

**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 **MUST be submitted electronically.** 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