**PROPOSAL SUBMISSION INSTRUCTIONS/ EVALUATION CRITERIA**

**PROPOSAL SUBMISSION INSTRUCTIONS**

Technical and cost/price proposals shall be separate documents and consist of the following tabs: NOTE: While the technical proposal must not contain any reference to cost, resource information (such as data concerning labor hours and categories, materials, subcontracts, etc.) must be provided so that the contractor’s understanding of the requirements may be evaluated.

**TAB 1–Technical Proposal**

Technical proposal information will be streamlined and limited to [insert page limitation] pages. At a minimum, technical proposals shall address the following elements:

* Technical/management approach
* Key personnel assigned
* Teaming arrangements (including subcontractors)
* Risks and risk mitigation plan
* Period of performance
* Government-furnished equipment (GFE)/Government-furnished information (GFI)
* Security (including clearance level)
* Other pertinent data

NOTE: If instructions are for a performance-based Task Order, the technical proposal shall also include the offeror’s proposed Statement of Work (SOW) or Performance Work Statement (PWS) detailing the performance requirements resulting from the Statement of Objectives.

**TAB 2 – Cost/Price Proposal**

This part of the proposal shall include details for all resources required to accomplish the requirements, e.g., labor hours, rates, travel, incidental equipment, etc. The price proposal shall identify labor categories in accordance with the labor rate tables contained in Section B of the basic contract. It must also identify any GFE and/or GFI required for task performance. If travel is speciﬁed in the SOW or PWS, airfare and/or local mileage, per diem rates by total days, and number of trips and number of contractor employees traveling, shall be included. The Task Order Contracting Ofﬁcer should also advise the offeror if cost or pricing information is required.

**Evaluation Criteria**

This is a best value award, and the evaluation criteria for this award will be based on the following factors and weights assigned to each factor. [EXAMPLE ONLY – INSERT FACTORS/LANGUAGE AS APPROPRIATE]

**Technical/Management Approach:**

(1)

(2)

(3)

**Past Performance:**

(1)

(2)

(3)

**Other Factors:**

(1)

(2)

(3)

**Order of Importance**

For example: Factor 1 is more important than Factor 2; Factor 2 is more important than Factor 3; OR Factors 1 and 2 are equal and more important than Factor 3.

**Cost/Price**

In performing the best value trade-off analysis, all non-cost evaluation factors, when combined, are MORE IMPORTANT than cost/price (sample lead-in sentence to speciﬁc instructions on a cost price evaluation).