

## INSTRUCTIONS TO OFFERORS

- A. To assure timely and equitable evaluation of proposals, Offerors must follow the instructions contained herein. Offerors are required to meet all solicitation requirements, including terms and conditions, representations and certifications, and technical requirements. Failure to meet a requirement may result in an offer being ineligible for award. Offerors must clearly identify any exception to the solicitation terms and conditions and provide complete accompanying rationale. The response shall consist of three (3) separate parts, Part I - Technical Proposal, Part II - Past Performance, and Part III - Price Proposal.
- B. The Contracting Officer (CO) has determined there is a probability of adequate price competition in this acquisition. Upon examination of the initial offers, the CO will review this determination and if, in the CO's opinion, adequate price competition exists, no additional cost information will be requested. However, if at any time during this competition the CO determines that adequate price competition no longer exists, offerors may be required to submit information to the extent necessary for the CO to determine the reasonableness of the price. Offerors must clearly identify any exception to the Request for Quote (RFQ) terms and conditions and provide complete rationale. The Government intends to evaluate quotes and award a contract without discussions with offerors. Therefore, the offeror's initial quote should contain the offeror's best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the CO to be necessary. The Government may reject any or all quotes if such action is in the public interest; accept other than the lowest offer; and waive informalities and minor irregularities in quotes received.
- C. This acquisition is being conducted according to FAR part 13 and FAR subpart 13.5. The terms and processes used in this acquisition are not subject to the definitions nor processes found in FAR subpart 15.3, even if defined or described in FAR part 15. Reference to offers, offerors, or proposals in this acquisition shall be read as quotations, vendors, quoters, or quotes. Any clerical errors in this solicitation, to include the attachments, that use the source selection nomenclature in FAR part 15 shall be read and interpreted in a manner consistent with FAR part 13. Examples of nomenclature found in FAR part 15 include: Request for Proposals (RFP), De-briefing, Discussions, Clarifications, etc. Unless otherwise defined in this solicitation, or in the specific FAR part being referenced, definitions of words retain their definition under FAR 2.101, unless no definition is provided, in which the common dictionary meaning shall be used IAW FAR 1.108(a).
- D. General Information:
  1. Submission of Offers: Offers must be submitted **NLT 2:00 PM Central Time, 26 June 2023**. Offerors should allow sufficient time to arrive and submit the quotes to the CO **PRIOR** to the set closing time. Electronic submission of quotes is required. All quotes shall be emailed to both contacts listed below. Late quotes will be processed in accordance with the provisions established in FAR 15.208, "Submission, Modification, Revision and Withdrawal of Proposals".
  2. All contractors' questions in response to this RFQ must be emailed to [scott.stauffer@us.af.mil](mailto:scott.stauffer@us.af.mil) and [bridget.moore.5@us.af.mil](mailto:bridget.moore.5@us.af.mil) no later than **10:00 AM Central Time, 19 June 2023**. The US Government will not be held responsible for answering any questions after this time.
  3. This section provides general guidance for preparing proposals. Offerors' quotes must include all data and information requested by this solicitation and must be submitted and conducted in strict accordance with these instructions. Non-conformance with the specific organization, content, and

page limitations may result in mis-evaluation of proposals, or depending on the magnitude of the non-conformance, the proposals may be eliminated from further consideration.

4. Notice to Offerors: Funds are presently available for this effort. However, the quote acceptance period must be valid through 30 September 2023. The Government reserves the right to cancel this RFQ, either before or after the closing date. In the event the Government cancels this RFQ, the Government has no obligation to reimburse an offeror for any costs.