

## **SECTION L**

### **INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS**

#### **A. INTRODUCTION:**

1. This section provides guidance for preparing proposals and specific instructions on the required format and content. To assure timely and equitable proposal evaluation, offerors shall propose in accordance with this section and all solicitation requirements (i.e. provisions, clauses, appendices, attachments, forms, etc.). Non-conformance with the instructions provided in this section or the requirements and statements of the solicitation may result in an unfavorable evaluation or proposal disqualification (i.e. the offeror was non-responsive to the solicitation requirements).
2. The Government representatives identified below shall be the sole points of contact for this acquisition. All questions, comments, and/or concerns shall be directed to the below points of contact.

Contracting Officer

MSgt Jason Falkner

6050 Gum Lane, Bldg 1215

Hill AFB, UT 84056

EMAIL: jason.falkner@us.af.mil

Tel: 801-775-4745

Buyer

Sean Neilson

6050 Gum Lane, Bldg 1215

Hill AFB, UT 84056

EMAIL: sean.neilson.2@us.af.mil

Tel: 801-750-9357

3. If an offeror believes that the solicitation contains errors, omissions, or is otherwise unsound (i.e. the offeror is unable to agree to the proposed delivery schedule), the offeror shall immediately notify the aforementioned Government representative in writing with supporting rationale. Upon consideration the Government may continue, amend, or cancel the solicitation.
4. The Government reserves the right to award this effort based on initial proposals, as received, without discussions IAW FAR 52.215-1. However, if the Contracting Officer (CO) determines that entering into discussions is in the best interest of the Government, the CO may do so.
5. The Government intends to award the requirement(s) represented in this solicitation to one awardee. However, the Government reserves the right to award no contract at all.
6. If only one proposal is received the procedures in DFARS 215.371 Only One Offer will be followed.

#### **B. PROPOSAL FORMAT:**

1. A digital proposal is required; however, offerors may submit a hardcopy proposal in addition to the digital proposal.
  - a. Email to the aforementioned Government representative(s) is the preferred method for delivering digital proposals.

- b. Hardcopy proposals shall be submitted via courier to the aforementioned Government
2. Offerors shall propose a unit price and extended price (i.e. amount) for each CLIN in Section B with an established quantity that requests pricing. Prices are not to be proposed for those CLINS that are Not Separately Priced (NSP) or are to be negotiated at the task order level.
  3. Small Business Subcontracting Plan – If the Offeror is other than a small business, the Offeror shall submit a Small Business Subcontracting Plan IAW FAR 52.219-9, Small Business Subcontracting Plan that separately addresses and specifies the extent of the Offeror's commitment to the participation of Small Businesses (SB), Veteran-Owned Small Business (VOSB), Service Disabled Veteran-Owned Small Business (SDVOSB), Historically Underutilized Business Zone (HUBZone) Small Business, Small Disadvantaged Business (SDB), and with Women-Owned Small Business (WOSB) concerns. The plan shall be included in and made a part of the resultant contract. Failure to submit, and negotiate (if required), the subcontracting plan shall make the Offeror ineligible for award of a contract. If applicable, submit a copy of your approved Master Plan. In the event the Offeror has negotiated a comprehensive Subcontracting Plan pursuant to DFARS 219.702-70, Statutory requirements for the Test Program for Negotiation of Comprehensive Small Business Subcontracting Plans, the Offeror must submit the information that identifies and specifies the extent of their commitment to the participation of SB, VOSB, SDVOB, HUBZone, SDB, and WOSB.
  4. Offerors shall fill in the Inspection and Acceptance clause, as well as the F.O.B Origin clause in Part I Section E and Section F of the solicitation.
  5. Offerors shall fill in applicable clauses under Part II Section I of the solicitation.
  6. Offerors shall fill in their representations, certifications, and other statements in Part IV Section K of the solicitation.