

## EXHIBIT H INSTRUCTIONS TO OFFERORS

1. **Proposal Submission:**

Sections of the proposal package as described below shall be submitted in a three (3) ring binder, numbered and titled on the front cover and on the spine of the binder. The composition of each proposal package shall be such that extensive searching throughout the document is not required to locate and evaluate any area. The proposal shall be neat, divided, tabbed, indexed and assembled in an orderly manner. (The dividers, tabs, and indexes will not count toward page limitations.) All pages of each part shall be appropriately numbered and identified with the solicitation number.

Include only information that is relevant to:

- a. Exhibit C, Scope of Work
- b. Exhibit D, Minimum Qualification Requirements
- c. Exhibit E, Fee Schedule
- d. Exhibit F, Technical Criteria
- e. Other forms completed as described in Section 1 of the table below.

2. **Page Setup:** All pages of the proposal package shall be setup as specified below:

- a. 8 ½ X 11 inches (except for fold-out pages)
- b. 12 pitch type (except title sheets and subtitles)
- c. Single spaced
- d. Fold out pages, if used, not larger than 11X17 inches
- e. Sequentially numbered with the solicitation number (AAFES-FAZ-12-007-12-140) listed on each page
- f. Each section should start on a new page

3. **Content and Page Count:** The content and page limit for each proposal volume must conform to the following:

Binder Content	Page Limit/Page Count
	Total Page Limit, including resumes is not to exceed 75 Pages
Title Page: Identify the Title and Solicitation number addressed	
Table of Contents	
Executive Summary: General Information	

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Binder Content	Page Limit/Page Count
<p><b>Section 1: Completed Exchange Forms</b></p> <ul style="list-style-type: none"> <li>• Solicitation/Proposal/Award form (4450-002)</li> <li>• Financial and Technical Capability Data Sheet form (4400-046),</li> <li>• Source List Application form (4200-10)</li> <li>• (Solicitation Amendment form 4200-18, if applicable)</li> <li>• Exhibit I, Non-Disclosure Agreement</li> <li>• W9</li> <li>• Blank company letterhead (with mailing address)</li> <li>• Blank/Sample invoice with remittance address</li> </ul>	<p>(includes the forms pages, but is not included in above page limits)</p>
<p><b>Section 2: Exhibit F, Technical Proposal</b></p> <p><b><i>No identifying information</i></b> should be visible in the Technical Proposal package or price proposal. All logos, company names, and other identifying information must be removed from the cover pages, headers, footers, and individual pages of the proposal. If systems/program/software have the company's name or acronym, please change and use 'ABC' or 'XYZ'.</p>	
<p><b>Section 3: Exhibit E, Fee Schedule</b></p> <p>One award will be made from this solicitation. Offeror must complete all applicable category sections of Exhibit E, Fee Schedule to be considered for award. <u>Two completed copies of Exhibit E must be submitted in a separate sealed envelope to the contracting officer.</u></p> <ul style="list-style-type: none"> <li>• <b><i>No identifying information</i></b> should be visible in the Technical Proposal package or price proposal. All logos, company names, and other identifying information must be removed from the cover pages, headers, footers, and individual pages of the proposal. If systems have the company's name or acronym, please change and use 'ABC' or 'XYZ'.</li> </ul>	

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