

EXHIBIT D - Proposal Volume Contents Aid

This list is provided as an aid to Offerors and in no way represents *all* information that is required in a proposal. Offerors must comply with Sections 00100, 00110 and 00120 of the solicitation in preparing a complete proposal.

VOLUME 1: TECHNICAL CAPABILITY AND PAST PERFORMANCE INFORMATION (5 Copies)

SECTION A – Technical Capability

- Tab 1 – Quality of Equipment
- Tab 2 – Organization and Technical Approach
- Tab 3 – Key Project Personnel Capabilities and Experience
- Tab 4 – Schedule

SECTION B – Past Performance Information

- Include an Exhibit A, Part 1 Performance Relevancy Questionnaire form, for a minimum of three (3) contracts to a maximum of five (5).
- Include one (1) Exhibit A, **Part 2** Performance Relevancy Questionnaire form.
- Ensure you send out Exhibit C, Past Performance Questionnaires, to references for each of the contracts discussed on Exhibit A(s) as well as a significant number of other contracts listed. Questionnaires should be provided back to the Contracting Officer **FROM THE REFERENCES, NOT YOU**, no later than the closing date for the solicitation.
- Offerors lacking *relevant* Past Performance experience may submit three (3) references for each Predecessor Company, Subcontractor or Key Personnel or resume for key personnel. Include an Exhibit B for each subcontractor.
- Include Exhibit B, “Subcontractor Consent and Information Form”, for each subcontractor or key personnel as needed. See Section 00110.

VOLUME 2, PRICE INFORMATION (1 Copy)

- Offer and Section 00010 – Complete in its entirety the “Offeror” portion of the Standard Form (SF) 1442. An official having the authority to contractually bind your company must sign the SF 1442 in accordance with FAR 4.102. Submit the original and the number of copies required by solicitation.
- Insert the proposed price/cost in the Proposal Offer Schedule.

- Representations and Certifications - Section 00600: Insert the required certifications and representations found in the solicitation and complete the Annual Representations and Certifications on ORCA.