

## 1.2 PROPOSAL SUBMISSION INSTRUCTIONS

### a. Electronic Submission:

- i. Proposals shall reach the designated Government office on the date specified on the SF 1442 included in the solicitation.
- ii. Proposals shall be submitted via email attachment only, to the email box identified below:  
  
[NCO20ConstructionMinors.Resource@va.gov](mailto:NCO20ConstructionMinors.Resource@va.gov)
- iii. Proposals shall be formatted such that no email submission is greater than 5 megabits in size.
- iv. Multiple emails will be accepted as long as the subject line clearly identifies the number of emails in the series when more than one email is submitted for this proposal. Subject line of emails shall be structured as follows:  
  
Solicitation Number – Contractor Name – email X of Y
- v. Determination of a timely proposal will be based on the date and time of receipt as shown by the email system.
- vi. Correct spelling of the email address is the responsibility of the Contractor. Misspelling of the email address and the subsequent failure of the VA to receive the email submission will not excuse or forgive an untimely / late submission.
- vii. Offerors are highly encouraged not to wait until the last minute to submit its entire proposal, as multiple files arriving at one time could jeopardize receipt of the submission by the government. It is the Offeror's responsibility to ensure that its entire proposal reaches the designated email box electronically on or before the closing date and time. All emails transmitting proposal documents shall be received on or before the closing date and time.

### b. Proposal Electronic File Structure:

- i. All proposal documents and/or files shall be in searchable PDF format unless otherwise stated herein.

ii. A complete proposal shall consist of separate files that include at a minimum:

1. **FILE NAME:** Solicitation Number – Contractor Name - Register of Electronic Submission

Provide a listing of the electronic submission(s) similar to the example provided below.

Register of Electronic Submission Example:

Email Subject Line(s)	Attached File Name(s)
VA260-16-R-0001 <i>Contractor Name</i> - email 1 of 3	VA260-16-R-0001 - VA Contractor – Register of Electronic Submission VA260-16-R-0001 - VA Contractor – Cover Letter VA260-16-R-0001 – VA Contractor – SF1442 <u>VA260-16-R-0001 – VA Contractor – Small Business Subcontracting Plan</u>
VA260-16-R-0001 <i>Contractor Name</i> - email 2 of 3	VA260-16-R-0001 – VA Contractor – Technical Proposal file 1 of 2 VA260-16-R-0001 – VA Contractor – Technical Proposal file 2 of 2
VA260-16-R-0001 <i>Contractor Name</i> - email 3 of 3	VA260-16-R-0001 – VA Contractor – Price Proposal VA260-16-R-0001 – VA Contractor – Price Schedule Breakdown VA260-16-R-0001 – VA Contractor – Financial Statement, Documents, Bid Bond

2. **FILE NAME:** Solicitation Number – Contractor Name - Cover Letter

Cover letter shall include the following information: solicitation number; company name and address; DUNS number; Tax-Id number; company authorized representative point of contact information (name, telephone number and e-mail address). Company representative shall be an authorized officer authorized to sign contract action documents.

3. **FILE NAME:** Solicitation Number – Contractor Name – SF 1442

An executed SF 1442 requires the offeror to complete blocks 14 (include DUNS number); block 15; block 16 (if different from block 14); block 17 and block 19 if applicable. Block 17 may reference the Price/Cost Schedule rather than stating a specific price. SF 1442 shall be signed by an officer of the company who is authorized to sign contract actions in accordance with FAR 4.102 Contractors Signature for specific instructions depending on the type of business entity.

(a) *Individuals.* A contract with an individual shall be signed by the individual. A contract with an individual doing business as a firm shall be signed by the individual, and the signature shall be followed by the individual's typed, stamped or printed name and the words "an individual doing business as \_\_\_\_\_" [*insert name of firm*].

(b) *Partnerships.* A contract with a partnership shall be signed in the partnership name. Before signing for the Government, the contracting officer shall obtain a list of all partners and ensure that the individual(s) signing for the partnership have authority to bind the partnership.

(c) *Corporations.* A contract with a corporation shall be signed in the corporate name, followed by the word "by" and the signature and title of the person authorized to sign. The

contracting officer shall ensure that the person signing for the corporation has authority to bind the corporation.

(d) *Joint Ventures.* A contract with joint ventures may involve any combination of individuals, partnerships, or corporations. The contract shall be signed by each participant in the joint venture in the manner prescribed in paragraphs (a) through (c) above for each type of participant. When a corporation is participating, the contracting shall verify that the corporation is authorized to participate in the joint venture.

(e) *Agents.* When an agent is to sign the contract, other than as stated in paragraphs (a) through (d) above, the agent's authorization to bind the principal shall be established by evidence satisfactory to the contracting officer.

4. *FILE NAME:* Solicitation Number – Contractor Name – Price Proposal

The price proposal shall include the Price/Cost Schedule located in the solicitation.

5. *FILE NAME:* Solicitation Number – Contractor Name – Price Schedule Breakdown

The Microsoft Excel Price Schedule Breakdown included as Attachment E of the solicitation shall be included as a separate, workable Microsoft Excel file.

6. *FILE NAME:* Solicitation Number – Contractor Name – Financial Statements, Documents, Bid Bond

This project is subject to the pricing requirements of FAR Parts 15, 30 and 31. While cost or price data will be required, certification will only be necessary if adequate price competition as defined at FAR 15.403-1(c)(1) is not achieved. The offeror shall submit the following documents with their proposal.

(a) Balance sheet for the most current fiscal period ending.

(b) Income statement for the most current fiscal period ending.

(c) Statement of calculation for home office overhead including a listing of all costs included in the home office overhead pool.

(d) Statement of calculation for field office overhead including a listing of all costs included in the field office overhead pool.

(e) Bid bond as required by solicitation provision FAR 52.228-1 Bid Guarantee. The original copy of the fully executed bid guarantee shall be mailed to the contracting officer at the address in Block 7 of the SF1442.

7. *FILE NAME:* Solicitation Number – Contractor Name – Technical Proposal file X of Y

The Technical Proposal file(s) should be structured to meet the requirements of the RFP. Multiple Technical Proposal files can be included so long as the files in the series are clearly identified in the file title.

8. *FILE NAME:* Solicitation Number – Contractor Name – Small Business Subcontracting Plan

Only large business concerns are required to submit a small business subcontracting plan. The plan shall comply with the requirements of FAR 52.219-9 Small Business Subcontracting Plan and VAAR 852.219-9 Small Business Subcontracting Plan Minimum Requirements.

- c. Proposals shall be formatted such that no email submission is greater than 5 megabits in size.