**Section L: Instructions to Offerors/Submission Requirements**

Instructions contained herein are to serve as a guide in preparation of offers for this solicitation and are not intended to be all inclusive. These instructions generally describe the type and extent of information that should be provided in the offer and emphasize several areas that are generally considered significant. The offeror is expected to completely examine and analyze all aspects of the technical areas to be addressed and to include information in its offer that will enable the evaluators to determine the offerors' understanding of the requirements.

Offers submitted shall be contained in two separate volumes as follows:

**Volume I – Technical Submission:**

The Technical Submission should consist of two elements:

(1) A description of the vendors' understanding of the work to be performed as described in the Statement of Work. The description should demonstrate an understanding of the requirement and include a plan for satisfying the Government's minimum needs. The description should outline the actual work as specifically as possible.

(2) Past Performance: The vendor shall document past performance and experience working with projects similar to the one described in the SOW. Documentation shall include relevant contract numbers, a brief description of the scope and magnitude of the work, information pertaining to when the work was completed, and a customer POC with contact information. Past performance and experience should demonstrate relevancy to the solicited projects, and document customer satisfaction and quality level achieved on prior projects.

Total Page Limit for Volume I: Five (5) pages.

**Volume II – Pricing:**

By way of a fully executed/signed (including Section B) SF 1449, a firm fixed price quotation shall be provided for this requirement. Additional pricing information may be requested and/or provided separately as necessary. The Contractor is responsible for providing adequate documentation to enable a thorough evaluation of the offer and may choose to supplement the lump sum pricing stipulated on the SF 1449 with a formal quote and/or price breakdown on company letterhead, if desired.

**Section M: Evaluation Criteria**

The offer will be evaluated on the basis of the following criteria:

**Technical Acceptability**

In evaluation of this factor, offers will be evaluated to ensure:

1. The Vendor possesses an adequate understanding of the work as well as a process for ensuring quality and timeliness.

2. The Government has an acceptable level of confidence that the vendor can adequately perform the work described in the SOW.

Based on the Government's evaluation of the respective vendor's technical submission, each vendor shall be assigned an overall Technical Rating in accordance with the table below:

| Adjectival Rating | Description |
|---|---|
| Technically Acceptable | Offer meets the requirements of the solicitation and based on the offeror's performance record, the Government has a reasonable expectation that the offeror will successfully perform the required effort, or the offeror's performance record is unknown. |
| Technically Unacceptable | Offer does not meet the requirements of the solicitation and/or based on the offeror's performance record, the Government does not have a reasonable expectation that the offeror will be able to successfully perform the required effort. |

**Factor 2- Price**

Proposed price will be evaluated to determine reasonableness and completeness. The total firm-fixed price will be evaluated.