

## INSTRUCTIONS TO OFFERORS

### GENERAL

The offeror shall submit sufficient documentation for the Government to be able to determine technical acceptability, price reasonableness, and make a past performance confidence assessment. Proposals must be clear, coherent, and prepared in sufficient detail for effective evaluation of the offeror's proposal against the evaluation criteria. All correspondence in conjunction with this solicitation should be directed to the Government Contract Specialist identified below:

Contract Specialist Name: Pam Franklin  
Phone Number: 229-639-6742  
Fax Number: 229-639-6713  
E-mail address: [pam.franklin@usmc.mil](mailto:pam.franklin@usmc.mil)

All proposals shall be mailed to the address shown in Block Number 9 of the SF 1449

### PROPOSAL VOLUME REQUIREMENTS

The quote shall be accompanied by a cover letter (letter of transmittal) prepared on the company's letterhead stationery. The cover letter (letter of transmittal) shall identify all enclosures being transmitted and shall be used only to transmit the quote and shall include no other information.

Format. All volumes are to consist of single spaced typewritten pages using a font no less than 10 point. A smaller type may be used on charts, graphs, figures, diagrams, and schematics to accommodate a "make it fit" software capability; however, all text must be legible and easily read. Minimum margins shall be 0.75 inches. The page size of the offeror quote shall not exceed 8-1/2 inches by 11 inches, except where otherwise stated.

Statements that the quoter understands, can, or will comply with the Performance Work Statement (PWS), statements paraphrasing the PWS or parts thereof, and phrases such as "standard procedures will be employed" or "well known techniques will be used," etc., will be considered unacceptable. Offeror's should note that data submitted prior to the proposal submission will not be considered in the Government's evaluation. Therefore, such data should not be relied upon nor incorporated in the technical proposal by reference.

<b>Volume</b>	<b>CD Copies Required</b>	<b>Paper Copies</b>	<b>Page Limit</b>
I. Technical	1	Original plus 4 copies	None
II. Past Performance	1	Original plus 4 copies	None
III. Cost/Price	1	Original plus 1 copy	None

**NOTE: The copies of Volumes I and II should be redacted of contractor's name, logos etc.**

Page Limitations. None

Format. Text shall be single-spaced, on 8½" x 11" paper, with a minimum *0.75 inch margin* all around. Pages shall be numbered consecutively. Submission as double-sided printing/copying on recycled paper is encouraged. Offeror's may use 11" x 17" sized fold-out pages for tables, charts, graphs, or pictures that cannot be legibly presented on 8½" x 11" paper. An 11" x 17" is a two-sheet equivalent (with regards to the page count limitations). Print shall be of a minimum *10-point* font size or a maximum 10 characters per inch spacing. Bolding, underlining, and italics may be used to identify topic demarcations or points of emphasis. Graphic presentations, including tables, while not subject to the same font size and spacing requirements, shall have spacing and text that is easily readable.

Each volume in the proposal shall include a copy of the cover letter (letter of transmittal), title page and table of contents. The table of contents shall list sections, subsections and page numbers. Each volume shall contain a glossary of all abbreviations and acronyms used. Each acronym used shall be spelled out in the text the first time it appears in each proposal volume.

In addition to the paper copies identified above, the offeror's shall submit all proposal information on a CD. Text and graphics portions of the CD copies shall be in a format readable by Microsoft (MS) Word. Data submitted in spreadsheet format shall be readable *by MS Excel 2000 or later version*. In case of conflict between the paper copy and the CD copy of the proposals submitted, the paper copy shall take precedence.

Submission Due Dates. Refer to Block 9 of SF 1449. Late submissions will not be accepted.

Restriction of Disclosure/Proprietary Information. If the offeror's wishes to restrict the disclosure or use of its proposal, use the legend permitted by FAR 52.215-1(e). Individual subcontractor/vendor proprietary information may be submitted via separate binders/CDs. The information contained in these binders/CDs must be referenced (by binder title, page and section number as appropriate) within the main proposal where the information would have been included if it were not subcontractor/vendor proprietary. The information in these separate binders/CDs is subject to all other requirements of the RFP and must be well-marked to clearly indicate any special handling instructions.

Cross Referencing. Each volume, other than the Cost volume, shall be written to the greatest extent possible on a stand-alone basis so that its content may be evaluated with a minimum of cross-referencing to other volumes of the proposal. Cross-referencing within a proposal volume is permitted where its use would conserve space without impairing clarity. Information required for proposal evaluation, which is not found in its designated volume or cross-referenced, is assumed omitted from the proposal.

#### Electronic Submission of Proposal (CDs)

(a) Offeror must ensure that the CD submission is readable, in the format specified in the solicitation, and has been verified as free of computer viruses. Prior to any evaluation, the Government will check all files for viruses and ensure that all information is readable. In the event that any files are defective (unreadable), the Government may only evaluate the readable electronic files. Further, if defective (unreadable) media renders a significant deficiency in the offeror proposal, the Government may consider the proposal incomplete and not consider such proposals for further evaluation.

(b) The offeror's must also ensure that:

(1) The CD and paper copies of its proposal submitted in response to the solicitation are identical;

(2) It has verified that the electronic proposals (CDs) are free of computer viruses using standard commercial anti-virus software.

(c) *Deleted in its entirety.*