the proposal. The Offeror’s proposal must include the exact Brand Name and Model Number items listed in the Statement of Work (SoW) and the Pricing Sheet requested and must be submitted in accordance with (IAW) these instructions. Proposal will be reviewed for responsiveness prior to being technically evaluated. An Offeror who submits an incomplete proposal packet will be considered “Non-Responsive”. The Offeror will be notified immediately and will not be reviewed for technical acceptability. The proposal shall be compliant with the requirement as stated in the Request for Proposal (RFP).

b. A proposal that specifically identifies the Brand Name and Model Numbers. A proposal that does NOT specifically provide the Brand Names and Model Numbers listed in the SoW and on the Pricing Sheet will result in an unfavorable proposal evaluation.

c. Offeror’s must clearly identify any exception(s) to the solicitation’s terms and conditions. A complete rationale along with any assumptions must be accompanied in with the proposal.

d. The Government intends to award without discussion.

e. The Government will not reimburse any costs incurred in relation to the proposal preparation.

f. The Offeror shall submit an unclassified proposal, which demonstrates its ability to price and deliver the exact items listed in the SoW.

g. Proposal shall conform to all the requirements of this RFP and SoW in accordance with FAR Part 15.101-2.

**2. PROPOSALS WILL CONSIST OF THE FOLLOWING:**

- The pricing sheet (delivery/shipping cost shall be included in the price)
- Identify any long lead time items.

3. Upon receipt of the Offerors proposal, the SAM database will be searched for the Offeror’s active registration and not in a “Pending” status. If the Offeror’s registration is in an “Inactive” or “Pending” status, the proposal will not be considered for a technical evaluation nor award.

**4. EVALUATION FACTORS FOR AWARD:**

a. Solicitation Requirements.

Offerors are required to meet all solicitation requirements, such as terms and conditions, representations and certifications, and technical requirements. Failure to comply with the terms and conditions of the solicitation may result in the Offeror ineligible for award. Offerors must clearly identify any exceptions to the solicitation’s terms and conditions and must provide complete supporting documentation for the rationale. The Government reserves the right to determine any such exceptions as unacceptable. Provisions/Clauses 52.209-11, 52.209-2, 52.204-26, 52.204-24, 52.204-20, 52.204-17, and 52.212-3 will be retrieved from SAM at the time the Offeror submit their proposals; therefore, these provisions/clauses shall be completed prior to the submission of proposals.

b. Evaluation Process.

The Lowest Price Technically Acceptable (LPTA) source selection process will be used. The technical evaluation will be based on an “Acceptable” or “Unacceptable” basis. The Offeror is required to price the exact items listed in the SoW, which is also listed on the pricing sheet. The Offeror providing pricing for these items will receive an “Acceptable” rating. Should the Offeror propose a “like” or “similar” item, the Offeror’s evaluation will be marked “Unacceptable”. By submission of a proposal, the Offeror accedes to all solicitation requirements, including terms and conditions, representations and certifications, and technical requirements. Failure to meet a requirement may result in the proposal being “Non-Responsive” and thereby excluded from further consideration.

c. Basis for Award.

As stated in Paragraph 4b above, a contract will be awarded to the Offeror whose proposal has an “Acceptable” technical evaluation with the lowest price and whose proposal conforms to the solicitation requirements (to include all stated terms and conditions, representations and certifications, and all other information required by the solicitation).

5. It is the responsibility of the Offeror to ensure the complete proposal packet has been received by the contracting office, sent to Joseph Kelly at [joseph.b.kelly234.civ@army.mil](mailto:joseph.b.kelly234.civ@army.mil) and Harvetta Taylor at [harvetta.r.taylor.civ@army.mil](mailto:harvetta.r.taylor.civ@army.mil) . The Offeror will not be allowed to submit items of the proposal after the close of the solicitation submission date and time.