

**L.10 WBR GENERAL PROPOSAL INSTRUCTIONS – BUREAU OF  
1452.215-81 RECLAMATION**

**JAN 1998**

In addition to the requirements of the Instructions to Offerors - Competitive Acquisitions provision of this solicitation, each offeror shall submit a proposal in accordance with the instructions contained in this provision.

(a) General contents. Each proposal shall:

- (1) Be specific and complete in every detail;
- (2) Conform to all solicitation provisions, clauses, or other requirements;
- (3) Be logically assembled, practical, legible, clear, concise, coherent; and indexed (cross-indexed, where appropriate); and
- (4) Contain appropriately numbered pages of each volume.

(b) Arrangement of Proposal. The proposal shall consist of three (3) physically separated volumes, individually entitled as stated below. The required number of copies for each volume are shown below:

Volume	Title	Copies Required	Electronic Copy (All files on one flash drive preferred)
I	▪ Representations, Certifications, and Other Statements of Offerors	Original + 2 copies	1-PDF
II	▪ Technical Proposal	Original + 5 copies	1-PDF
III	▪ Pricing Proposal	Original + 2 copies	1-Excel

(c) Separation of volumes. All copies of each proposal volume (i.e., all copies of Volume I) are to be packaged individually and clearly marked to identify contents, however, all electronic-copies shall be on one flash drive. The exterior of each package containing proposals shall be marked with the solicitation number, and the time and date for receipt of proposals and the name and address of the offeror, in order to prevent mishandling. **NO PRICING INFORMATION SHALL BE INCLUDED IN VOLUMES I AND II, WITH THE EXCEPTION THAT BOX 17 "AMOUNTS" ON THE SF 1442 SHALL BE FILLED IN WITH THE TOTAL PROPOSED PRICE.**

(d) **Volume I**, Representations, Certifications, and Other Statements of Offerors shall consist of:

- (1) A fully executed Solicitation, Offer, and Award form (SF-1442) required by Section A of this solicitation. It shall be used as the cover sheet (or first page) of each copy of Volume I;
- (2) Contact information (include name, phone number(s) and e-mail address);
- (3) Fully executed and completed offeror representations, certifications, and acknowledgments required by Section K of this solicitation;
- (4) Additional information required by the solicitation to be furnished by the offeror which is not required to be obtained in another volume of the proposal;
- (5) Make or Buy Program (if applicable);

- (6) Requests for any waivers of any solicitation provisions or contract clauses;
- (7) A summary of any exemptions from, or deviations to, any other solicitation requirements; and

(e) **Volume II**, Technical Proposal. Refer to WBR 1452.215-82 Technical Proposal Instructions – Bureau of Reclamation provision located in Section L.

(f) **Volume III**, Pricing Proposal. Refer to WBR 1452.215-83 Alt I Pricing Proposal Instructions – Bureau of Reclamation provision located in Section L. Offerors are hereby notified that even if cost or pricing data are not initially requested in this solicitation, the Contracting Officer reserves the right to request such data if they are later found necessary pursuant to FAR 15.403-5(a)(1).

(g) Written questions requesting clarification. Offerors must submit all technical questions concerning this solicitation in writing to the Contract Specialist, Ms. Monica Burgio, via email at [mburgio@usbr.gov](mailto:mburgio@usbr.gov). All technical questions must be received no later than **July 17, 2017**, to allow Reclamation adequate time to prepare and issue responses prior to the date and time set for receipt of proposals. **ONLY WRITTEN QUESTIONS WILL RECEIVE A RESPONSE.** Each question submitted must reference the solicitation number (**R17PS00812**) and the specific page, paragraph, drawing, clause, provision or other definitive citation for which clarification is requested. Reclamation will provide written answers to all questions which may affect proposals via an amendment to the solicitation, which will be posted to FBO.gov and FedConnect.net.