

NOTE: The provision at FAR 52.212-1 has been tailored to include the following additional requirements:

INSTRUCTIONS TO OFFERORS -- COMMERCIAL ITEMS (FAR 52.212-1) (Oct 2000)
(Tailoring)

Period for Acceptance of Offers

The offeror agrees to hold the prices in its offer firm for 150 calendar days from the date specified for receipt of offers.

Product Samples

Each offeror must provide 2 EA product samples for each item being proposed. These samples shall be brought by the contractor to the Oral Presentation/Demonstration (Phase 1, Step 2 of the Government's evaluation process). The Government shall retain at no expense one sample from each contractor who is awarded a contract. Any product samples retained by the Government shall not count as a delivered item for the awarded contract

Proposal Preparation Instructions

A. Structure

1. The proposal shall be typewritten, or otherwise duplicated in ink, on 8 ½" x 11" paper. The following information shall be included in the title page:

- a. Name of offeror
- b. Date of submission
- c. Solicitation #N00164-02-R-0014
- d. Nomenclature of item being proposed

2. The proposal shall contain the following volumes:

- Volume 1: Technical Proposal
- Volume 2: Management Information
- Volume 3: Company Past Performance Summary
- Volume 4: Subcontracting Information

3. Five (5) copies of each volume shown above shall be submitted. One electronic copy (CD ROM compatible) for the entire proposal shall also be submitted. Proposed prices, however, shall not be included in the electronic copy of the proposal. Furthermore, each proposal shall include, as an enclosure, a copy of the MS PowerPoint Briefing to be presented by the offeror during the Oral Presentation. Proposed prices shall not be a component of the MS PowerPoint Briefing.

B. Technical Proposal (Volume 1)

1. Each technical proposal shall enable the Government to make a thorough evaluation of the following aspects of the proposal:

- a. Reliability
- b. Performance
- c. Physical Characteristics
- d. Environmental
- e. Design
- f. Material
- g. Workmanship

2. Full, accurate and complete information shall be set forth in the technical proposal. Offerors are reminded that unsupported statements to comply with the specification will not be sufficient. Proposals must not merely paraphrase the specification. Technical proposals must provide objective evidence that specification requirements shall be met and how the offeror shall achieve all proposed elements of the technical proposal.

C. Management Information (Volume 2)

The Management Information Volume shall include the sections set forth and described below:

1. Proposed Delivery Schedule: This section shall address the contractor's proposed schedule for the Developmental Test Prototypes, the Operation Test Prototypes, the Limited User Test items, and Production Quantity items. Proposed delivery schedules shall incorporate the format set forth in Addendum 2.

2. Facilities/Production Capability: This section shall provide information which establishes that the contractor has the facilities and production capabilities to deliver the proposed items in accordance with applicable delivery schedules. This information shall take into account the contractor's current and projected workload. This section shall also address whether or not any change in location or significant change in workforce is contemplated over the five year life of the contract.

3. Supplier Commitments/Information: This section shall address all commitments with suppliers of key components. Information shall also be provided which confirms that these suppliers have the facilities/production capability to fulfill these commitments.

4. Certifications and Representations: This section shall include all certifications and representations required by the solicitation (e.g., FAR 52.212-3).

5. Proposed Prices: This section shall include all proposed prices in the format set forth by Addendum 1. Price information shall be restricted to the information required by Addendum 1 and shall not be incorporated into any other section of the proposal. Submission of cost data is not required as the Government anticipates adequate price competition.

D. Subcontracting Information (Volume 3)

If the offeror is a large business, this volume shall provide a subcontracting plan for the proposed procurement in accordance with FAR 52.219-9 and DFARS 252.219-7003. If the offeror is a small business, this volume shall provide a discussion of subcontracting utilizing the format prescribed in these FAR/DFARS clauses.

E. Company Past Performance Summary (Volume 4)

Offerors shall complete the following questionnaire entitled "CONTRACTOR PERFORMANCE DATA". The Government may contact the references listed to ascertain past performance.

CONTRACTOR PERFORMANCE DATA

The offeror shall demonstrate past performance through completion of the "Contractor Performance Data Sheet". The Contractor Performance Data Sheet shall be completed in its entirety. Additionally, offerors are urged to submit brief and concise responses, within the confines of the space allotted. *Failure to submit the completed Contractor Performance Data Sheet (along with the proposal) shall be considered certification (by signature on the proposal) that the contractor has no past performance for like or similar items for the Government to evaluate.*

CONTRACTOR PERFORMANCE DATA SHEET

NOTE: THE INFORMATION PROVIDED MAY BE USED TO EVALUATE THE OFFEROR'S PAST PERFORMANCE IN MEETING COSTS/PRICE, TECHNICAL, AND DELIVERY OBJECTIVES. POINTS OF CONTACT PROVIDED, MAY BE CONTACTED TO CONFIRM INFORMATION PROVIDED AND TO GATHER INFORMATION ON TECHNICAL PERFORMANCE, QUALITY, LIFE CYCLE COST AND/OR RELIABILITY. THE RESULTS MAY BE USED IN THE OVERALL COMPARATIVE EVALUATION OF THE OFFEROR (S) IN ACCORDANCE WITH SECTION M OF THE REQUEST FOR PROPOSAL.

Please list performance data on a maximum of five contracts for like or similar items, either completed or ongoing, under which performance has taken place within the last three years. Contracts with the federal government are preferred, but you may also list contracts with state and local governments or contracts with commercial customers. In determining which contracts to submit, please refer to FAR 15.305(a)(2)(I), which states in pertinent part that "[p]ast performance information is one indicator of

an offeror's ability to perform the contract successfully. The currency and relevance of the information, source of the information, context of the data, and general trends in contractor's performance shall be considered in making the award decision...". The Government reserves the right to not consider any information submitted exceeding the five-contract limitation.

Contractor Name: RFP #:
Address: POC: (Person who can verify data)
Telephone:
Division: FAX:

CONTRACT INFORMATION

Contract Number: Date Completed:
Contract Type: Fixed Price Cost Reimbursement Other (Specify)
Item Description:
Contract Quantity/Length of Service:
Customer Name: Customer POC: (Person who can verify data)
Address: Telephone:
FAX:

QUALITY

NOTE: An explanation must accompany all answers with an asterisk(*).

Was consideration or a monetary withhold for non-conforming supplies/services or late deliveries assessed against this contract?

YES* ___ NO ___ (Explanation)

Was/is any part of this contract terminated for default and/or litigation?

YES* ___ NO ___ (Explanation)

Was any warranty work completed on delivered items?

YES* ___ NO ___ (Explanation)

Did you receive any quality awards in the past three years?

YES* ___ NO ___ (List Awards)

TIMELINESS

Were all items (including products, services, reports, etc.) delivered within the original contract schedule?

YES ___ NO * ___ (Explanation)

COST FOR COST TYPE CONTRACTS:

Was the original contract estimated cost met?

YES _____ NO* _____ (Explanation)

If the estimated cost was not met, what was the positive/negative percentage of change?

+ _____ -

OTHER PERTINENT INFORMATION

Describe any corrective action(s) initiated to solve any of the above-described problems/deficiencies on this contract. Discuss the success of the corrective action(s) taken.