

## **PROPOSAL INSTRUCTIONS**

The **technical and cost proposals** must be provided as separate documents. The technical proposal must use Times New Roman 12-point font and Microsoft Word or Adobe Acrobat PDF format. The proposals must include the following information.

### **1. Technical Proposal – Not to Exceed 12 double-spaced pages**

- a. Include a section that describes the overall approach the contractor will take to accomplish the goals and tasks of the Institute's requirement as outlined in the Statement of Work (SOW). Identify in this section any potential problems and describe the means for overcoming them.
- b. Include a section describing how each task enumerated in the SOW would be accomplished.
- c. Include a section describing the qualifications of the staff members proposed for each task and the rationale for making the assignment. Include copies of proposed staff resumes. Include in this section an estimate of the time required per staff person to complete each task. The proposal shall indicate the time commitments to both Federal and non-Federal contractual obligations by all personnel assigned to this project. Finally, include any additional resources other than personnel required to complete all task. (*Note: Resumes are not counted as part of the 12 double-spaced proposal page limit.*)
- d. Include a section on corporate experience relevant to the tasks in the SOW. Describe pertinent experience and qualifications in conducting the tasks outlined in the SOW.

### **2. Cost Proposal**

- a. The **Cost Proposal** must be separate from the technical proposal.
- b. The **Cost Proposal** must include all budget costs associated with each task listed in the SOW.
- c. The **Cost Proposal** must include budget costs for all optional tasks, if any.

All proposals received in response to this solicitation will be evaluated according to the Evaluation Criteria described in Attachment B. An award will be made based on

availability of funds to the responsible offeror whose proposal conforms to the solicitation and is most advantageous to the Government.

The Institute anticipates that this will be a firm-fixed priced contract for a performance period of 12 months. Please note that the Classification Code for this solicitation is “R” – Professional, Administrative and Management Support

**Clarification Questions: Due by 12:00 noon (EDT) Friday, May 8, 2009. Submit to [procurement@nifl.gov](mailto:procurement@nifl.gov). Responses provided on or about Friday, May 15, 2009.**  
**Proposal Submissions: Due by 12:00 pm EDT June 12, 2009 to [procurement@nifl.gov](mailto:procurement@nifl.gov) with RFP# ED-NIL-09-R-0001 in the subject line.**

**Contract Type: Firm Fixed Price**