

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

Solicitation Number: W56KGU-25-R-0042 **Contract Title:** Advanced Logistics Management System **Issued By:** United States Army **Date Issued:** September 1, 2025 (Project Information, 2025)

L.1 GENERAL INSTRUCTIONS

L.1.1 Purpose

This Section L provides instructions for preparing and submitting proposals in response to this Request for Proposal (RFP). Offerors shall carefully review and comply with all instructions contained herein. **Failure to comply with these instructions may result in proposal rejection.**

L.1.2 Applicable Regulations

This acquisition is conducted in accordance with:

- Federal Acquisition Regulation (FAR) Part 15 - Contracting by Negotiation (FAR 15.000, 2023)
- FAR 52.215-1 - Instructions to Offerors - Competitive Acquisition (FAR 52.215-1, 2023)
- Defense Federal Acquisition Regulation Supplement (DFARS) (DFARS, 2023)
- United States Army acquisition regulations (Army FAR Supplement, 2023)

L.1.3 Type of Contract

The Government intends to award a **Firm Fixed Price (primary)** contract as a result of this solicitation (Project Information, 2025).

Period of Performance: 36 months (12 base + 2 x 12 option) (Project Information, 2025) **Estimated Contract Value:** \$2,500,000 (Project Information, 2025)

L.2 PROPOSAL SUBMISSION REQUIREMENTS

L.2.1 Proposal Due Date and Time

PROPOSALS ARE DUE:

Date: October 15, 2025 (Project Information, 2025) **Time:** 2:00 PM (Local Time, Eastern Time)

Late proposals will be handled in accordance with FAR 52.215-1(c)(3) (FAR 52.215-1, 2023). Late proposals will not be considered unless they meet the exceptions in FAR 15.208 (FAR 15.208, 2023).

L.2.2 Proposal Delivery Method

Proposals shall be submitted electronically via:

Method: Electronic Submission via Email **Portal/Email:** contracting@agency.mil **File Format:** PDF (Portable Document Format) **File Size Limits:** No single file shall exceed 50 MB

Physical Address (if required for hard copy):

``` U.S. Army Contracting Command - Rock Island (Project Information, 2025) ATTN: LTC Michael Chen  
(Project Information, 2025) Address Line 1 Address Line 2 City, State ZIP ```

## **L.2.3 Number of Copies Required**

Submit proposals as follows:

- **Electronic Submission:** 1 complete electronic copy
- **Hard Copy (if applicable):** 0 (electronic only) complete hard copies

## **L.2.4 Proposal Validity Period**

Proposals shall remain valid for **180** calendar days from the proposal due date (FAR 15.207, 2023). The Government may request an extension of this period before the validity period expires.

## **L.2.5 Questions and Amendments**

**Questions:** All questions regarding this solicitation shall be submitted in writing to:

### **Point of Contact:**

Name: LTC Michael Chen (Project Information, 2025) Email: john.smith@agency.mil Phone: (555) 123-4567

**Questions Due Date:** October 1, 2025 at 12:00 PM

**Amendments:** The Government may amend this solicitation at any time prior to the proposal due date (FAR 15.206, 2023). Offerors shall acknowledge receipt of all amendments in their proposals using the spaces provided on the SF-33.

## **L.3 PROPOSAL ORGANIZATION AND FORMAT**

### **L.3.1 Proposal Structure**

Proposals shall be organized into **three (3)** separate volumes as follows:

#### **VOLUME I: TECHNICAL PROPOSAL**

- Section 1: Executive Summary
- Section 2: Technical Approach
- Section 3: Management Approach
- Section 4: Relevant Experience and Past Performance
- Section 5: Key Personnel

#### **VOLUME II: COST/PRICE PROPOSAL**

- Section 1: Cost/Price Summary
- Section 2: Cost/Price Detail
- Section 3: Cost/Price Narrative and Supporting Documentation

#### **VOLUME III: ADMINISTRATIVE INFORMATION**

- Section 1: Representations and Certifications
- Section 2: SF-33 (Solicitation, Offer, and Award)
- Section 3: Other Required Forms

### **L.3.2 Formatting Requirements**

All proposal volumes shall adhere to the following format requirements:

**Page Setup:**

- **Paper Size:** 8.5" x 11" (Letter size)
- **Margins:** Minimum 1 inch on all sides
- **Orientation:** Portrait (11" x 17" foldouts permitted for charts/diagrams)

**Text Format:**

- **Font:** Times New Roman, Arial, or Calibri
- **Font Size:** Minimum 10 point for body text; minimum 8 point for tables, charts, and graphics
- **Line Spacing:** Single or 1.15 spacing
- **Headers/Footers:** May include company name, solicitation number, volume/section identifier, and page numbers

**General:**

- **Page Numbering:** Continuous within each volume
- **Color:** Color is permitted but proposals must be readable when printed in black and white
- **Binding:** Three-ring binder or spiral binding (if hard copy required)

### **L.3.3 Page Limitations**

The following page limits apply to the Technical Proposal (Volume I) only:

| <b>Section</b>      | <b>Page Limit</b> |
|---------------------|-------------------|
| Executive Summary   | No Limit          |
| Technical Approach  | 15 pages          |
| Management Approach | 10 pages          |
| Past Performance    | 10 pages          |
| Key Personnel       | 10 pages          |

**Page Limit Notes:**

- Cover page, table of contents, and executive summary do NOT count toward page limits
- References, resumes, and required certifications do NOT count toward page limits
- Excess pages beyond the limit will NOT be evaluated
- Both sides of a sheet count as two pages
- 11" x 17" foldout pages count as two pages

**Cost/Price Proposal (Volume II):** No page limit **Administrative Information (Volume III):** No page limit

## **L.4 TECHNICAL PROPOSAL (VOLUME I) INSTRUCTIONS**

### **L.4.1 Executive Summary (No Page Limit)**

Provide a concise executive summary (recommended 2-3 pages) that:

- Summarizes the offeror's understanding of the requirement
- Highlights the offeror's unique approach and value proposition
- Identifies key discriminators and competitive advantages

### **L.4.2 Technical Approach (15 Page Limit)**

#### **L.4.2.1 Understanding of Requirements**

Demonstrate comprehensive understanding of:

- The Performance Work Statement (PWS) requirements in Section C
- Performance objectives supporting 2,800 users across 15 Army installations (Project Information, 2025)
- Technical challenges and constraints
- Government's mission and operational environment at Fort Lee, VA and CONUS installations (Project Information, 2025)

#### **L.4.2.2 Proposed Technical Solution**

Describe the proposed technical solution including:

##### **1. Overall Technical Approach**

- Architecture and design approach
- Technologies, tools, and methodologies to be employed
- Innovation and best practices
- Compliance with PWS performance standards

##### **1. Performance Requirements**

- How the solution will meet or exceed each PWS performance requirement

- Performance metrics and measurement approach achieving Initial Operational Capability by June 2026 (Project Information, 2025)
- Quality assurance and quality control processes supporting Full Operational Capability by December 2026 (Project Information, 2025)

#### **1. Risk Mitigation**

- Identification of technical risks
- Mitigation strategies for each identified risk
- Contingency plans

#### **1. Security Approach** (if applicable)

- Cybersecurity measures and compliance with DFARS/NIST requirements (DFARS 252.204-7012, 2023)
- Physical security considerations
- Personnel security and clearance approach

### **L.4.3 Management Approach (10 Page Limit)**

#### **L.4.3.1 Project Management Plan**

Describe the project management approach including:

##### **1. Organizational Structure**

- Project organization chart
- Roles and responsibilities
- Lines of authority and communication
- Organizational resources dedicated to this effort

##### **1. Project Execution Plan**

- Work breakdown structure (WBS)
- Milestone schedule with key deliverables over 36 months (Project Information, 2025)
- Phasing and transition approach
- Resource allocation plan

##### **1. Performance Management**

- How performance will be monitored and measured
- Quality control processes

- Corrective action procedures
- Continuous improvement methodology

#### 1. Risk Management

- Risk identification and assessment process
- Risk monitoring and control procedures
- Issue escalation and resolution process

#### 1. Communication Plan

- Internal team communication approach
- Government interface and reporting procedures
- Meeting schedules and formats
- Status reporting methodology

### L.4.4 Relevant Experience and Past Performance (10 Page Limit)

#### L.4.4.1 Corporate Experience

Provide overview of corporate experience relevant to this requirement:

- Years in business
- Experience in similar domains (Government, DoD, specific agency)
- Relevant certifications and qualifications
- Company size and capabilities

#### L.4.4.2 Past Performance References

Provide **3-5** past performance references for similar efforts completed within the past **3** years (FAR 15.305, 2023).

**For each reference, provide:**

Contract/Project Title: \_\_\_\_\_ Customer Name: \_\_\_\_\_ Customer Point  
of Contact: \_\_\_\_\_ Contact Phone/Email: \_\_\_\_\_ Contract Number:  
\_\_\_\_\_ Contract Type: \_\_\_\_\_ Contract Value: \$ \_\_\_\_\_  
Period of Performance: \_\_\_\_\_ Contract Status: ☐ Active ☐ Completed

Description of Work: (Describe the work performed and relevance to this solicitation)

Performance Highlights: (Quantifiable achievements, awards, metrics exceeded, etc.)

Relevance to this Requirement: (Explain how this experience is applicable) ```

**References shall be relevant to:**

- NAICS Code 541512 - Computer Systems Design Services (Project Information, 2025)
- Similar scope, complexity, and dollar value
- Similar technical domain

**Note:** The Government reserves the right to contact references not provided by the offeror (FAR 15.306, 2023).

## **L.4.5 Key Personnel (10 Page Limit)**

### **L.4.5.1 Key Personnel Requirements**

Identify key personnel who will be assigned to this contract. At minimum, provide information for:

- Program Manager
- Technical Lead
- Deputy Program Manager

### **L.4.5.2 For Each Key Person, Provide:**

#### **1. Resume** (not to exceed 2 pages per person)

- Name and proposed role on this contract
- Education (degrees, institutions, dates)
- Relevant certifications and training
- Years of experience (total and in relevant domain)
- Specific experience relevant to proposed role

#### **1. Availability and Commitment**

- Percentage of time committed to this effort
- Current availability (when can start)
- Current employer (if not offeror)

#### **1. Security Clearance** (if applicable)



- Current clearance level and adjudication date
- If clearance required but not held, provide timeline to obtain

**Note:** Key personnel substitutions after award require Contracting Officer approval per FAR 52.242-1 (FAR 52.242-1, 2023).

## **L.5 COST/PRICE PROPOSAL (VOLUME II) INSTRUCTIONS**

### **L.5.1 Cost/Price Summary**

Provide a complete summary of proposed costs/prices using the format below:

[TO BE DETERMINED]

### **L.5.2 Cost/Price Detail**

#### **L.5.2.1 Direct Labor**

For each labor category, provide:

- Labor category title and description
- Estimated hours per period
- Fully burdened hourly rate
- Total labor cost

**Include detailed basis of estimate explaining:**

- How labor hours were estimated
- Labor category mix rationale
- Escalation factors applied (if any)

#### **L.5.2.2 Materials and Supplies**

Itemize all materials and supplies with:

- Description
- Quantity

- Unit price
- Source (vendor quote, catalog price, etc.)
- Total cost

#### **L.5.2.3 Travel**

Provide detailed travel cost breakdown:

- Number of trips
- Destinations
- Number of travelers
- Duration
- Airfare, lodging, per diem, and rental car estimates
- Basis of estimate (GSA rates, actual quotes, etc.) (GSA Travel Rates, 2025)

#### **L.5.2.4 Other Direct Costs (ODCs)**

Itemize all ODCs not covered above:

- Subcontracts (see L.5.3)
- Equipment
- Software licenses
- Facilities
- Other (specify)

#### **L.5.2.5 Indirect Costs**

Provide:

- Indirect cost rates (Fringe, Overhead, G&A;, etc.)
- Base to which each rate is applied
- Total indirect costs
- Most recent DCAA-approved rate agreement (if applicable) (DCAA Guidelines, 2023)

### **L.5.3 Subcontracting Plan**

If subcontracting is proposed:

- Identify each proposed subcontractor
- Describe work to be subcontracted
- Provide cost/price information for each subcontractor
- Explain subcontractor selection rationale

**Small Business Subcontracting:** If total contract value exceeds \$750,000, a small business subcontracting plan is required per FAR 52.219-9 (FAR 52.219-9, 2023).

#### **L.5.4 Cost/Price Narrative**

Provide narrative justification for all proposed costs including:

- Basis of estimate for all cost elements
- Cost realism and reasonableness justification
- Explanation of any anomalies or unusual costs
- Cost reduction strategies employed

#### **L.5.5 Supporting Documentation**

Include:

- Most recent audited financial statements
- DCAA audit reports (if applicable)
- Forward pricing rate agreements (if applicable)
- Vendor quotes for major purchases (>\$10,000)
- Any other documentation supporting cost/price proposal

### **L.6 ADMINISTRATIVE INFORMATION (VOLUME III) INSTRUCTIONS**

#### **L.6.1 Representations and Certifications**

Complete all representations and certifications required by FAR 52.204-8 in the System for Award Management (SAM.gov) (FAR 52.204-8, 2023).

**Submit the following with your proposal:**

- SAM.gov registration screenshot showing "Active" status
- Completed FAR 52.212-3 (if applicable)
- Completed DFARS 252.204-7000 through 7008 (if applicable) (DFARS 252.204-7000, 2023)

**L.6.2 SF-33 Solicitation, Offer, and Award**

Complete and submit SF-33 (Section A of this solicitation) with:

- All required signature blocks completed
- Acknowledgment of all amendments
- Offer validity period confirmed

**L.6.3 Other Required Forms and Documentation**

Submit the following as applicable:

**Required for All Offerors:**

- ☐ Completed and signed SF-33
- ☐ Active SAM.gov registration verification
- ☐ Company profile and DUNS number
- ☐ Conflict of interest disclosure (if any)
- ☐ Proof of required licenses/certifications

**Required if Applicable:**

- ☐ Small business documentation (if claiming small business status) (Project Information, 2025)
- ☐ Joint venture agreement (if proposing as joint venture)
- ☐ Teaming agreement (if proposing with teammates)
- ☐ Letter of commitment from proposed subcontractors
- ☐ Facility security clearance documentation (if required)
- ☐ Export control compliance certification (if applicable)

## **L.7 PROPOSAL EVALUATION AND AWARD**

### **L.7.1 Evaluation Process**

Proposals will be evaluated in accordance with \*\*

## **References and Source Documents**

This document was generated using the following source materials:

### **1. Alms Kpp Ksa Complete**

- Document: `alms-kpp-ksa-complete.md`
- Used for: Program requirements, specifications, and source data

### **1. 13 Cdd Alms**

- Document: `13\_CDD\_ALMS.md`
- Used for: Program requirements, specifications, and source data

### **1. 9 Acquisition Strategy Alms**

- Document: `9\_acquisition\_strategy\_ALMS.md`
- Used for: Program requirements, specifications, and source data

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