

PROPOSAL COMPLIANCE CHECKLIST

VOLUME I – EXECUTIVE SUMMARY

ADDENDUM TO FAR 52.212-1 INSTRUCTIONS TO OFFERORS – COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES (NOV 2021), SECTION 3.1 CONTENT

Official Company Name:	Click here to enter text.
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Each question must be answered by checking only one box and indicating each file name in your proposal

1. Does your proposal include a completed Volume I Cover Sheet (Attachment 18) in workable excel format as outlined in section 3.1 of 52.212-1 Addendum? (Required for all Offerors)

YES ☐

NO ☐

FILE NAME:	Click here to enter text.
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2. Does your proposal include the Offeror's name, address, CAGE, SAM.gov Unique Entity ID (UEI), point of contact, phone number and email address as outlined in section 3.1, paragraph (a) of 52.212-1 Addendum? (Required for all Offerors)

YES ☐

NO ☐

FILE NAME:	Click here to enter text.
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3. Does your proposal include the solicitation number as outlined in section 3.1, paragraph (b) of 52.212-1 Addendum? (Required for all Offerors)

YES ☐

NO ☐

FILE NAME:	Click here to enter text.
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4. Does your proposal include the date of submission as outlined in section 3.1, paragraph (c) of 52.212-1 Addendum? (Required for all Offerors)

YES ☐

NO ☐

FILE NAME:	Click here to enter text.
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5. Does your proposal identify which functional category the specific proposal is in response to as outlined in section 3.1, paragraph (d) of 52.212-1 Addendum? (Required for all Offerors)

YES ☐

NO ☐

FILE NAME:	Click here to enter text.
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6. Does your proposal identify which small business socio economic track(s) the Offeror's proposal is being submitted for within the aforementioned functional category as outlined in section 3.1, paragraph (e) of 52.212-1 Addendum? (Required for all Offerors)

YES ☐
NO ☐

FILE NAME:

7. Does your proposal state the Offeror's proposal validity period per RFP 70SBUR23R00000016, 52.212-1 Addendum, section 1.3 as outlined in section 3.1, paragraph (f) of 52.212-1 Addendum? (Required for all Offerors)

YES ☐
NO ☐

FILE NAME:

8. Does your proposal include terms of any express warranty as outlined in section 3.1, paragraph (g) of 52.212-1 Addendum? (Required for all Offerors)

YES ☐
NO ☐

FILE NAME:

9. Does your proposal include the name, title, and signature of the person authorized to sign the proposal as outlined in section 3.1, paragraph (i) of 52.212-1 Addendum? (Required for all Offerors)

YES ☐
NO ☐

FILE NAME:

10. Does your proposal indicate if any assumptions have been made, conditions have been stipulated or exceptions have been taken with the solicitation as written as outlined in section 3.1, paragraph (j) of 52.212-1 Addendum? (Required for all Offerors)

YES ☐
NO ☐

FILE NAME:

11. Does your proposal include a one-page diagram depicting the corporate members of your team (e.g., prime/first-tier subcontractor; members of JV, teaming and/or mentor protégé arrangement), their business size, and their roles in the teaming relationship as outlined in section 3.1, paragraph (k) of 52.212-1 Addendum? (Required for all Offerors)

YES ☐
NO ☐

FILE NAME:

12. Does your firm have or envision a potential Organizational Conflict of Interest in performing the work? If so, does your proposal identify this information and, if appropriate, provide a mitigation strategy as outlined in section 3.1, paragraph (I) of 52.212-1 Addendum? (Required for all Offerors)

YES ☐
NO ☐

FILE NAME:

VOLUME II - TECHNICAL
ADDENDUM TO FAR 52.212-1 INSTRUCTIONS TO OFFERORS – COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES (NOV 2021), SECTIONS 4.2 SELF-SCORING SHEET, 4.3 EXPERIENCE (SUBFACTOR 1.1), 4.4 ADEQUATE ACCOUNTING SYSTEM (SUBFACTOR 1.2), AND 4.5 FACILITY CLEARANCE (SUBFACTOR 1.3)

1. Does your proposal include a completed Self-Scoring Sheet(s) (Attachment(s) 8-10) for each functional category the Offeror is proposing for in workable excel format as outlined in section 4.2 of 52.212-1 Addendum? (Required for all Offerors)

YES ☐
NO ☐

FILE NAME:

2. Does your proposal include documenting all the required fields listed in Attachment(s) 8-10, in the appropriate space designated on the Self-Scoring Sheet(s) for all the subfactors the Offeror would like to and is able to claim based on the requirements outlined in sections 4.3, 4.4, and 4.5 of 52.212-1 Addendum? (Required for all Offerors)

YES ☐
NO ☐

FILE NAME:

3. Does your proposal include no alterations to the format of the Self-Scoring Sheet(s) except where directed to per the Self-Scoring Sheet Instructions, Attachment 13 as outlined by section 4.2 of 52.212-1 Addendum? (Required for all Offerors)

YES ☐
NO ☐

FILE NAME:

4. Does your proposal provide documentation for each subfactor and project it is claiming points for as outlined by section 4.2 of 52.212-1 Addendum? (Required for all Offerors)

YES ☐
NO ☐

FILE NAME:

5. Does your proposal include experience that meet the definitions of relevant and recent as outlined in sections 4.3.1.1 Project Relevancy and 4.3.1.2 Project Recency of Addendum 52.212-1 for each project it is claiming points for within its proposal submission? (Required for all Offerors)

YES ☐
NO ☐

FILE NAME:

6. Does your proposal provide the documentation required in section 4.3.2 of Addendum 52.212-1 for each project the Offeror is claiming on the Self-Scoring Sheet(s), Attachment(s) 8-10, as applicable? (Required for all Offerors)

YES ☐
NO ☐

FILE NAME:

7. Does your proposal include project experience under Federal Government Contracts? If so, does your proposal include a signed copy of the Original Conformed Contract Award Document or Original Contract Award Document and associated modifications as outlined in section 4.3.2.1, paragraph (a) of Addendum 52.212-1? (Required for all Offerors)

YES ☐
NO ☐

FILE NAME:

8. Does your proposal include project experience under Federal Government Contracts? If so, does your proposal include a FPDS-NG Report that provides verification of all elements identified in 52.212-2, Addendum, paragraph 3.2.2.1 as outlined in section 4.3.2.1, paragraph (b) of Addendum 52.212-1? (Required for all Offerors)

YES ☐
NO ☐

FILE NAME:

9. Does your proposal include project experience under Federal Government Contracts? If so, does your proposal include a FPDS-NG Report that provides verification of any elements identified in 52.212-2, Addendum, paragraph 3.2.2.1 as outlined in section 4.3.2.1, paragraph (c), sentence (i) of Addendum 52.212-1? (Required for all Offerors)

YES ☐
NO ☐

FILE NAME:

10. Does your proposal include project experience under Federal Government Contracts? If so, does your proposal include a Project Verification Form (Attachment 16) signed by a CO with cognizance over the submitted project and a representative of the Offeror as outlined in section 4.3.2.1, paragraph (c), sentence (ii) of Addendum 52.212-1? (Required for all Offerors)

YES ☐
NO ☐

FILE NAME:

11. Does your proposal include project experience under Federal Government Contracts? If so, does your proposal include a copy of Contract PWS or SOW as outlined in section 4.3.2.1, paragraph (c), sentence (iii) of Addendum 52.212-1? (Required for all Offerors)

YES ☐
NO ☐

FILE NAME:

12. Does your proposal include project experience for non-federal contracts and all first-tier subcontracts? If so, does your proposal include a signed copy of the Original Conformed Contract Award Document or Original Contract Award Document and associated modifications as outlined in section 4.3.2.2, paragraph (a) of Addendum 52.212-1? (Required for all Offerors)

YES ☐
NO ☐

FILE NAME:

13. Does your proposal include project experience for non-federal contracts and all first-tier subcontracts? If so, does your proposal include a Project Verification Form (Attachment 16) signed by a Corporate Officer/Official of the commercial entity with cognizance over the submitted project and a representative of the Offeror as outlined in section 4.3.2.2, paragraph (b) of Addendum 52.212-1?

YES ☐
NO ☐

FILE NAME:

14. Does your proposal include project experience for non-federal contracts and all first-tier subcontracts? If so, does your proposal include contract documentation that describes the general scope, nature, complexity, and purpose of the services the customer acquired under the contract, and provide an index to those specific written passages in the contract clearly indicating experience within the proposed Functional Category as outlined in section 4.3.2.2, paragraph (c) of Addendum 52.212-1?

YES ☐
NO ☐

FILE NAME:

15. Does your proposal include claimed points for having an adequate accounting system in the Self-Scoring Sheet as instructed in Self-Scoring Sheet Instructions (Attachment 13) and provide it with its proposal submission as outlined in section 4.4 of 52.212-1 Addendum? (Required for all Offerors)

YES ☐
NO ☐

FILE NAME:

16. Does your proposal include claimed points for having an adequate accounting system that meet the definition of adequate as outlined in section 4.4.1 Qualification of Addendum 52.212-1? (Required for all Offerors)

YES ☐
NO ☐

FILE NAME:

17. Does your proposal provide evidence of an adequate accounting system to include a written opinion or other statement from the cognizant federal auditor (CFA), the cognizant federal agency official (CFA), or the offeror or joint venture partner's CPA firm as outlined in section 4.4.2 Verification of 52.212-1 Addendum? (Required for all Offerors)

YES ☐
NO ☐

FILE NAME:

18. Does your proposal include claimed points for having either a Secret or Top-Secret facility clearance in the Self-Scoring Sheet as instructed in Self-Scoring Sheet Instructions (Attachment 13) and provide it with its proposal submission as outlined in section 4.5 of 52.212-1 Addendum? (Required for all Offerors)

YES ☐
NO ☐

FILE NAME:

19. Does your proposal include claimed points for having either a Secret or Top-Secret facility clearance that meets the definition of acceptable as outlined in section 4.5.1 Qualification of 52.212-1 Addendum? (Required for all Offerors)

YES ☐
NO ☐

FILE NAME:

20. Does your proposal provide documentation that the prime offeror has the level of clearance it is claiming and include the name of the Facility Security Officer, legal entity, address, and the Offeror's cage code associated with the facility clearance for the prime offeror as outlined in section 4.5.2 Verification of 52.212-1 Addendum? (Required for all Offerors)

YES ☐
NO ☐

FILE NAME:

VOLUME III – LABOR CATEGORY PRICING
ADDENDUM TO FAR 52.212-1 INSTRUCTIONS TO OFFERORS – COMMERCIAL PRODUCTS AND
COMMERCIAL SERVICES (NOV 2021), SECTION 5.1 LABOR CATEGORY PRICE PROPOSAL

1. Does your proposal include a completed Contractor Labor Category Pricing (Attachment 4) and include it in Volume III as outlined in section 5.1 of 52.212-1 Addendum? (Required for all Offerors)

YES ☐
NO ☐

FILE NAME:

VOLUME IV – CONTRACT DOCUMENTATION
ADDENDUM TO FAR 52.212-1 INSTRUCTIONS TO OFFERORS – COMMERCIAL PRODUCTS AND
COMMERCIAL SERVICES (NOV 2021), SECTIONS 6.1 MODEL CONTRACT/REPRESENTATIONS
AND CERTIFICATIONS

1. Does your proposal include a digitally signed copy of the Model Contract (Parts I through V) as outlined in section 6.1 of 52.212-1 Addendum? (Required for all Offerors)

YES ☐
NO ☐

FILE NAME:

2. Does your proposal provide the Standard Form (SF) 1449, Solicitation/Contract/Order for Commercial Items with items 12, 17 and 30 completed, and provide all SF(s) 30, Amendment of Solicitation/Modification of Contract with items 8 and 14 completed to acknowledge receipt of all solicitation amendments should they exist as outlined in section 6.1.1 of 52.212-1 Addendum? (Required for all Offerors)

YES ☐
NO ☐

FILE NAME:

3. Does your proposal document its proposed price for the Post Award Conference (PAC) in CLIN 0002 of the SF 1449 and submit it under Volume IV of its proposal as outlined in section 6.1.1.1 of 52.212-1 Addendum? (Required for all Offerors)

YES ☐
NO ☐

FILE NAME:

4. Does your proposal include all completed fill-in information required by clauses pertinent to this acquisition and submit it under Volume IV of its proposal as outlined in section 6.1.2 of 52.212-1 Addendum? (Required for all Offerors)

YES ☐
NO ☐

FILE NAME:

5. Does your proposal provide any information required by the Terms and Conditions of the solicitation and submit it under Volume IV of its proposal as outlined in section 6.1.3 of 52.212-1 Addendum? (Required for all Offerors)

YES ☐
NO ☐

FILE NAME:

6. Does your proposal provide any information required by the Contract Documents or Attachments of the solicitation and submit it under Volume IV of its proposal as outlined in section 6.1.4 of 52.212-1 Addendum? (Required for all Offerors)

YES ☐
NO ☐

FILE NAME:

7. Does your proposal provide all information that is required by the provisions of this solicitation, as applicable under Volume IV of its proposal as outlined in section 6.1.5 of 52.212-1 Addendum? (Required for all Offerors)

YES ☐
NO ☐

FILE NAME: