

**Instructions for providing a proper offer:**

1. Submission of offers: Submit black ink-signed and dated offers (on the SF 1449) – Complete Page 1, Blocks 17a, 17b, 30a – 30c; Return 1 copy to the Contract Specialist (email to [Dana.brazell@va.gov](mailto:Dana.brazell@va.gov)) at or before the exact time specified in this solicitation (Monday, 25 Sept 2017, 4:00 pm (EST)). Offers may not be submitted on letterhead stationery. No Fax (facsimile) offers will be accepted. Do not mail (US Postal) your offer. Email only to the Contract Specialist – Dana Brazell;
2. Complete (type amounts) in Section B of the solicitation after completing Atch #3;
3. Questions concerning the solicitation can be submitted via email to [Dana.brazell@va.gov](mailto:Dana.brazell@va.gov) up till Wednesday, 20 Sept 2017, 4:00 p.m EST. No questions will be received or answered after that time/date;
3. Complete and return the following attachments: Atch 1, Atch 3, Atch 5;
4. Comply with all the requirements in Atch 4 (return applicable documents as requested in the attachment) and return as specified;
5. Any Amendments to the solicitation shall be posted on-line (via FBO). All amendments must be acknowledged (signed and dated), and returned with your offer;
6. Provide a copy of your active SDVOSB/VOSB certification (CVE) status from Vetbiz.gov
7. Ensure that your SAM representations and certifications are update to date/completed.
8. Period for acceptance of offers. The offeror agrees to hold the prices in its offer firm for 60 calendar days from the date specified for receipt of offers.
9. Multiple or Alternative offers are not acceptable. FAR 52.212-1(e) is not applicable.
10. Offerors are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. Any offer, modification, revision, or withdrawal of an offer received at the Government office designated in the solicitation after the exact time specified for receipt of offers is “late” and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and, If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. EST one working day prior to the date specified for receipt of offers; or, There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government’s control prior to the time set for receipt of offers; or, If this solicitation is the only offer received; However, a late modification of an otherwise successful offer, that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

11. Offers may be withdrawn by email notice to the Contract Specialist, received at any time before the exact time set for receipt of offers.

12. The Government intends to evaluate offers and award a contract without discussions with offerors. Therefore, the offeror's initial offer should contain the offeror's best terms from a price and technical standpoint, with discounts. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The Government may reject any or all offers if such action is in the public interest; accept other than the lowest offer; and waive informalities and minor irregularities in offers received. Lowest price does not automatically constitute a successful award. This requirement is based on Price and Other Factors.

**\*\* IF YOU HAVE QUESTIONS, CONTACT THE CONTRACT SPECIALIST: DANIEL (Dana) BRAZELL AT [DANA.BRAZELL@VA.GOV](mailto:DANA.BRAZELL@VA.GOV) \*\***

**\*\*\*\*\* END OF INSTRUCTIONS \*\*\*\*\***