

**SYSTEMS AND MODULAR FURNITURE PROGRAM
SOLICITATION INSTRUCTION FOR TIER II CONTRACTS**

The purpose of this document is to provide guidance to the issuing contracting office (CONS) in creating a solicitation for the Tier II contracts. The solicitation shall incorporate all Terms and Conditions stipulated under Tier I Contracts Numbers: FA8057-13-C-0001, FA8057-13-C-0002, FA8057-13-C-0003, and, FA8057-13-C-0004. Adherence to these instructions will ensure uniformity in the solicitations and resultant Tier II contracts.

Include the following in your solicitation:

1. A statement on the front page that *“This solicitation is issued in accordance with all terms and conditions of the Air Force Systems and Modular Tier I contracts (FA8057-13-C-0001, FA8057-13-C-0002, FA8057-13-C-0003, and FA8057-13-C-0004). The Manufacturer Dealer Agreement executed between the Tier I manufacturer and the Offeror, as the named dealer for that manufacturer, remains in effect.”*
2. Base-specific Inspection and Acceptance Clause (IAW FAR 46.4 and 46.5).
3. DFARS 252.232-7006, WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (*fill-in as applicable*). *The successful Offeror shall attach a signed copy of the Inspection-Acceptance Checklist, completed by the government receiving activity, to their invoice(s) for payment.*
4. All applicable standard commercial clauses (*per* Federal Acquisition Regulation and its supplements).
5. In addition to the above, include the following Addenda:
 - 5.1 ADDENDUM TO FAR 52.212-1 INSTRUCTIONS TO OFFERORS --
COMMERCIAL ITEMS
 - 5.1.1 General Information
 - 5.1.1.1 To ensure timely and equitable evaluation of proposals, Offerors must follow the instructions contained herein. Failure to submit all the required documentation or information will result in a proposal being ineligible for award.
 - 5.1.1.2 This solicitation results from a previous competition under the solicitation number FA8057-12-R-0001.
 - 5.1.1.3 The solicitation referenced in 5.1.1.2 above utilized Lowest Priced Technically Acceptable (LPTA) Source Selection Procedures IAW FAR 15.101-2, The Air force Federal Regulations Supplement (AFFARS), DoD Source Selection procedures, Appendix A, 04 March 2011, and Air Force

Mandatory Procedures 5315.3. These regulations are available electronically at <http://farsite.hill.af.mil>

5.1.1.4 You are one of the four approved dealers previously established under the Tier I contracts as follows: FA8057-13-C-0001, FA8057-13-C-0002, FA8057-13-C-0003, and FA8057-13-C-0004.

5.1.1.5 Point of Contact (POC): The primary and alternate POC for this solicitation are listed below. Please address any questions or concerns to the POC via e-mail.

Primary:	Alternate:
<i>(Name & contact Information)</i>	<i>(Name & contact Information)</i>

5.1.1.6 IAW the associated Tier I contract and the Manufacturer Dealer Agreement, dealers must respond to at least 80% of all solicitations issued to them.

5.1.2 Proposal Instructions

This section is to assist dealers in submitting data, other than certified cost or pricing data, which is required to evaluate the reasonableness of your proposal. Compliance with this requirement is mandatory, and failure to comply may result in the rejection of a dealer's proposal. The dealer shall prepare and submit the proposal for the evaluation factors: (1) Price and (2) Contract Documentation.

5.1.2.1 Factor 1: Price

5.1.2.1.1 The dealer shall provide a Not-to Exceed (NTE) price for each applicable Contract Line Item Number (CLIN) in the product Order Report (POR) (*Attachment XX*), and as established under the associated Tier I contract. The total value shall be inserted into the price schedule of the solicitation document. The dealer's price shall be evaluated against the following subfactor: NTE Tier I pricing, Completeness, Reasonableness, and Total Evaluated Price (TEP).

5.1.2.1.2 For all other items in this requirement that do not have corresponding NTE prices at Tier I, the dealer shall submit their best price in the space provided on the POR template, using the applicable discount percentage established under their respective Tier I contract.

5.1.2.1.3 For all accessory-related items the dealer shall apply the Average Accessory Discount established under their respective Tier I

contract.

5.1.2.2 Factor 2: Contract Documentation

5.1.2.2.1 Subfactor 1: The dealer shall complete all required sections of this solicitation document, including all applicable representations and certifications (**Note:** The dealer must complete all the required representations and certifications on this solicitation document regardless of having completed same online.)

5.1.2.2.2 Subfactor 2: The dealer shall provide a signed statement by a person authorized to obligate the company contractually, stating that the proposal and prices submitted will remain in effect for (XX) calendar days after the solicitation closing date.

5.2 ADDENDUM TO FAR 52.212-2 EVALUATION -- COMMERCIAL ITEMS

5.2.1 Basis for Contract Award:

Having established technical acceptability under the Tier I contracts (FA8057-13-C-0001, FA8057-13-C-0002, FA8057-13-C-0003 and FA8057-13-C-0004). An award shall be made to the lowest priced offer that meets all other terms and conditions of this solicitation

5.2.2 Evaluation Factors:

5.2.2.1 Price.

5.2.2.1.1 NTE pricing has been established under your respective Tier I contract (FA8057-13-C-0001, FA8057-13-C-0002, FA8057-13-C-0003 or FA8057-13-C-0004). This subfactor is met when the dealer's firm-fixed pricing falls within the established NTE price.

5.2.2.1.2 Completeness. This element is met when the dealer's prices are determined complete in accordance with the POR instructions.

5.2.2.1.3 Reasonableness. This element is met when the dealer's price has been determined reasonable using one or more of the techniques defined in FAR 15.404. For a price to be reasonable, it must represent a price to the Government that a prudent person would charge in the conduct of competitive business (See FAR 31.201-3 for additional information)

5.2.2.1.4 Total Evaluated Price (TEP). This is the sum total of the prices listed by the dealer in the POR and inserted in the price schedule of the solicitation document.

5.2.2.2 Contract Documentation.

5.2.2.2.1 Subfactor 1 is met when the dealer adequately completes all the

required sections and submits the entire solicitation document, including all applicable representations and certifications.

5.2.2.2.2 Subfactor 2 is met when the dealer's proposal includes a signed statement by a person authorized to obligate the company contractually, stating that the proposal and prices submitted will remain in effect for (XX) calendar days after the solicitation closing.

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