

EXHIBIT I
PROPOSAL SUBMISSION INSTRUCTIONS

1. **Proposal Submission:**

The Exchange requires hard copies of all below required solicitation response documents with Exchange Form 4450-002 signed. Do not submit proposals in three-ring binders; proposals are to be submitted with identifiable tabs and attached with bull/binder clips. **Provide five (5) hard copies of technical proposal as identified below in one (1) sealed envelope.** Each package shall identify the solicitation number and due date/time for proposal receipt. Sections of the Proposal Package are described below. 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-1, C-2, C-3 Statement of Work
- b. Exhibit D Price Schedule
- c. Exhibit G Technical Evaluation Criteria
- d. Other completed forms as described in the table below

2. **Content:** The proposal must be submitted in the following sections:

- a. Completed Exchange forms (see content chart below)
- b. *Technical proposal
- c. Exhibit J (due 08 Feb 2013)
- d. *Price Schedule

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

- a. 8-1/2x11 inches
- b. 12-pitch type (except title sheets and subtitles)
- c. Double-spaced
- d. Sequentially numbered with solicitation number (AAFES-RE-91-134-12-135) listed on each page.
- e. Each section should start on a new page.

***No identifying information should be visible in the Technical Proposal package. All logos, company names, and other identifying information must be removed from the cover, headers, footers, and individual pages of the proposal. Standard promotional literature and brochures are not acceptable.**

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

Content	Page Limit/Page Count
	Total Page Limit, including resumes, is not to exceed 60 Pages
Title Page: Identify the Title and Solicitation number addressed	
Table of Contents	
Executive Summary: General Information	
Section 1: Staffing Composition	
Section 2: Security Plan	
Section 3: Management Approach	
Section 4: Exhibit J	
Section 5: Completed Exchange Forms <ul style="list-style-type: none"> • Solicitation/Proposal/Award form (4450-002) • Financial and Technical Capability Data Sheet form (4400-046), • Source List Application form (4200-10) • Exhibit K, Non-Disclosure Agreement • (Solicitation Amendment form 4200-18, if applicable) • Additional Items: W9, Blank Company Letterhead, Sample Company Invoice 	(includes the forms pages, but is not included in above page limits)
Price Schedule: One or two awards will be made from this solicitation. Offeror must complete all applicable category sections of Exhibit D, Price Schedule to be considered for award. Two completed copies of Exhibit D must be submitted in a separate sealed envelope to the contracting officer.	

5. **Copies Required:** Submit an original plus five (5) copies of the technical proposal.
6. **Restrictions on Contact with Exchange Officials:** Upon the issuance of this solicitation, all contact with Exchange officials must be made through the designated Contracting Specialist listed on the Solicitation Cover Letter. The Potential Supplier must limit communication with the designated contact to the means specified in this document.

Other employees and representatives of the Exchange, all offices represented on our committee, and the participating agencies are instructed not to answer questions regarding the Solicitation or

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otherwise discuss the contents of the solicitation with the Potential Supplier or its representatives. Any contacts made with other employees and representatives of the Exchange, all offices represented on our committee, and any participating agencies will be reported to the Contracting Officer.

Failure to observe these restrictions may result in the disqualification of a Potential Supplier from continuing any involvement in the procurement process.

This restriction does not preclude discussions among affected parties regarding business unrelated to this solicitation.

//////////////////////////////////////LAST ITEM//////////////////////////////////////