

**SCP-FSS-001 GENERAL PROPOSAL SUBMISSION
INSTRUCTIONS (FEB 2012) (ALTERNATE I—DEC 2010)**

- (a) Read the entire solicitation document prior to preparation of your offer.
- (b) All information provided by the offeror shall be current concise, specific, and complete, and shall demonstrate a thorough understanding of the requirements described in the Statement of Work in Part I. By signing the offer, the offeror attests to the fact that there have been no changes to the text of this solicitation, unless otherwise stated.
- (c) All offers must include the following. Omission of any section or substantial deficiencies within any section will result in rejection of the offer.
- (1) Section I *Administrative/Contract Data*
 - (2) Section II *Technical Proposal*
 - (3) Section III *Price Proposal*
- (d) Offers will be rejected if they do not meet all of the following criteria:
- (1) Submit "Pathway to Success" training certificate.
 - (2) Complete, sign, and submit mandatory "Readiness Assessment".
 - (3) If a consultant or an agent, other than an employee of the company, is being used during or after award, submit an agent authorization letter.
 - (4) Submit a completed Vendor Response Document (Vendor Information document if submitting an eOffer).
 - (5) The offeror currently has an up to date registration in Central Contractor Registry (CCR).
 - (6) The offeror has completed the Online Representations and Certifications Application (ORCA) in its entirety. The information is current, accurate, and complete, and reflects the North American Industrial Classification System (NAICS) code(s) for this solicitation.
 - (7) Submit a completed Open Ratings, Inc. (ORI) Past Performance Evaluation and Order Form (references).
 - (8) Submit a completed Commercial Sales Practices (CSP) Format.
 - (9) Submit a complete Small Business Subcontracting Plan, as applicable.
- (e) *Withdrawal of Offer:* An offeror may withdraw its offer at any time prior to award by submitting a written withdrawal request to the GSA Contract Specialist evaluating the offer. If the offer is withdrawn, it can be resubmitted as a new offer at a later date.
- (f) Electronic submission of offers via eOffer is mandatory via <http://eOffer.gsa.gov>, unless otherwise stated in the electronic submission standards and requirements at the Vendor Support Center website (<http://vsc.gsa.gov>).