

CRITICAL INSTRUCTIONS – FOR ALL SINS

Read the entire solicitation document prior to preparation of your offer. Offerors must comply with the requirements of provisions SCP-FSS-001 Instructions Applicable to All Offerors and SCP-FSS-002 Specific Proposal Submission Instructions for Services, which can be found in the Solicitation document.

These provisions now include the proposal instructions for offerors submitting proposals under Schedule 599: Travel Services Solutions. Please read each provision in its entirety

This Solicitation contains all elements required for an offer to be considered complete.

Offerors shall complete the Summary of Offer and Proposal Checklist - All Factors and submit it with their proposal.

Incomplete offers with missing required elements will be rejected without further consideration.

Offers <u>MUST be submitted electronically.</u> Offerors shall submit responses to this solicitation to: http://eoffer.gsa.gov. Failure to submit offers through **eoffer.gsa.gov** will result in REJECTION of your offer. (You may **not** email an offer to a GSA CO, mail it in, fax it or otherwise submit it in any other way than through E-OFFER.)

The following link provides guidance on utilizing the eOffer and eMod systems, obtaining digital certificates, and using the eOffer and eMod Training Guides: http://eoffer.gsa.gov.

How to Name your Files to Upload

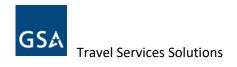
TMVCS Operational Notice (ON) 13-002, Standard Contract File Naming Protocols (Revised) – Jan 12 2016

ALL OFFERORS MUST name their files in accordance with the following manner to enable electronic contract filing. **Failure to do so will result in the rejection of your offer**.

Ex. OFFEROR NAME_NAME OF DOCUMENT_DATE

Example(s):

- 1. OFFEROR NAME_Summary of Offer_DATE
- 2. OFFEROR NAME Proposal Checklist -All Factors DATE
- 3. OFFEROR NAME_Factor 1 Corporate Experience_DATE
- 4. OFFEROR NAME_Factor 2 Past Performance_DATE
- 5. OFFEROR NAME Factor 3 Quality Control DATE
- 6. OFFEROR NAME_Factor 4 Relevant Project Experience_DATE
- 7. OFFEROR NAME_ Pathway To Success_ DATE
- 8. OFFEROR NAME_Readiness Assessment_DATE
- 9. OFFEROR NAME_Commercial Sales Practice (CSP)_DATE



- 10. OFFEROR NAME_Labor / Service Descriptions_DATE
- 11. OFFEROR NAME_Pricing Proposal Template_DATE
- 12. OFFEROR NAME_ Pricing Support Narrative_ DATE
- 13. OFFEROR NAME_ Pricing Documentation (Invoices)_DATE
- 14. OFFEROR NAME_ Financial Statements (2 years)_DATE
- 15. OFFEROR NAME_ Wage Determinations_ DATE
- 16. OFFEROR NAME_ Responsibility Determination SAM -Reps and Certs_ DATE
- 17. OFFEROR NAME_Responsibility Determination SAM (ORCA)_DATE
- 18. OFFEROR NAME_SAM Registration _ DATE
- 19. OFFEROR NAME_Subcontracting Plan_DATE
- 20. OFFEROR NAME_Insurance Certificate_DATE
- 21. OFFEROR NAME_Organizational Chart_DATE
- 22. OFFEROR NAME_Resumes_DATE
- 23. OFFEROR NAME_ Agent Authorization_ DATE
- 24. OFFEROR NAME_Letter of Commitment_DATE
- 25. OFFEROR NAME_ Professional Compensation Plan_ DATE