

**SECTION L: INSTRUCTIONS TO OFFEROR (ITO) FOR PROPOSAL PREPARATION  
USING LOWEST PRICE TECHNICALLY ACCEPTABLE (LPTA) PROCEDURES**

**1. General Instructions**

**1.1 Instructions to Offerors (ITO):** This section of the ITO provides general guidance for preparing proposals as well as specific instructions on the format and content of the proposal for the purchase of TRIM Cradles Sets and Maintenance Stands/Ladders to be used to support Randolph Air Force Base and NASAs Talon Repair Inspection Maintenance (TRIM) production aircraft. The Offeror's proposal must include all data and information requested by the ITO and must be submitted in accordance with these instructions. Non-conformance with the instructions provided in the ITO may result in rejection of a proposal.

**1.2.** In accordance with FAR Subpart 4.8 (Government Contract Files), the Government will retain one copy of all unsuccessful proposals. Unless the Offeror requests otherwise, the Government will destroy any extra copies of unsuccessful proposals.

**1.3.** The Government intends to award one (1) contract requirement in accordance with paragraph 1.1 stated above; however, the Government reserves the right to split the award or cancel the solicitation.

**1.4.** The Government reserves the right to award some, none or all of the line items in the solicitation.

**1.5.** The Government intends and reserves the right to award a contract without discussions; therefore, it is imperative that offerors submit its best pricing and proposal terms initially, clarifications are, however, allowable.

**2. General Information**

**2.1. Points of Contact:** The Procuring Contracting Officer (PCO) and the contract buyer are the sole points of contact for this acquisition. Written requests for clarification shall be sent to the PCO. Address any questions or concerns to the individual identified on Page 1 of this solicitation.

**2.2. Distribution of Proposals:** the "original" proposal shall be so designated and signed by the Offeror's authorized representative. Any electronic copies must be received by the due date identified on the front page of the RFP, while hard copies must be postmarked by the due date. Proposals shall be delivered to:

AFLCMC/WLDM  
Gregory Hales

Contracting Officer  
 6038 ASPEN AVE, Bldg 1289  
 Hill AFB, Utah 84056-5838  
[Gregory.hales.2@us.af.mil](mailto:Gregory.hales.2@us.af.mil)

Or

AFLCMC/WLDM  
 Charity Simcox  
 Contracting Specialist  
 6038 ASPEN AVE, Bldg 1289  
 Hill AFB, Utah 84056-5838  
[Charity.Simcox-husa@us.af.mil](mailto:Charity.Simcox-husa@us.af.mil)

**2.3. The Offeror shall prepare the proposal as set forth in the Proposal Organization Table (Table 1).** The proposal should not simply rephrase or restate the Government's requirements, but rather shall provide convincing rationale to address how the Offeror intends to meet these requirements. The titles and contents of the volumes shall be as defined in the following table.

**Table 1 - Proposal Organization**

VOLUME	VOLUME TITLE	COPIES *(see note)	PAGE LIMIT	FILE SIZE
<b>I</b>	Price Proposal (Factor 1) – must be entered in the model solicitation to be considered responsive	1 Electronic	same as schedule B	
<b>II</b>	Technical Proposal (Factor 2) (consists of the following appendices)	1 Electronic	15 total pages for Tech Prop	> 10MB break files into smaller sizes
	Sub-factor A: Welding Capabilities		3	
	Sub-factor B: Manufacturing Capabilities		3	
	Sub-factor C: Finishing (painting/coating)		3	
	Sub-factor D: Assembly Capabilities		3	
	Sub-factor E: Shipping Capabilities		3	

	Sub-factor F: Program Management	1 Electronic	3 total pages for Program Management	
	**END**			

\* Note: Hard copies must be postmarked NLT solicitation closing date and time.

**2.3.1** Each volume shall be written on a stand-alone basis so that its contents may be evaluated without cross-referencing to other volumes of the proposal. Information required for proposal evaluation that is not found in its designated volume will be assumed to have been omitted from the proposal. Cross-referencing within a proposal volume is permitted.

1. **2.3.2** Proposals shall consist of the following volume(s) and document(s):

a. **VOLUME 1: PRICE**

b. **VOLUME 2: TECHNICAL**

**2.4.** If submission exceeds page limit, then excess pages will not be read or considered in the evaluation of the proposal.

**2.5. Labeling:** Each volume of the proposal should be clearly marked as to volume number, title, solicitation identification, and the Offeror’s name. Be sure to apply all appropriate markings including those prescribed in accordance with FAR 52.215-1(e), Restriction on Disclosure and Use of Data, and 3.104-4, Disclosure, Protection, and Marking of Offeror Bid or Proposal Information and Source Selection Information.

**2.6 Page Size and Format** a page is defined as each face of a sheet of paper containing information. Page size shall be 8.5 x 11 inches, shall not include any foldouts, and shall be printed on both sides. Sheets shall be double-sided which will count as two pages. Except for the reproduced sections of the solicitation document, the text shall be Times New Roman and font size shall be no less than 12 points and lines shall be single spaced. Tracking, kerning, and leading values shall not be changed from the default values of the word processing or page layout software. Use at least 1-inch margins on the top, bottom, and both sides. Pages shall be numbered sequentially by volume. These page format restrictions shall apply to responses to ENs. These limitations shall apply to both electronic and hard copy proposals.

**2.7 Format** Legible tables, charts, graphs and figures shall be used wherever practical to depict organizations, systems and layout, implementation schedules, plans, etc. These displays shall be uncomplicated, legible and shall not exceed 11 x 17 inches in size. Foldout pages may only be used for large tables, charts, graphs, diagrams and schematics; not for pages of text. For tables, charts, graphs and figures, the text shall be no smaller than 10 point; however, tables shall be used

sparingly and shall not be used in place of text. Tables and Charts will not count against the page count. These limitations shall apply to both electronic and hard copy proposals.

**2.8 Electronic Offers** - For electronic copies, indicate on each CD the volume number and title. Use separate files for each volume to permit rapid location of all portions of the proposal, including subfactor required plans, exhibits, annexes, and attachments, if any. The offeror shall submit Volumes I - III in electronic format, using read only CDs (i.e. CD-R). Re-writable CDs (i.e. CD-RW) shall **NOT** be used. Each volume shall be on a separate CD. If files are compressed, the necessary decompression program must be included. The electronic copies of the proposal, as applicable, shall be submitted in a format readable by Microsoft (MS) Word 2016, MS Excel 2016, and MS PowerPoint 2016, or in a “*word searchable*” PDF format. However, the Price volume tables and charts shall be in MS Excel 2016 format. Word documents - Set “save as type” to “Word Document (\*.docx)” only. Excel spreadsheets - Set “Save as type” to Microsoft Excel Workbook (\*.xlsx).” PowerPoint presentation - Set “Save as type” to “Microsoft PowerPoint 2016 Presentation (\*.pptx).”

**2.9 Cross Reference Matrix** - The offeror shall fill out the Proposal column within the cross-reference matrix indicating where in their proposal the information can be found as it relates to the RFP. The cross-reference matrix will be utilized as a tool to show critical interrelationships and dependencies among the technical requirements documents: the Statement of Work (SOW), the Contract Line-Item Number (CLIN), the Contract Data Requirements List (CDRL), Section L (Instructions to Offerors), and Section M (Evaluation Basis for Award). The cross-reference matrix will help an offeror ensure it has responded to all the evaluation criteria and proposal submittal requirements identified in the solicitation. If the matrix conflicts with any other requirement, direction, or provision of this solicitation, the other reference shall take precedence over the matrix. Additionally, to the extent the matrix discloses details as to how the Government intends to evaluate the offeror’s proposals for award, Section M references in the matrix are for informational purposes only, and the Government shall be obligated to evaluate proposals solely in conformance with Section M of the solicitation.

### **3. Volume I: Price Proposal (Factor 1)**

#### **3.1 General Instructions:**

3.1.2 The price proposal will be the price information provided in Schedule B of the model solicitation. Prices for all CLINs must be filled in, including unit and extended pricing in order to develop the Total Evaluated Price (TEP). Offerors should review Section M criteria to ensure the minimum requirements are met.

#### **3.2 Required Document(s):**

1. **PRICE SPREADSHEET**  
Page Limit: 1

A. The offeror shall prepare a spreadsheet similar to the example portrayed below (all example quantities and prices are arbitrary). The offeror shall propose a unit price and extended price for each CLIN that requests pricing. A “No Charge” or \$0.00 unit price is not acceptable. The offeror shall sum the extended prices and provide the government with a Total Proposal Price.

■ **Example:**

CLIN	TITLE	QTY	UNIT PRICE	EXTENDED PRICE
0001	First Article Maintenance Stand	1	Each (EA)	<b>\$1,000</b>
0002	Maintenance Stand	1	Each (EA)	<b>\$500</b>

TOTAL PROPOSED PRICE: 

<b>\$1,500</b>
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**3.3 Total Evaluated Price:**

3.2.1 Cost or Pricing Information Requirements – In accordance with FAR 15.402, 15.403-1(b) and 15.403-3(a), “information other than certified cost or pricing data” may be required to support price reasonableness. If after receipt of proposals, the PCO determines that there is insufficient information available to determine the reasonableness of the proposed pricing the Offeror may be required to submit additional information other than certified cost or pricing data. If, during the source selection process, the PCO determines that adequate competition no longer exists, then certified cost and pricing data may be required.

3.2.2 Pricing Assumptions - Summarize all significant pricing assumptions, scope limitations and/or qualifications of the Price proposal.

3.2.3 Estimating Techniques and Methods – Offerors shall use generally accepted estimating techniques to develop their estimates for the category rates in the TEP.

**4. Volume II: Technical Proposal (Factor 2)**

**4.1. General:** The technical proposal shall be clear, concise, complete, and include sufficient detail for effective evaluation. Legibility, clarity, and coherence are very important. The proposal shall not simply rephrase or restate the Government’s requirements, but rather shall provide convincing documentation to address how the offeror will meet these requirements. There will be no reference to rates or price in this volume. Offerors shall assume that the Government has no prior knowledge of their certifications, facilities and/or structural, mechanical, and electronics capabilities, and will base its evaluation on the information presented in the offeror’s proposal. Offerors’ responses will be evaluated against the factors and sub-factors defined below. Using the instructions provided below, provide as specifically as possible the actual methodology the offeror would use for accomplishing and satisfying the factors and sub-factors. All the requirements specified in the solicitation are mandatory. By the offeror’s proposal submission, the offeror is

representing that the company/firm will perform all the requirements specified in the solicitation. Do not merely reiterate the objectives or reformulate the requirements specified in the solicitation.

**4.1.1.** If, after award of a contract, it is discovered that changes made during discussions (if held) were not incorporated into the Purchase Specification (PS) and/or technical proposal, such changes to the contract documentation shall be considered administrative and shall be made by unilateral modification to the order, at no change in cost or price or other terms and conditions.

**4.2. Sub-Factor A: Welding Capabilities:**

**4.2.1.** Provide written capability with certifications showing capability to weld both steel and aluminum in accordance with American Welding Society AMS D 1.1 and 1.2.

**4.3 Sub-Factor B: Manufacturing Capabilities:**

4.3.1 Provide a list of equipment to be used in order to properly manufacture the T-38 Cradle Sets and Maintenance Stands/Ladders in accordance with the technical data provided in the SOW paragraph 2.2.

**4.4 Sub-Factor C: Finishing (painting/coating) Capabilities:**

4.4.1 Provide a list of equipment and facilities required in order to properly finish T-38 Cradle Sets and Maintenance Stands/Ladders in accordance with the technical data provided in the SOW paragraph 2.2

**4.5 Sub-Factor D: Assembly Capabilities:**

5.5.1 Provide your process for assembling large stands. This shall include a list of equipment used to assemble these cradle sets, stands, and ladders.

**4.6 Sub-Factor E: Shipping Capabilities:**

4.6.1 Provide your processes and or policy for shipping oversize items cross country. Provide examples that you have performed this task on similar sized items and shipping distances.

**4.7 Sub-Factor F: Program Management:**

4.7.1 The Offeror shall provide its supply chain management approach, risk management approach and a description of its logistical capacity for obtaining all components. The proposal shall include:

4.7.2 The prime contractor's organizational structure which identifies key personnel. The proposal shall clearly document the primary roles and lines of responsibility, and technical interface with subject matter experts. The proposal shall illustrate all planned subcontractor relationships to include name and Unique Entity Identifier from SAM.

4.7.3 A detailed IMS depicting program execution from contract award to completion of all deliverables. The IMS shall address lead times for the delivery of First Article Test components and subsequent production items. Please refer to Table 2 for expected delivery schedule to be incorporated into the IMS.

4.7.4 A complete description of risk management processes, explaining the criteria, methods, and procedures that would be used to identify the critical items associated with the implementation of this contract.

**Table 2 – Delivery Schedule**

First Article (FA) Cradles and Stands for Government Review	Reviewed by Government/Approved NLT 120 Days After Receipt of Order
1st Set (Cradles & Stands)	Delivered NLT 60 Days after FA Acceptance
Sets 2 & 3	Delivered NLT 60 Days after 1st Set
Sets 4 & 5	Delivered NLT 60 Days after sets 2 & 3
Sets 6 & 7	Delivered NLT 60 Days after sets 4 & 5
Sets 8 & 9	Delivered NLT 60 Days after sets 6 & 7
Sets 10 & 11	Delivered NLT 60 Days after sets 8 & 9
Sets 12 & 13	Delivered NLT 60 Days after sets 10 & 11
Sets 14 & 15	Delivered NLT 60 Days after sets 12 & 13
Sets 16 & 17	Delivered NLT 60 Days after sets 14 & 15
Sets 18 & 19	Delivered NLT 60 Days after sets 16 & 17
Set 20	Delivered NLT 30 Days after sets 18 & 19

**5. Exceptions to Solicitation Requirements**

5.1 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 should clearly identify any exception to the solicitation terms and conditions and provide complete accompanying rationale. Each exception shall be specifically related to each paragraph and specific part of the solicitation to which the exception is taken. Provide rationale in support of the exception and fully explain its impact, if any, on the performance, schedule, cost, and specific requirements of the solicitation. This information shall be provided in the format and content of the following Table:

Solicitation Exceptions

**TRIM Cradles Sets and Maintenance Stands/Ladders**

**6 Oct 2022**

SOLICITATION Document	Page/ Paragraph	Requirement/ Portion	Rationale
SOW, Model Contract/Solicitation, ITO, etc.	Applicable Page and Paragraph Numbers	Identify the requirement or portion to which exception is taken	Describe why the requirement will not be met