

ADDENDUM TO 52.212-1, INSTRUCTIONS TO OFFERORS—COMMERCIAL ITEMS

Provisions that are incorporated by reference (by Citation Number, Title, and Date), have the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

The following provisions are incorporated into RFO 52.212-1 as an addendum to this solicitation: INSTRUCTIONS FOR PROPOSAL SUBMISSION:

- A. **SUBMISSION OF PROPOSAL:** Proposals shall be submitted no later than the date and time in Block 8 of the SF 1449. Proposals must show the time and date specified for receipt, the solicitation number, and the name and address of the Offeror. It is the Offeror's responsibility to confirm the Government's receipt of all correspondence. The Government intends to evaluate the proposal and award a contract without discussions. Therefore, **the offeror's initial proposal should contain the offeror's best terms from a price, technical, and past performance standpoint.** However, the Government reserves the right to conduct discussions if the Contracting Officer determines them to be necessary.
- B. Proposals received are subject to the requirements specified in RFO 52.212-1, unless otherwise tailored in this addendum to the solicitation. Proposals must be submitted to 325 CONS/PKB via the Solicitation Module within the Procurement Integrated Enterprise Environment (PIEE) at <https://piee.eb.mil>; no later than the date and time specified in Block 8 on the face page of the RFP. The Offeror shall be responsible for reviewing all training instructions and guidance, as necessary, and ensure completion of all registration requirements in the module in order to submit a timely proposal. If amendments are issued, written acknowledgement of all amendments shall be submitted via the Solicitation Module in PIEE prior to the due date. It is the Offeror's responsibility to confirm the Government's receipt of the proposal, and it will be acceptable to **confirm receipt** via email to david.hackney.1@us.af.mil and william.waters.7@us.af.mil after submission to the PIEE Solicitation Module.

PROPOSALS SHALL BE SUBMITTED ELECTRONICALLY ONLY; PAPER COPIES WILL NOT BE ACCEPTED.

- C. The offeror's proposal shall be clear, concise, and include sufficient detail to allow for an effective evaluation and substantiation of the validity of the content of the proposal. It is the Offeror's responsibility to provide a submission which enables the Government with the ability to effectively evaluate the Offeror's proposal. The Offeror has the burden to provide a proposal which demonstrates that the Offeror has an accurate and clear understanding of the requirements of this solicitation, the Offeror will provide viable solutions for the solicitation, and the Offeror can meet the stated requirements established by the Government.
- D. Offerors shall not simply rephrase or restate the Government's requirements in their proposal but rather provide convincing rationale to address how the Offeror intends to meet stated requirements. Where appropriate, specific examples of an Offeror's processes may be used to demonstrate how the Offeror will meet the Government's requirement. Offeror shall assume the Government has no prior knowledge of the

Offeror's experience or capability, as the Government's evaluation of the offerors' technical volume will rely exclusively on the information presented in the Offeror's proposal. Statements that the Offeror will provide a particular feature or objective without explaining how the Offeror proposes to meet that feature or objective are generally inadequate and may adversely impact the Government's evaluation of the Offeror. While not all inclusive, the following types of statements are also considered inadequate:

1. Unsupported statements that the Offeror allegedly understands the requirements.
 2. Unsupported statements that the Offeror allegedly can or will comply with requirements.
 3. Unsupported statements that simply paraphrase the requirements
 4. Undefined or unexplained statements such as "best commercial practices will be used."
 5. Undefined or unexplained statements such as "well-known techniques will be employed."
- E. Offeror is strongly encouraged to carefully review all Government provided information and documents, to include, but not limited to submittal instructions (including attachments), the Performance Work Statement (PWS), the addendum to RFO 52.212-2 Evaluation-Commercial Products and Commercial Services, and the addendum to RFO 52.212-1 Instructions to Offerors-Commercial Products and Commercial Services.
- F. Elaborate brochures, documentation, binders, detailed artwork, pictures or other embellishments are unnecessary and will not be accepted as part of the proposal.
- G. Oral presentations will not be accepted in response to this solicitation.
- H. All electronic documents shall comply with the page size, format, and page limits identified below. All volumes shall be developed in Microsoft Word and Excel (version Office 2016 or more recent, e.g. .docx, .xlsx) – Word documents may be converted to PDF, but Excel documents shall remain in Excel format.
- I. The file name of electronic documents shall include the solicitation number, proposal volume number and offeror's CAGE code (i.e. FA481926R0003, Volume I: Price, CAGE #).
- J. Offerors shall ensure the bottom of each proposal document contains "Source Selection Sensitive Information – See RFO 2.101 and 3.104 CONTROLLED UNCLASSIFIED INFORMATION"
- K. The Offeror shall ensure the electronic copy proposal submission is readable, in the format specified in this document and is free of computer viruses. Prior to any evaluation, the Government will check all files for viruses and ensure all information is readable. If any files contain viruses and/or are defective (unreadable), the Government may only evaluate the readable/virus free files. If the defective (unreadable) media renders a significant deficiency in the Offeror's proposal, the Government may consider the proposal unacceptable and ineligible for award.
- L. **INQUIRIES BY OFFEROR:** The Government points of contacts for this acquisition

are Mr. David Hackney, Contracting Officer, and SrA William Waters, Contracting Specialist. All questions or concerns regarding this request for proposal (RFP) must be directed in writing via e-mail to david.hackney.1@us.af.mil and william.waters.7@us.af.mil. Offeror is responsible for verifying Government receipt of all submitted questions or concerns.

- M. **PERIOD FOR ACCEPTANCE OF OFFER:** The Offeror agrees to hold the prices in its offer firm for 120 calendar days from the date specified for receipt of offers.
- N. **PROPOSAL INSTRUCTIONS:** To assure timely and equitable evaluation of proposal, Offeror must follow the instructions contained herein. Offeror is required to meet all solicitation requirements, including terms and conditions, representations and certifications, and technical requirements, in addition to the stated evaluation factors and subfactors. Non-conformance with these instructions may result in an unfavorable proposal evaluation. Failure to meet a solicitation requirement may result in an offer being ineligible for award.
1. The proposal shall be clear, concise, and shall include sufficient detail for effective evaluation and for substantiating the validity of stated claims. The proposal shall not simply rephrase or restate the Government's requirement but provide facts and convincing rationale addressing how the Offeror intends to meet the stated requirements. Offeror shall assume that the Government has no prior knowledge of their experience and technical capabilities, as the Government will only base its evaluation on the information presented in the Offeror's proposal.
 2. Offeror shall prepare their proposal as set forth in the instructions below. The required proposal volume titles and contents are defined in paragraph S below, all of which shall be within the required page limits specified. The required contents of each proposal are described in paragraph S and the paragraphs that follow it. In the event that paragraph S conflicts with the detailed instructions in the paragraphs that follow, the detailed instructions shall take precedence.
 3. Page Limitations. Page limitations shall be treated as maximums. If exceeded, the excess pages will not be read or considered in the evaluation of the proposal.
 4. Page Structure. A page is defined as each face of a sheet of paper containing information. When both sides of a sheet display printed material, it shall be counted as two pages. Pages shall be 8.5 x 11 inches. Except for the reproduced sections of the solicitation document, the text size shall be no less than 12 point. Margins on all four edges of each sheet will be at least one inch. If tables, charts, graphs, and figures are used, the text shall be no smaller than 10 point. Pages shall be numbered sequentially.
- O. **DISCREPANCIES:** If an Offeror believes that the requirements in these instructions contain an error, omission, or are otherwise unsound, the Offeror shall immediately notify the CO in writing, with supporting rationale as well as the remedies the Offeror is asking the CO to consider, as it relates to the perceived omission or error. The Offeror is reminded that the Government reserves the right to award this contract based on the initial proposal, as received, without discussions in accordance with RFO 52.212- 1(d).

- P. **EXCEPTIONS TO TERMS AND CONDITIONS:** Exceptions taken to terms and conditions of the RFP, to any of its attachments, or to other parts of the solicitation shall be identified to the CO prior to the proposal due date. Each exception shall be specifically related to a paragraph and/or 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. Failure to comply with the terms and conditions of the solicitation may result in the Offeror being removed from consideration for award.
- Q. **SITE VISIT:** A site visit will be held on June 10th 2026, 9:00 AM CDT. Participants shall meet at the visitor center 264 Strange Point Look Building 9480, Tyndall AFB, FL 32403. Prior to the site visit the contractor will be required to submit their names of their attendees to Mr. David Hackney at david.hackney.1@us.af.mil and SrA William Waters at william.waters.7@us.af.mil no later than June 8th, 2026. Parking in available parking spaces as to not hinder operations and daily missions. Meet at the front door of the building to meet with the Contracting Officer and Requirement Owner. All Contractors will be limited to two personnel. Note: Each attendee shall bring a valid photo ID, driver's license, or passport and proof of valid vehicle registration and insurance on the day of the site visit.
- R. **QUESTIONS:** All questions are due no later than 15 June 2026 at 1:00 PM CDT to Mr. David Hackney at david.hackney.1@us.af.mil and SrA William Waters at william.waters.7@us.af.mil. All questions must be submitted using Attachment 12 – Question Worksheet.
- S. **SUBMISSION OF PROPOSAL:** Proposals shall be submitted via the Solicitation Module within the Procurement Integrated Enterprise Environment (PIEE) at <https://piee.eb.mil>; no later than the date and time specified in Block 8 on the face page of the RFP. Vendors are solely responsible for ensuring the Government receives any submission prior to the established response deadline.
- T. **PROPOSALS:** Proposals shall consist of the following three separate volumes:

Volume I – Price
Volume II – Technical
Volume III – Past Performance

Required Proposal Volume Organization:

VOLUME I: Price (No Overall Page Limit)

Tab 1 – Master Table of Contents
Tab 2 – Executive Summary & Authorized Offeror Personnel (*Not to Exceed 10 pages)
Tab 3 – Proof of Financial Responsibility (Attachment 10)
Tab 4 – SF 1449 and amendments to include Price Matrix (Attachment 04)
Tab 5 – DD254 (Attachment 02)
Tab 6 – Mission-Essential Contractor Services Plan
Tab 7 – Quality Control Plan

Tab 8 – Glossary of Abbreviations and Acronyms

VOLUME II: Technical (*Not to Exceed 30 pages, excluding table of contents and Glossary)

Tab 1 – Table of Contents

Tab 2 – Staffing Plan

Tab 3 – Security Clearances

Tab 4 – Glossary of Abbreviations and Acronyms

VOLUME III: Past Performance (*Not to Exceed 20 pages, excluding table of contents and Glossary)

Tab 1 – Table of Contents

Tab 2 – Summary Page

Tab 3 – Past Performance Information (PPI) Worksheets

Tab 4 – Subcontractor Letters of Consent/Authorization

Tab 5 – Glossary of Abbreviations and Acronyms

*Excess pages will not be evaluated

VOLUME I - Price (No overall page limit)

- A. These instructions are to assist you in submitting information that is required to evaluate the price reasonableness, completeness, and balance of the proposal. Proposals shall be sufficiently detailed to demonstrate their price reasonableness, completeness, and balance. The government may not award a contract based on a proposal with unbalanced pricing. Compliance with these instructions is mandatory and failure to comply may render your proposal ineligible for award. The burden of proof for credibility of proposed prices rests with the offeror.
- B. Price Reasonableness. Proposals will be reviewed for price reasonableness. A price is reasonable if, in its nature and amount does not exceed that which would be incurred by a prudent person in the conduct of competitive business. It is expected that price reasonableness will be determined based on the comparison of each vendor's total evaluated price (TEP).
- C. Unbalanced Pricing: Proposed unit prices will be evaluated for unbalanced pricing in accordance with RFO 15.404-6. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items or sub-line items appear to be significantly over or understated as indicated by the application of cost or price analysis techniques. Each offeror price proposal should be detailed to sufficiently demonstrate prices are not unbalanced.
- D. Price Competition. There is a high probability of obtaining adequate price competition. Upon examination of the initial offers, the CO will review this determination and if, in the CO's opinion, adequate price competition exists, no additional cost information will be requested. However, if at any time during this evaluation, the CO determines that adequate price competition no longer exists, offerors may be required to submit

other than certified cost or pricing data to the extent necessary for the CO to determine price reasonableness in accordance with RFO 15.403-1.

The price volume shall consist of the following sections:

Tab 1 – Master Table of Contents

Tab 2 – Executive Summary & Authorized Offeror Personnel. The offeror's executive summary and authorized offeror personnel of the proposal shall be concise, to include addressing the significant risks, and highlighting any key or unique features, excluding price. The salient features should tie in with 52.212-2 evaluation factors/subfactors. Provide the name, title, and telephone number of the company/division point of contact regarding decisions made with respect to the offeror's proposal and who can obligate the company contractually. Any summary material presented here shall not be considered as meeting the requirements for any portions of other volumes of the proposal. The executive summary has a limit of 10 pages.

Tab 3 – Proof of Financial Responsibility. Proof of Financial Responsibility. The Offeror shall include Proof of Financial Responsibility (Attachment 10) as acceptable evidence to the CO that the Offeror has adequate financial resources to perform the contract or the ability to obtain them IAW RFO 9.104-1(a). Offerors may request their financial institution complete Attachment 10, or the financial institution may submit all of the same information contained in Attachment 10 in their own format.

Tab 4 – SF 1449 & All Amendments and Pricing Matrix. Offeror shall complete sections 12, 17a, and 30a, b, and c of the SF 1449 Solicitation, Offer, and Award and fill in the unit prices and totals for CLINs 0001, 1001, 2001, 3001, 4001 on the base year and each option year, rounded up to 2 decimals only. The offeror shall complete and submit the Price Matrix (Attachment 04) by entering unit prices in the yellow highlighted fields for each respective contract period tab contained within the matrix and return the matrix in Excel format. The offeror shall ensure that the resultant totals for each CLIN, contract period, and Overall Proposal are accurate prior to submission to the Government. Both the SF 1449 entries and the entries in the Pricing Matrix shall correlate to Technical Volume II.

Total Evaluated Price (TEP): The offeror's proposed Price Volume will be evaluated based on the TEP, which will be calculated as the sum of the following Firm-Fixed Price (FFP) extended prices:

CLINs 0001, 1001, 2001, 3001, 4001 will be evaluated in the Total Evaluated Price (TEP). The Not to Exceed CLINs, 0002, 1002, 2002, 3002, 4002 will not be evaluated in the TEP as these CLINs will include as Not to Exceed (NTE) value established by the Government. The Not Separately Priced (NSP) CLINs X003 for the base year and each option year for deliverables will be not separately priced. For the purposes of calculating the TEP, the Government will take the offeror's highest proposed contract period for CLINs X001, multiplied by 0.5, to account for the 6 months of routine services during the 6-month extension authorized under RFO Clause 52.217-8 Option to Extend Services.

RFO Clause 52.217-8 Option to Extend Services, is included in the solicitation and

will be incorporated into the resultant contract; upon exercise, the clause will extend the terms and conditions of the contract period being extended at the rates specified in the contract. Pricing for any extension executed under this clause authority will be based on a continuation of the established CLIN pricing from the most recent contract period.

Tab 5 – DD254. Offeror shall complete and submit the DD254 in blocks 6 a,b,c and blocks 7 a, b, and c as necessary for submission with your proposal. The DD254 will be found at Attachment 02 of the solicitation.

Tab 6 – Mission-Essential Contractor Services Plan.

- a. The offeror shall submit a written Mission-Essential Contractor Services Plan in accordance with R-DFARS 252.237-7024 Notice of Continuation of Essential Contractor Services. The contractor shall address in the plan, at a minimum, the following:
- (i) Challenges associated with maintaining essential contractor services during an extended event, such as a pandemic that occurs in repeated waves;
 - (ii) The time lapse associated with the initiation of the acquisition of essential personnel and resources and their actual availability on site;
 - (iii) The components, processes, and requirements for the identification, training, and preparedness of personnel who are capable of relocating to alternate facilities or performing work from home;
 - (iv) Any established alert and notification procedures for mobilizing identified “essential contractor service” personnel; and
 - (v) The approach for communicating expectations to contractor employees regarding their roles and responsibilities during a crisis.

Tab 7 – Quality Control Plan

Tab 8 – Glossary of Abbreviations and Acronyms

VOLUME II - TECHNICAL - (Not to Exceed 30 pages for Subfactors 2 & 3)

The offeror’s proposed Technical Volume shall be specific and complete. Providing clear and coherent information is very important. The Offeror's responses will be evaluated against the technical evaluation criteria identified in the Addendum to 52.212-2, Evaluation--Commercial Items. By the offeror’s proposal submission, the offeror is representing that they will perform all requirements specified in the solicitation. Offerors shall not merely reiterate the performance objectives or reformulate the requirements specified in the PWS, but instead specifically discuss how the offeror plans to accomplish each of the requirements. The offeror's technical volume shall address their experience and their proposed approach for meeting the minimum requirements of the following four subfactors: (1) Staffing plan; (2) Security Clearances; (3) Mission

Essential Service Plan; and (4) Quality Control Plan. A rating of unacceptable in one or more of the technical subfactors will constitute an overall rating of unacceptable for the technical evaluation. A rating of unacceptable for any subfactor element will result in the entire subfactor being rated unacceptable.

The Technical Volume shall consist of the following sections:

Tab 1. Table of Contents

Tab 2. Technical Subfactor 1: Staffing Plan

- a. Each offeror shall provide a detailed and complete plan with their approach to overall staffing of EOD support. The staffing plan shall represent the offerors' approach to performing tasks as identified by the PWS and the Addendum 52.212-2 paragraph 4.1 Staffing Plan.

Tab 3. Technical Subfactor 2: Security Clearances

- a. Each offeror shall provide a detailed and complete plan with their approach to the security clearance process for all EOD personnel. This security clearance plan shall represent the offerors approach as identified by the PWS and the addendum 52.212-2 paragraph 4.2 Security Clearances.

Tab 4. Glossary of Abbreviations and Acronyms

VOLUME III – Past Performance (*Not to Exceed 30 pages for subfactors 2-4)

The offeror shall submit Past Performance Information for itself, any affiliate(s), joint ventures, mentors, protégés, and subcontractor(s) associated with this proposal in accordance with the information contained in the Past Performance Information (PPI) Worksheet (Attachment 08) and the following paragraphs. If the offeror has no past performance history of any relevance, the offeror must state affirmatively it possesses no past performance history of any relevance.

The Past Performance Volume shall be provided as a separate volume labeled Volume III – Past Performance and consist of the following section:

Tab 1. Table of Contents

Tab 2. Summary Page

The Summary page should be limited to one (1) page, and serve to identify the Offeror and all affiliates, joint ventures, mentors, protégés, and subcontractor(s) associated with this proposal and referenced within the Past Performance Information (PPI) worksheets. This summary shall indicate the percentage and type of work each entity will perform on this proposed effort, of any proposed teaming arrangement or subcontractor.

Tab 3. Past Performance Information (PPI) Worksheets (Attachment 08)

- A. The offeror shall submit no more than five PPI Worksheets for the most recent and relevant contracts performed that the Offeror considers relevant in demonstrating its

ability to perform the proposed effort utilizing Attachment 08. The answering space on each PPI Worksheet may be expanded by the offeror so that the filled-in PPI Worksheet submitted for each relevant contract covers no more than five one-sided 8 ½ x 11-inch pages. Separate PPI worksheets shall be submitted for each past performance reference. All PPI Worksheet(s) submitted shall clearly correlate past performance with the requirements of the proposed effort. Each PPI Worksheet must cover recent performance consistent with the definition in the addendum to RFO 52.212-2 Evaluation-Commercial Products and Commercial Services. The contracts referenced on the PPI worksheets must be contracts specific to the prime offeror, their affiliate(s), joint ventures, mentors, protégé, partners, subcontractor(s) etc. that will have meaningful relevance to the involvement in the performance of this proposed effort. Contracts may include Federal, State, and Local Government.

- B. If the contract being submitted is an ordering type contractual vehicle (for example, an IDIQ “D” type contract per RFO Subpart 16.5, Indefinite-Delivery Contracts), performance is demonstrated at the order level, i.e., a Delivery Order (DO)/Task Order (TO). Therefore, the Offeror shall submit the individual DO/TO (or series of orders for the same effort) for evaluation, **not the basic ordering contractual vehicle itself**. The Government will use the information submitted for each order (or series of DO/TO orders) under one Ordering Contract to evaluate the effort’s recency, relevancy, and performance quality for that Ordering Contract. The DO/TO under a single or multiple award ID contract; or aggregated DOs/TOs (i.e., two or more) under a single or multiple award IDIQ contract will be evaluated as one contract reference. Any PPI worksheets submitted for an ordering type contractual vehicle that does not specify the specific task order, for the Government’s evaluation, will be deemed unresponsive and therefore not considered in the past performance assessment.

C. Past Performance Questionnaire (PPQ) (Attachment 09)

- a. The Past Performance Questionnaire (Attachment 09) will be one means used by the Government to obtain past performance information. The Government reserves the right to change, alter, and/or supplement the questionnaire without further notice to the offeror(s).
- b. The offeror shall send out and track the completion of the Past Performance Questionnaires (Attachment 09) to each of the Points of Contact (POCs) identified in each Past Performance Information Worksheet submitted in accordance with Vol III, tab 3. paragraph C. a. above.
- c. The responsibility to send out and track the completion of the Past Performance Questionnaires rests solely with the offeror - i.e., it **shall not** be delegated to any other entity. PPQ responses sent directly to the government from references will not count toward the Volume III 30-page limit.
- d. The offeror shall exert its best effort to ensure that at least one POC per referenced contract submitted on a completed Past Performance Questionnaire (Attachment 09) and shall be submitted directly to the Government no later than the date established in the RFP for receipt of proposals, but preferably 5 calendar days prior.
- e. The contract POCs shall return the completed questionnaires via email **DIRECTLY** to Mr. David Hackney at david.hackney.1@us.af.mil and SrA William Waters william.waters.7@us.af.mil, no later than the date established in RFP for receipt of proposals. It is recommended that Offerors encourage

delivery no later than 5 days prior to the date required for receipt of proposals. Any questionnaires not returned directly to the Government POCs, or received after the due date, will not be reviewed or evaluated.

- f. The Government reserves the right to conduct follow-up discussions with any of the individuals identified in the PPI Worksheets or in the offeror's Past Performance Volume. Pursuant to RFO 15.104(b)(3), the Government may obtain other information by sending out additional questionnaires and through other sources, other than those listed within the PPI Worksheets.

Tab 4 – Subcontractor Letters of Consent/Authorization

In addition to the information provided in the PPI Worksheet (Attachment 08) for each entity as required above, the offeror must submit a consent letter executed by each of its proposed teaming member(s) and/or subcontractors authorizing release of past performance information to the prime offeror to allow the prime offeror an opportunity to respond.

Tab 5 – Glossary of Abbreviations and Acronyms

(End of Addendum)