

1. ADDITIONAL INSTRUCTIONS TO OFFERORS (Addendum to 52.212-1)

1.1. This addendum to the solicitation tailors some of the terms and conditions contained in the provision at FAR 52.212-1—Instructions to Offerors—Commercial Items and provides additional instructions to offerors. Except as specified in this solicitation addendum, the offeror must submit all data and information required by 52.212-1 and this addendum. Non-conformance with the instructions provided herein or in any other part of the solicitation may result in elimination of the offer from consideration for award or an otherwise unfavorable offer evaluation.

1.2. This will be a single award (all or none), Indefinite Delivery/Indefinite Quantity (ID/IQ) contract. Offerors proposing less than the entire effort specified herein will be determined to be unacceptable. The contract is intended to be awarded for a base ordering period and four option years.

1.3. Electronic bidding will be utilized for this acquisition. Prospective offerors are highly encouraged to deliver proposal/offer through the Procurement Integrated Enterprise Environment (PIEE) via the world wide web at
<https://piee.eb.mil/xhtml/unauth/home/login.xhtml>

1.4. In order to submit proposal/offer via PIEE, offerors must create an account, identify a Proposal/Quote Manager and be logged in. Offerors can refer to the self-help section of PIEE for assistance at <https://piee.eb.mil/xhtml/unauth/help/helpvendors.xhtml>

1.5. The proposal shall be clear, concise, and shall include sufficient detail for effective evaluation and for substantiating the validity of stated claims. The proposal should not simply rephrase, restate or merely parrot back the contractual requirements, but rather must provide convincing documentary evidence in support of any statements relating to promised performance. Offerors shall provide convincing rationale to address how the offeror intends to meet these requirements. Offerors shall assume that the Government has no prior knowledge of their operations and experience and will base its evaluation on the information presented in the offerors proposal.

1.6. Elaborate brochures or documentation, detailed artwork and/or other embellishments are unnecessary and not desired.

1.7. Offer Acceptance and Validity Dates: Paragraph (c) of the provision at FAR 52.212-1 regarding the period during which the offeror agrees to hold the prices in its offer firm is amended to read 90 days vs. 30 days. The offeror shall make a clear statement in the Price & Offer Documentation Volume that the offer is valid for 90 days after the date specified in Block 8 of the solicitation cover sheet Standard Form (SF) 1449 for receipt of offers.

1.8. Tailoring of 52.212-1: FAR 5.212-1(e), Multiple Offers is hereby deleted from this solicitation and that paragraph is marked **RESERVED**.

2. OFFER/PROPOSAL VOLUME INSTRUCTIONS

2.1. **General.** Prospective offerors SHALL deliver proposals/offers in the following volumes:

Volume	Description	Number of Copies
I	Complete proposal/offer on Official Letterhead	Two (1 complete & 1 sanitized copy)*
II	Pricing	Two (1 complete & 1 sanitized copy)*
III	Past Performance Fact Sheets	Two (1 complete & 1 sanitized copy)* for each effort
IV	Reps & Certs IAW 52.212-3	One (1)

* The sanitized copy of the offer/proposal shall have all identifying information such as, company name, logos, POC/employee names, removed. The only identifying information allowed is that of your company's cage code.

2.1.1. Proposals/offers shall be in the English language and all monies in US Dollars.

2.1.2. Volumes (i.e. files) shall be separated and easily identified (ex. Volume I, II, & III).

2.1.3. Only the completed proposal/offer, Past Performance Fact Sheet, Past Performance Questionnaires (PPQs) received from the applicable Points of Contact (POCs), and Pricing information will be considered part of the offeror's quote/offer. Additional documentation will not be considered.

2.1.4. Each page containing proprietary information should be marked as follows:

*SOURCE SELECTION INFORMATION--SEE FAR 2.101 and 3.104
FOR OFFICIAL USE ONLY*

2.2. **Volume I – Complete Proposal/Offer**

Proposal/Offer must contain at a minimum, the following administrative information and a description of the items being offered in sufficient detail to evaluate compliance with the PWS and requirements contained in the notification.

Vendor Name:		Tax ID:	
Quoted By:		UEI:	
Title:		CAGE:	
Phone:		Business Size:	
Email:		Delivery:	
Warranty:		Discount Terms:	

Proposal/offer must include a statement specifying the extent of agreement with all terms, conditions, and provisions included in the notification. Offers that fail to furnish required representations or information or reject the terms and conditions of the solicitation may be excluded from consideration. Proposal/offer must include a signature from an authorized official of the firm or company.

2.2.1. Volume I should be submitted in type which is no smaller than Times New Roman 12 Font, single spaced, on plain white paper, and with a maximum number of 10 pages (cover sheets, table of contents included). Page limitations shall be treated as maximums. If exceeded, the excess pages will not be read or considered in the evaluation of the proposal. Offerors are also required to provide an

identical sanitized version of your offer/proposal. This sanitized version shall have your company name, logos, POC/employee names, and any identifying information removed. The only identifying information allowed is that of your company's cage code.

2.3 Volume II – Pricing Information

Complete pricing information on all Contract Line Items (CLINs). Use of attachment 2, Pricing Worksheet, is mandatory, but offerors must be cognizant that any use of formulas or auto-calculations within the worksheet are the sole responsibility of the offeror—this includes any values that are provided as a result of a formula or auto-calculation tool. The government will not be responsible for any formula or calculation errors.

2.4 Volume III – Past Performance Fact Sheet

The Offeror shall submit a maximum of three (3) Past Performance Fact Sheets (Attachment 7). Information on each Past Performance Fact Sheet shall closely relate to the scope, size and complexity of the proposed work under this solicitation. To demonstrate relevancy, the offeror shall compare the past performance work completed with the work description in the Performance Work Statement (Attachment 1). Provide the most current information for the Points of Contact (POCs) identified on the Past Performance Fact Sheets. At least two of the following (in descending order of availability) should be identified as current POCs:

- (a) Procuring Contracting Officer/Contract Negotiator or equivalent
- (b) Program/Project Manager, or equivalent
- (c) Administrative Contracting Officer/Contract Administrator or equivalent
- (d) Other (As specified in your Past Performance Fact Sheet)

The Past Performance Fact Sheet information is intended to assist in determining relevancy of a given project and will not, by itself, form the basis of past performance evaluation.

2.5 Past Performance Questionnaire (PPQ): The Past Performance Questionnaire (PPQ), Attachment 8, is a key method used by the Government to obtain past performance information and validate the Past Performance Fact Sheet. Each Past Performance Fact Sheet should have a corresponding PPQ. The offeror shall send out and track the completion of the PPQ with the POCs identified. The responsibility to send out and track the completion of the PPQs rests solely with the offeror. A completed PPQ must be submitted directly to the Government not later than the date and time established in the RFP for receipt of quote/offers. Completed PPQs submitted by the offeror will not be accepted nor evaluated.

POCs shall submit their completed PPQs electronically, via email, to:

tommyjay.taitano@us.af.mil
christiana.tuck@us.af.mil

Please note that Past Performance evaluation is not limited to review of the information provided in Volume II or PPQs received. The Government reserves the right to review any/all available past performance information in its assessment.