



## **DEFENSE LOGISTICS AGENCY Disposition Services**

### **TERM QUANTITY SALE OF SURPLUS PERSONAL PROPERTY IN THE UNITED STATES AND ITS TERRITORIES**

#### **DOD SURPLUS TERM SALE – EAST**

Step One of the Two-Step IFB

**Request for Technical Proposal (RFTP) No. 21-069**

**REQUIREMENTS AND CRITERION FOR TECHNICAL PROPOSALS**

**PROPOSAL RECEIPT DEADLINE: 3:00 p.m. EST, 5 February 2021**

## Contents

<b>1. EXECUTIVE SUMMARY .....</b>	<b>3</b>
<b>2. REQUIREMENTS AND CRITERIA FOR TECHNICAL PROPOSALS .....</b>	<b>4</b>
<b>A. FORMAT .....</b>	<b>4</b>
i. ELECTRONIC FORMAT GUIDANCE .....	5
<b>B. EXECUTIVE SUMMARY .....</b>	<b>7</b>
<b>C. OPERATIONAL PLAN .....</b>	<b>7</b>
i. Accountability and Reporting .....	7
ii. Contractor's Export Control Program .....	8
iii. Procedures Demonstrating Government Interaction .....	8
iv. Removal and Facilities/Storage .....	8
v. Safety Procedures, Licenses, Permits .....	9
vi. Hardware/Software .....	9
vii. Internal Controls/Security.....	9
viii. Post-Award and Phase-In Period.....	10
<b>3. BUSINESS PLAN .....</b>	<b>10</b>
<b>A. Management and Organization: .....</b>	<b>10</b>
<b>B. Project Organization.....</b>	<b>10</b>
<b>C. Key Personnel and Staffing .....</b>	<b>11</b>
<b>D. Risk Factors .....</b>	<b>11</b>
<b>E. Financial Plan .....</b>	<b>11</b>
<b>F. Financial Capacity.....</b>	<b>11</b>
<b>G. Experience.....</b>	<b>11</b>
<b>4. APPENDICES.....</b>	<b>12</b>
<b>5. IDENTIFICATION OF MARKETING CONSULTANTS/ADVISORS: .....</b>	<b>12</b>
<b>A. Definitions .....</b>	<b>12</b>
<b>B. Use of Marketing Consultants or Advisors.....</b>	<b>13</b>
<b>6. SUBMISSION OF PROPOSALS, LATE SUBMISSIONS AND MODIFICATIONS OF TECHNICAL PROPOSALS .....</b>	<b>14</b>
<b>7. EVALUATION CRITERIA .....</b>	<b>14</b>
<b>8. Clarifications .....</b>	<b>14</b>
<b>9. Notice of Unacceptable Proposals.....</b>	<b>15</b>

**10. Attachment: Draft IFB (provided for information only) ..... 15**

<b>IMPORTANT DATES</b>	
<b><u>TASK</u></b>	<b><u>DEADLINE</u></b>
Request Approval of Alternative Electronic Format	January 26, 2021
Submit RFTP Questions	January 27, 2021
Submit Technical Proposal	3:00 p.m. EST on Friday, February 5, 2021

## 1. EXECUTIVE SUMMARY

DLA Disposition Services is planning to offer future generations of certain Surplus Personal Property for sale through a percentage of acquisition value fixed price sales contract. Surplus assets determined to be safe to sell and that are not required to satisfy a DOD reutilization mission, not required to be transferred to another Federal agency, or are not required for donation to an authorized donee will become available for purchase. This contract will provide property for a base period of 24 months with option periods that can be used to extend the contract for a maximum of five years, subject to DLA Disposition Services' option to cancel the contract earlier. Property locations include multiple Department of Defense (DOD) installations throughout the United States and its territories.

This sale will be conducted using a Two-Step Bid process consisting of the following steps: (1) solicitation, submission, and evaluation of Technical Proposal to determine acceptability; and (2) issuance of an Invitation for Bid (IFB) only to those Firms who submitted acceptable Technical Proposals under Step One. In the second step, only bids based on technical proposals determined to be acceptable, either initially or as a result of clarifications, will be considered for awards and each bid in the second step must be based on the bidder's own technical proposal.

Accordingly, your Firm is invited to submit a Technical Proposal **WITHOUT BID PRICES OR A BID DEPOSIT** in accordance with the Requirements and Criterion for Technical Proposal contained in the Request for Technical Proposal (RFTP) Number 21-069, for the line items described in the attached DRAFT IFB. The DRAFT IFB is provided for information only and is not to be completed or submitted with the Technical Proposal 21-069.

The RFTP identifies how the Technical Proposal is to be organized, applicable evaluation factors, and specifics from the Business Plan and Operational Plan that are required to be included in the proposal. Firms must submit a complete Technical Proposal that responds to the requirements of the RFTP 21-069. The Government will make a final determination whether a proposal is acceptable or unacceptable based solely on the proposal as submitted and then proceed directly with the second step of this sale. Offerors should submit proposals that are acceptable without additional explanation or information. The Government may make a final determination regarding a proposal's acceptability solely on the basis of the proposal as submitted. The Government may proceed with the second step without requesting further information from any offeror; however, the Government may request additional information from offerors of proposals that it considers reasonably susceptible of being made acceptable and may request clarifications on submitted proposals with their offerors.

This RFTP is not binding on the part of the Government and does not in any way commit the Government to pay for any costs incurred in the preparation and submission of the requested Technical Proposal. The RFTP does not commit the Government to contract for the property described in the DRAFT IFB. Proposed contractual requirements (e.g., terms and conditions) will be contained in the IFB issued under Step Two.

DLA Disposition Services will ONLY accept digital proposals in response to this RFTP. Firms are required to submit the Technical Proposal via electronic media, as described in the section marked "Format".

- Each Firm shall e-mail two copies of their Technical Proposal, one redacted copy and one non-redacted copy, to the mailbox: DLA Disposition Services Sales STS RFTP at [DLADispSvcsSlSSTSRFTP@dla.mil](mailto:DLADispSvcsSlSSTSRFTP@dla.mil).

## 2. REQUIREMENTS AND CRITERIA FOR TECHNICAL PROPOSALS

### A. FORMAT

To maximize efficiency of the proposal evaluation process, each Firm shall submit its Technical Proposal in accordance with the format provided below. DLA Disposition Services believes that sufficient latitude is provided such as not to prejudice or limit the comprehensiveness of the Technical Proposal.

Each Firm shall submit only one Technical Proposal (two copies – one redacted and one not) in electronic media, to this Request For Technical Proposal subject to the following requirements and limitations:

- 1) Title Page: “Technical Proposal.” The title page of the Technical Proposal shall include: (a) the solicitation number of the Request for Technical Proposal (21-069); (b) the company name and name of the Firm; (c) the Firm shall identify those portions of its Technical Proposal that contain copyrighted or proprietary or similar proposal data and shall also clearly mark each page of its proposal that contains such data with a restrictive legend indicating the protectable type of data contained therein.
- 2) A Table of Contents, identifying the major sections of the total proposal as set forth below, by volume (if applicable, although multiple volumes are neither required nor expected) and by page, shall be placed in the front of each volume.
- 3) Technical Proposals are not to exceed 100 pages.
- 4) Redacted copies of the Technical Proposal must have the Firms name and proprietary information removed.

The Technical Proposal is the primary basis for the evaluation of: (a) the degree to which the Firm’s claims of performance capacity are supported, and (b) the ability of the Firm to perform in accordance with the requirements of the draft invitation for bid. The technical factors to be considered are those discussed herein.

Each Firm is cautioned to pay particular attention to the following factors in preparing its Technical Proposal and to provide sufficient detail in the proposal to demonstrate its complete understanding of the scope of the work involved, including the requirement to comply with all Federal, State, and local laws and regulations.

1. The Technical Proposal shall be sufficiently detailed, specific and complete as to enable Government personnel to make a thorough evaluation of the proposal and a sound determination that the Firm will have a reasonable likelihood of meeting the requirements and objectives of the Government. These objectives are to ensure that Firm understands the logistics of timely property removals from multiple DOD installation on a daily basis. This will include property assurance, reporting requirements, inventory controls, and Trade Security clearance to meet National Security needs of the US Government.
2. General statements such as “standard procedures will be used,” or “well-known techniques will be utilized,” and generalities of textbook theories and techniques, will not constitute compliance with these requirements concerning the content of the Technical Proposal.

Only Firms that are found to have acceptable Technical Proposals will be afforded the opportunity to continue to step two with the bid process and submit their monetary bids.

The following Technical Proposal organization is required to facilitate the technical evaluation:

- I. TITLE PAGE
- II. TABLE OF CONTENTS
- III. EXECUTIVE SUMMARY
- IV. OPERATIONAL PLAN
- V. BUSINESS PLAN
- VI. LIST OF APPENDICES
- VII. IDENTIFICATION OF MARKETING CONSULTANTS/ADVISORS

Questions should be emailed directly to the SCO at: [DLADispSvcSlsSTSRFTP@dla.mil](mailto:DLADispSvcSlsSTSRFTP@dla.mil). The cutoff date for question concerning the Draft IFB or RFTP will be 7 business days prior to the RFTP closing date of **February 5, 2021**. All questions received after **January 27, 2021** will not be published or answered.

Firms are responsible for submitting proposals and any modifications, revisions, or withdrawals, so as to reach the Government office designated by no later than **3:00 p.m. EST on Friday, February 5, 2021**. Late rules are outlined in FAR 52.212-1(f).

i. **ELECTRONIC FORMAT GUIDANCE**

Firms must submit the emailed Technical Proposal via paperless electronic media with the information required by DLA Disposition Services. Firms must submit the electronic Technical Proposal and any supplemental information (such as spreadsheets, backup data, and technical information) as part of the 100-page package, in accordance with the following electronic formats:

- Files readable using these Microsoft Office® Products: WORD, EXCEL, POWERPOINT, or ACCESS.

- Spreadsheets must be sent in a file format that includes all formulas, macro and format information.
- Files in Adobe® PDF (Portable Document Format).
- Print image (scanned document that cannot show the calculations) is not acceptable.
- Files in HTML (Hypertext Markup Language): HTML documents must not contain active links to live Internet sites or pages. All linked information must be contained within the Firms electronic offer and be accessible offline.

Other electronic formats: Before preparing the Firms Technical Proposal in any other electronic format, the Firm must send an e-mail to the Sales Contracting Officer (SCO) at: [DLADispSvcSlsSTSRFTP@dla.mil](mailto:DLADispSvcSlsSTSRFTP@dla.mil) to obtain a decision as to the alternate format acceptability. This e-mail must be received by the SCO no later than **January 26, 2021**, ten (10) calendar days before the closing date. Failure to e-mail the SCO within this timeframe to seek an alternate format's acceptability may result in rejection of the Firms submission. All alternate formats must be at no cost to the Government.

Firms must submit their Technical Proposal via e-mail to: DLA Disposition Services Sales STS RFTP at [DLADispSvcSlsSTSRFTP@dla.mil](mailto:DLADispSvcSlsSTSRFTP@dla.mil).

- The subject line of the e-mail must read: "Technical Proposal - DOD Surplus Term Sale East 21-069, COMPANY NAME, COMMERCIAL AND GOVERNMENT ENTITY CODE (CAGE), CLOSES [closing date]."
- Maximum size of each e-mail message shall be three and one-half (3.5) megabytes.
- Firms may use multiple e-mail messages for each submission; however, the subject lines must be annotated as described above for each message, and number them in this manner: "Message 1 of 3, 2 of 3, and 3 of 3, etc.".
- DLA DISPOSITION SERVICES cannot guarantee the security of the Technical Proposal.

If Firms choose to password-protect the proposal, the password must be provided to DLA DISPOSITION SERVICES before the closing date. Contact the SCO to arrange a means of providing it.

Firms shall make every effort to ensure that their submission is virus-free, due to information technology security software currently in use which may block transmission of messages/proposals if the e-mail or attachment(s) contain anything that is suspected of containing viruses or malicious content. Due to such security software in place, Firms are cautioned to ensure their submission e-mails do not contain any images or hyperlinks to webpages or social media. Firms are cautioned to contact the SCO to verify receipt of their proposal well before the time due for proposals. Firms remain responsible for ensuring proposals are received by the SCO before the specified time, and extensions will not be granted in the event a particular Firm's Technical Proposal is found to have been blocked. Submissions (or portions thereof) which DO reflect the presence of a virus, or which are otherwise rendered unreadable by damage in either physical or electronic transit, shall be treated as "unreadable".

If any portion of a proposal received by the Sales Contracting Officer electronically is unreadable, the SCO shall immediately notify the Firm and permit the Firm to resubmit the unreadable portion of the proposal. The method and time for resubmission shall be prescribed by the SCO after consultation with the Firm and it shall be documented in the file. The resubmission shall be considered as if it were received at the date and time of the original unreadable submission for the purpose of determining timeliness under Formatting section of this RFTP provided the Firm complies with the time and format requirements for resubmission prescribed by the SCO.

## B. EXECUTIVE SUMMARY

The Executive Summary shall highlight the Firm's approach and shall summarize the key capabilities and general features of the Firm's resources, its financial capacity, its experience and understanding of the business and of the operational efforts required.

## C. OPERATIONAL PLAN

Provide a description of the Firms technical approach that demonstrates the capability to safely remove property from DOD sites as stated in the Draft IFB. The factors that must be covered include:

- Property removal from DOD Sites,
- Transportation of property,
- Security and safe storage of property,
- Inventory listings,
- Required reporting procedure,
- Property recovery process,
- Export Control procedures, and
- Property assurance practices planned to ensure compliance with all Federal, DOD, State, and Local laws and regulations.

Ensure that all Factors in the RFTP and Draft IFB are covered within your plan. The technical plan shall additionally address the following factors:

### i. Accountability and Reporting

Provide a plan for maintaining accountability of property and producing the required reports to meet the requirements of the Draft IFB, including but not limited to:

- a) Tracking all property issued, by DTID, that has yet to be removed from DLA Disposition Services and Receipt in Place locations.
- b) Tracking all property issued, by DTID, that has been removed from DLA Disposition Services and Receipt in Place locations.
- c) Tracking individual items of property listed on each DTID specifically when:
  - (1) All items on a DTID or specific items from a DTID are bundled for sale into larger lots.
  - (2) Specific items from a DTID are broken down for sale into smaller lots.



(3) Specific items from DTIDs are physically altered for sale into more than one separate lot (e.g., certain parts removed and marketed separately with the remains sold as scrap or otherwise).

(4) Specific items from specified DTIDs are required to be returned to the Government for reasons such as, DEMIL Code change, DOD Requirement, National Security, and Safety related issues.

ii. Contractor's Export Control Program

Provide a plan on how your firm plans to comply with export control laws and regulations to meet the requirements of the Draft IFB, including but not limited to:

- a) Buyer statement containing information similar to that contained in the USG's End-Use Certificate (EUC) DLA Form 1822.
- b) Ensure buyer is not on the Department of Commerce proscribed party list and prohibited country list.
- c) Ensure the sale will not violate 15 CFR part 736, also known as the General Prohibitions of the Export Administration Regulations (EAR).
- d) Issue a destination control statement in accordance with the EAR.
- e) Retain all export control information for the full duration of the contract and 6 years after contract expiration.
- f) Provide DLA Disposition Services a report of all cleared and uncleared sales, to include DTIDs, upon Government request.

iii. Procedures Demonstrating Government Interaction

Describe how the Firm intends to comply with the record keeping and audit requirements of this contract IAW Article 13 Contract Operational Requirements within the Draft IFB. The procedures shall be described in sufficient detail to demonstrate the Firm's ability to meet the timeframes in the Draft IFB and to demonstrate the Firm's understanding of the scope of the work effort required and the degree of the difficulty involved. Proposals must specifically address how the Firm intends to comply with the following requirement stated in Section 1 and 4:

- a) The development of a web-based application, referred to as the Quarantine Tool (Q-Tool), for the purpose of a 5-business day Government preview of property prior to resale to ensure sales eligibility.

iv. Removal and Facilities/Storage

Provide a plan showing how the Firm proposes to handle the removal, transportation, and storage of property IAW Article 11 Property Storage and Government owned Material Handling Equipment (MHE) of the Draft IFB. The plan shall provide sufficient detail to meet the timeframes in the Draft IFB. Include sufficient information to provide a detailed understanding of how the logistical inventory flow will be incorporated into the proposed facilities (i.e., when property will be stored, where and for how long). The plan shall also describe the physical security measures that will be taken by the Firm and their facilities, and how property covered

under this contract will be readily identifiable as formerly owned Government surplus property. Firms should note that no permanent storage in Government facilities will be provided.

v. Safety Procedures, Licenses, Permits

Provide a plan for compliance to meet the safety procedures required by appropriate OSHA standards. Describe how the Firm intends to obtain necessary licenses and permits and address how the Firm intends to comply with any environmental requirements identified in the Draft IFB. (Firms shall note that a host installation and/or a DLA safety program may require safety procedures and training that exceed OSHA requirements and that they are expected to comply.)

vi. Hardware/Software

Identify the particular software package(s) the Firm expects to use or are considering using to meet applicable inventory management, accounting, and reporting obligations. Describe the following criteria:

- a) Hardware configuration: including descriptions of servers, networking hardware, and backup devices of the proposed system.
- b) The operating system(s) under which the proposed system will operate.
- c) The Firm's backup policies and procedures.
- d) The Firm's proposed Disaster Recovery Plan.
- e) The Firm's system's database import/export capabilities.
- f) The average range and duration of system downtime (scheduled and unscheduled).
- g) The file purging/archiving method used by the system and its average archived data retrieval time.

vii. Internal Controls/Security

Provide a plan for quality control (internal controls) regarding property removal, transportation, inventory accountability and security, property review and other applicable parts of the Technical Proposal and the requirements of the Draft IFB.

Describe in detail the plan for complying with DLA Disposition Services' requests for property retrievals. The plan for property retrievals shall demonstrate a willingness to work with the Government and DLA Disposition Services' representatives. The plan shall reflect the Firms capabilities to ensure seamless property accountability, and track property from receipt until resold or otherwise disposed of. It shall be noted that depending on the sensitivity of the item being retrieved (most significantly related to National Security), DLA Disposition Services Public Sales Office may require the Firm to concentrate all efforts in recovering and accounting for the property.

Describe the approach to data/information security, specifically regarding internet technologies. Include the supported log-on capabilities and what methodology would be used to prevent

unauthorized access. Describe in detail how the system will provide a complete audit trail of the specific user, function accessed, date/time, and data change. Provide details on access controls to the audit logs and safe retention of that data. Describe methods for mitigation in the event of a breach of security.

viii. Post-Award and Phase-In Period

Provide a plan for the steps that the Firm will take, including hiring personnel, acquisition of facilities, equipment and software and other steps, during the thirty (30) calendar day period between contract award and the beginning of the Phase-In Period. The plan must include steps that the Firm will take to support the issuance of the initial Delivery Order through becoming fully mission capable within the three (3) months. Include any logistical issues that the Firm anticipates with respect to establishing procedures and working relationships with field personnel and adapting procedures to the initial property flow. The Firm will be responsible for ensuring the arrangement of property removals of all items listed on a Delivery Order on a timely basis.

### 3. BUSINESS PLAN

#### A. Management and Organization:

The proposal shall demonstrate that the corporate and project organizations support the level of effort required to meet the terms and conditions of the Draft IFB. Be explicit regarding the assumptions upon which the plan is based. The Management and Organization plan shall address the following factors:

- i. Responsiveness to removal requests,
- ii. Joint inventory of property,
- iii. Delivery Order acceptance,
- iv. Transportation coordination for removals,
- v. Timely property removal from DOD installation,
- vi. Inventory controls to meet National Security requirements; and
- vii. Contractor generated reports.

#### B. Project Organization

The Firm shall describe its organization plan, to include Compliance with Export Control Regulations, Inventory Assurance, Government Required Reporting, Property Returns and Quality Control Processes to manage the Draft IFB requirements. Firms shall include any services to be provided by subcontractors with respect to both the Firms' duties and operations. The plan should include the relationship of the Firms organizational and management structures, up to and including senior management, and address their responsibilities and authority to commit corporate resources to fulfill the requirements of the Draft IFB. If the Firm is newly formed for the purpose of performing this contract, provide a copy of the joint venture agreement or other organizing documents in the appendices to the Technical Proposal or an organizational description.

### C. Key Personnel and Staffing

Provide names and business contact information of the Company Chief Executive Officer(s) and all other Key Persons required to successfully support the requirements of this Draft IFB, by function and include experience on similar projects. Provide the number of personnel required, by function, in the Firms planning estimates. Firms are free to provide resumes of key personnel which do not apply to the 100-page limit placed on the RFTP submission.

### D. Risk Factors

Discuss the important risk factors that are believed to be involved in successfully completing this contract, such as related to requirements, scheduling, logistics, financial capacity, National security, and safety. Provide any risk mitigation factors that may be employed to overcome such obstacles.

### E. Financial Plan

Firm shall provide financial projections for the contract that demonstrate an understanding of the scope of work and the financial requirements of the contract. Provide an estimate (or an estimated range) of working capital required to fund the financial requirements of the contract. Firms shall state all assumptions underlying the financial plan clearly; however, no implications or inference as to the Firm's ultimate bid will be associated with the Firms purchase price assumption in the financial plan. Hypothetical bid prices do not need to be included in the plan.

### F. Financial Capacity

The Firm must provide as part of its business plan, with reference to its financial plan and the Firm's projected working capital requirements for satisfactory performance of the contract, evidence of (a) sufficient financial capacity to fund the Firm's operations, and (b) the source(s) of the required capitalization. Demonstration shall sufficiently detail that the prospective Firm clearly has a sufficient financial capacity to meet all financial requirements and contingencies associated with performing the contract. Firms shall include documentation to support the availability of the hundred thousand-dollar (\$100,000) Bid Deposit, a required Payment Deposit of the average estimated acquisition value of such material to be generated during a 3-month period multiplied by 20 percent of the bid price, and a Financial Guarantee Bond of 3 million dollars (\$3,000,000) as stated in Article Four of this Draft IFB.

### G. Experience

Provide the name, address, phone numbers, contract number (if applicable) and a brief description of the services, of either commercial clients or Government agencies, for which prior comparable services have been rendered, within the last five (5) years.

Firm must provide evidence of demonstrable experience in business arrangements involving the removal, property assurance and reporting requirements of large and varied quantities of used and surplus property (such as that covered by the Draft IFB). The experience of the Firm and all key persons shall be submitted. The Firm shall be able to demonstrate it has recent experience in transporting, storing, maintaining property accountability and assurance, and selling hundreds of thousands of different types of property, to include rolling and non-rolling stock. The Firm shall also demonstrate it has provided these requirements at multiple sites concurrently; and can effectively manage multiple locations and be able to otherwise fulfill the requirements of the Draft IFB.

#### 4. APPENDICES

Provide a minimum of five (5) year financial history (annual income statements and balance sheets) and any other supplemental or supporting technical or financial information deemed necessary by the Firm. If the Firm's business structure is such that additional financial information is necessary to establish the requisite financial capacity, such as financial statements of general partners or joint ventures, the Firm must include that information.

#### 5. IDENTIFICATION OF MARKETING CONSULTANTS/ADVISORS:

To assist DLA Disposition Services Public Sales Office in screening for potential organizational conflicts of interest, including conflicts of interest with any non-Governmental employee who may provide review, analysis, or verification of data in connection with the evaluation of Technical Proposals, all Firms must identify any marketing consultant or advisor used in the preparation of its proposal as addressed below. This information will not be used in the process of evaluating Technical Proposals.

##### A. Definitions

“Marketing consultant” and “advisor” are used interchangeably herein to mean any independent contractor who furnishes advice, information, direction, or assistance to a Firm in support of the preparation or submission of a proposal, bid, or offer for a Government contract by that Firm. An independent contractor is not a marketing consultant/advisor when rendering:

- i. Routine engineering and technical services (such as installation, operation, or maintenance of systems, equipment, software, components, or facilities);
- ii. Routine legal, auditing, and accounting services; or
- iii. Training services.

A Firm or individual is not an independent contractor within the context of this provision if the advice, information, direction, or assistance rendered is offered within the context of its/his own independent analysis and due diligence regarding whether to extend credit, financial services or support, or bonding to the Firm.

Organizational conflict of interest means that because of activities or relationships with other persons, a person is unable or potentially render impartial assistance of advice to the

Government, or that the person's objectivity in performing the terms of the contract is or might be otherwise impaired, or that a Firm has an unfair competitive advantage.

The term "solicitation" as used in this provision includes use of the RFTP and Draft IFB to solicit Firms for the sale of surplus personal property proposed by this RFTP.

## B. Use of Marketing Consultants or Advisors

Any individual or Firm that employs, retains, or engages contractually one or more marketing consultants or advisors in connection with a solicitation or contract, shall submit to the Sales Contracting Officer (SCO), with respect to each marketing consultant or advisor, the information below with respect to this RFTP:

- i. Name(s) of marketing consultant/advisor: (If none, so state; if more than one, use a separate sheet, if necessary).
- ii. Taxpayer Identification Number of the marketing advisor/consultant.
- iii. Name, address, telephone number, and Email of a responsible officer or employee of the marketing consultant who has personal knowledge of the marketing consultant or advisor's involvement in the RFTP.
- iv. A description of the nature of the services rendered or to be rendered by the marketing consultant or advisor.
- v. The name, address, and telephone number of the client or clients, and the name of a responsible officer or employee of the marketing consultant/advisor who is knowledgeable about the services provided to such client(s). Describe the nature of the services rendered to such clients, if, based on information provided to the Firm by the marketing consultant, any marketing consultant is rendering, or has in the twelve months preceding the closing date of this RFTP, rendered services respecting the same subject matter of the instant Solicitation, or directly relating to such subject matter, to the Government or any other client (besides the Firm).

In the event that it is determined that a conflict of interest may exist, the SCO may require the apparent high Firm to provide a certificate signed by the marketing consultant stating that marketing consultant has made inquiry, and to the best of the consultant's knowledge and belief, the consultant has provided no unfair competitive advantage to the Firm with respect to the services rendered in connection with the Solicitation, or that any unfair competitive advantage that, to the best of the consultant's knowledge and belief, does or may exist, has been disclosed. *NOTE: Although this RFTP and IFB will result in a sales contract and is not subject to the FAR, the guidance of FAR 9.5 is relevant to a consideration of any potential conflicts of interest as addressed in this clause and will be considered by DLA Disposition Services Public Sales Office in evaluating any potential conflicts of interest.*

## 6. SUBMISSION OF PROPOSALS, LATE SUBMISSIONS AND MODIFICATIONS OF TECHNICAL PROPOSALS

Technical Proposals and modifications thereof must be delivered to DLA Disposition Services Public Sales Office in electronic format by **3:00 p.m. EST on Friday, February 5, 2021**.

Electronic proposals are to be delivered via e-mail to [DLADispSvcSlsSTSRFTP@dla.mil](mailto:DLADispSvcSlsSTSRFTP@dla.mil).

DLA Disposition Services will not except any Technical Proposals or modifications received after **3:00 p.m. EST on Friday, February 5, 2021**. Late rules are outlined in FAR 52.212-1(f).

## 7. EVALUATION CRITERIA

The evaluation of the Operational and Business plans will consider completeness and clarity, degree of compliance with the RFTP, and the likelihood that the approach will meet the Government's objectives. Each Plan will be rated as acceptable, reasonably susceptible of being made acceptable through clarifications, or unacceptable. The introduction and any supplemental information provided will be evaluated only in conjunction with the whole Technical Proposal and only to the extent that they support the individual plans discussed above. A Technical Proposal will not be technically acceptable unless it is determined technically acceptable for each individual section in the Operational and Business Plans. If a proposal contains a significant deficiency for an individual section of a plan, the plan will not be considered technically acceptable. A deficiency is defined as that part of a Firm's proposal that would not meet the Government's objectives within the Draft IFB. Acceptability of each Technical Proposal will be based upon (1) compliance with the requirements of the content of the Technical Proposal including, at a minimum, information satisfying the elements in each section of the Operational and Business plans, and (2) the Technical Proposal clearly demonstrates that the Firm understands the scope and nature of the Draft IFB requirements, as well as any applicable Federal, State, and Local laws and regulations.

Any proposal which modifies or fails to conform to the essential requirements or specifications of the request for technical proposals shall be considered nonresponsive and categorized as unacceptable.

A proposal may be considered unacceptable because it contains insufficient information to permit a determination that the offeror possesses sufficient technical understanding of the work. The government does not have a duty to initiate or continue clarifications with a submitter of a proposal in order to clarify a clearly unacceptable proposal.

## 8. Clarifications

The Sales Contracting Officer may proceed directly with step two if there are sufficient acceptable proposals to ensure adequate price competition under step two, and if further time, effort and delay to make additional proposals acceptable and thereby increase competition would not be in the



government's interest. If this is not the case, the Sales Contracting Officer may request those who proposals may be made acceptable to submit additional clarifying or supplementing information. The Sales Contracting Officer will identify the nature of the deficiencies in the proposal or the nature of the additional information required. The Sales Contracting Officer may also arrange discussions for this purpose. No proposal shall be discussed with any offeror other than the submitter.

## 9. Notice of Unacceptable Proposals

When a Technical Proposal is rated unacceptable (either initially or after clarification), the SCO will notify the Firm within ten (10) business days of the basis of the determination and that a revision of the proposal will not be considered.

## 10. Attachment: Draft IFB (provided for information only)

Attached is the Draft IFB to be issued under Step Two. The Firms Technical Proposal shall comply with the requirements set forth herein. The proposed IFB is provided for information only. The Firm shall not complete any forms herein nor are they to provide any actual bid price with submission of the Firm's Step One Technical Proposal.

The Government fully intends to offer the Draft IFB as contained herein. However, the Government reserves the right to make changes to the proposed IFB if such changes are deemed in the best interest of the Government. Any such changes from the proposed IFB will be highlighted in the final IFB.