

PROPOSAL CHECKLIST  
Request for Proposal FA8604-23-R-B005

Proposal Item		Yes	No
<b>Technical Volume Requirements</b>	<b>Is technical proposal submitted in an original plus one copy?</b> Please note one copy should be “sanitized” with all references to offeror’s name and any references to price are omitted from the technical proposal (unless said offeror is manufacturing specific items in said proposal and is required for technical review). The second copy may have identifying information included.		
	<b>Does technical proposal make any reference to cost or pricing data?</b> No cost or pricing information should be included in the technical proposal.		
	<b>Does the “unsanitized” technical proposal copy contain the following information: Solicitation number, project title, offeror name and address and offeror’s UEI?</b>		
	<b>For the “sanitized” copy of the technical proposal, does technical proposal contain the offeror’s name, address, UEI, pricing or other identifying features of the offeror anywhere else in the body of the proposal?</b> Inclusion of any of this information within the body of the “sanitized” copy of the technical proposal, including headers or footers, will be considered non-responsive and will not be given further consideration.		
	<b>Is the technical proposal organized or bookmarked (or some other form of separation); for the electronic submission copy?</b> At a minimum, separation should occur at the Cover Purchase Description (Tab 1) and each of the associated appendices (Tab 2-Appendix A, Tab-3 Appendix B, Tab 4-Appendix C, etc.) attached to this RFP. Each completed Technical Proposal Questionnaire (TPQ) within the Cover PD and Appendices should be included as a separate attachment. Corresponding literature/cut sheets and the delivery schedules should also be included under the appropriate Tab/Atch numbers.		
	<b>Have each of the TPQs, contained in the Cover PD and all Appendices, been completed in their entirety and included in the technical proposal?</b> Questionnaires’s must be completed in their entirety. Offeror’s responses must be typed or printed legibly on the questionnaire(s) and be fully and clearly understandable. Electronic proposal completed TPQ submissions should be grouped under one (1) atch and submitted as a PDF. Incomplete, omitted, or illegible TPQs will result in an unacceptable rating.		

	<p><b>Does the offeror's technical proposal contain an exception to the government's requirements?</b> NOTE: Any proposed exception to the government's requirement shall be explained in detail as to why the specification cannot be met and will be evaluated by the Government technical review team for acceptance. The Government has the sole discretion to declare an exception as acceptable/unacceptable. No alternate proposals will be accepted.</p>		
	<p><b>Are Commercial Literature/Cut Sheets included in the technical proposal and submitted for all equipment planned to be supplied/installed?</b> Offeror shall submit two (2) electronic versions (one for unsanitized version and one for sanitized version) (PDF) of commercial cut sheets/literature for equipment planned to be provided/installed. The literature shall be clearly marked by highlighting/underlining the specific item(s) being submitted for consideration. Omitted literature/cut sheets will result in an unacceptable technical rating.</p>		
	<p><b>Has offeror included, in the technical proposal, a proposed schedule that adheres to Section F of the RFP? Has the offeror addressed a delivery schedule for submission of data items, fabrication, shipping, installation and testing?</b> An incomplete schedule will result in an unacceptable rating. Electronic submissions should be in PDF format.</p>		

<b>Price Volume Requirements</b>	<b>Has the price volume been prepared separately from the technical volume and submitted in one original copy? Electronic submission should be submitted as a separate atch containing only WORD, EXCEL or PDF formats.</b>		
	<b>Does price volume contain a cover sheet identifying the solicitation number, project title, the offeror's name, address, company point of contact, CAGE Number other identifying features of the offeror?</b>		
	<b>Does the price volume contain an email address for correspondence?</b>		
Tab 1	<b>Has the offeror included a statement indicating validity of the proposal and all prices for a period of 90 days?</b>		
Tab 1	<b>Has the offeror indicated agreement with all stated terms and conditions and provisions included in this solicitation? Failure to furnish required representations, certifications or information, OR reject the terms and conditions of the solicitation shall be deemed non-responsive and the offer will be excluded from consideration.</b>		
Tab 1	<b>Is the price volume organized or bookmarked (or some other form of separation) and contain the following information: --Summary Pricing sheet delineating each CLIN Price with a total proposed price? (The total proposed price is the summation of all CLIN prices proposed and will be utilized in the determination of the Total Evaluated Price)?</b>		
Tab 1	<b>Has the offeror included a completed, signed and dated copy of this checklist in the price volume as a separate attachment?</b>		
Tab 2	<b>Is the cover page of the RFP (SF1449) signed by the offeror and included in this tab, or as a PDF file? Has the offeror completed block 24 with the total proposed contract price? Have the cover sheets of all amendments to the RFP been signed by the offeror and included in this tab/atch?</b>		
Tab 3	<b>Are the proposed unit and total extended CLIN prices completed for all CLINs on each of the pages of Section B of the RFP. Are the prices typed or printed legibly and fully and clearly stated? (NOTE: The only CLIN that will not contain a separate price is that of "Data" which is Not Separately Priced (NSP)) The Data CLIN shall be marked "Not Separately Priced (NSP)"</b>		
Tab 4	<b>Does the price volume contain a completed AND signed/dated Acknowledgement of Compliance? (Found in the RFP) Electronic submission should list this as a separate attachment.</b>		
Tab 5	<b>Does the price volume contain a completed AND signed/dated Insurance Certificate? (Found in the RFP) Electronic submission should list this as a separate attachment.</b>		

Tab 6	<b>Has the offeror identified whether or not the company is registered in System for Award Management (SAM)?</b>		
Tab 6	<b>If offeror is registered in SAM, has offeror entered, completed, reviewed and/or verified (within the last 12 months) the Representations and Certifications applicable to Commercial Acquisitions (Reference FAR 52.212-3) for currency, accuracy and completeness? This includes the applicable size standard (NAICS Code) referenced in this RFP.</b>		
Tab 6	<b>If the offeror is not registered in SAM, has the offeror completed the Representations and Certifications contained in this RFP, i.e. FAR 52.212-3? Are they complete and scanned as a separate attachment?</b>		
Tab 6	<b>Has the offeror updated any representation or certification for this solicitation only, or included any changes? If so, these must be submitted as a separate attachment.</b>		
Tab 7	<b>By signing this check sheet and checking the “yes” block the offeror acknowledges that because this solicitation is a small business set-aside, it is subject to FAR 19.102(a) regarding the “Non-Manufacturer’s Rule,” which states, “a small business prime contractor who is not manufacturing the supplies to be purchased by the solicitation must furnish said items of a small business manufacturer who produces items in the United States or its outlying territories.” Additionally the solicitation is subject to FAR Clause 52.219-14, “Limitations on Subcontracting,” which states that any small business prime contractor who is a manufacturer of the supplies must “perform work for at least 50% of the cost of manufacturing the supplies, not including the cost of materials.”</b>		
Tab 8	<b>Does the offeror agree that by submission of an offer this indicates agreement with ALL terms, conditions and provisions included in the solicitation? Offers that fail to furnish required representations or information, or reject the terms and conditions of the solicitation will be excluded from consideration.</b>		

By signing this check sheet and including with the proposal, the offeror acknowledges that he has complied with all requirements of this RFP and submits this proposal for consideration of this acquisition.

Complying with all items above will provide evidence of responsiveness to the Contracting Officer and the technical evaluation team that all items have been considered and provided as requested.

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 Name of Offeror:  
 Company Name:  
 Company Address:  
 Company email address:

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 Date:

