



Offer submission must be current, concise and complete and demonstrate a thorough understanding of the Solicitation requirements.

- Please read the entire Solicitation document (pages 1-20) prior to the preparation of your eOffer.
- Please follow the document naming conventions outlined in the Critical Instructions – for All SINs.
- Please submit / upload the completed checklist with your eOffer submission.

Item	Uploaded w/ Submission
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Summary of Offer (completed and uploaded into submission)	
Proposal Checklist – All Factors (completed and uploaded into submission)	

Section I - Administrative / Contract Data (completed all parts)
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Pathway to Success - training completed	
Readiness Assessment for Prospective Offerors - completed	
Active Systems for Award Management (SAM registrations)	
Previous FSS cancellations / rejections or descriptions of pending other offers / awards	
Financial Statements (previous 2 year period)	
Small Business Subcontracting Plan (last page signed)	
Agent Authorization Letter	

Section II - Technical Proposal (completed narratives)
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Factor One - Corporate Experience	
Factor Two - Past Performance (Dunn & Bradstreet – Open Ratings)	
Factor Three - Quality Control	
Factor Four - Relevant Project Experience	

Section III - Price Proposal (completed all parts)
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Price Proposal Template (PPT - excel sheet)	
Supporting Documentation (invoices)	
Price Narrative (fair and reasonable)	
Economic Price Adjustment (522-216-70 - or - I-FSS-969)	
Travel (C-FSS-370)	
Commercial Sales Practices (CSP) disclosure	
Service Contract Act (if applicable) – Matrix Table / WD Reports	



Additional Requirements

Aviation Certifications (ARG/US, WYNBURN PLUS, DOT Certs)	
Aviation Insurance and Liability Coverages (certificates)	
Aviation operator certificates, insurance certificates, safety certifications	
Professional Compensation Plan	
Uncompensated Overtime Policy	
Signed Letter of Commitment from Suppliers	
Labor Category / Type of Service Descriptions	