

- G. The format for each proposal volume should parallel, to the extent possible, the format of the evaluation factors and subfactors contained in Section M of this solicitation. The proposal content should provide a basis for evaluation against the requirements of the solicitation. The proposal should include a matrix showing where in the proposal the technical requirements of the evaluation criteria of this RFP are satisfied (i.e. evaluation criteria element versus offeror's proposal page numbers). It is intended that this be a simple matrix that should in no way inhibit an innovative approach or burden the offeror. This proposal matrix is excluded from the page limitations contained in paragraph (b)(1) below.
- H. If the offeror includes technical documentation in volumes other than Volume I, Mission Suitability, that is desired to be considered within Mission Suitability, it must also be included in Volume I. The Government will not augment the offeror's Mission Suitability proposal by considering information presented solely outside of Volume I, Mission Suitability.
- I. Where use of subcontractors is proposed, the proposal shall clearly distinguish between the prime contractor's and the subcontractor's work and responsibilities.
- J. The proposal must be signed by an official authorized to legally bind the company.
- K. The offeror shall submit two electronic copies of the proposal on CD-ROM, designating one as "back-up" (in addition to the hardcopies specified above), in Microsoft Word 2003 compatible and Adobe Portable Document File (PDF) format, version 5.0 or greater. These PDF files shall be exact duplicates of the paper copies. Electronic copies of the Cost volume files are requested in both PDF and Microsoft (MS) Excel (.XLS) format (readable by MS Excel 2003), the PDF file shall duplicate the paper copy while the XLS file shall have identical content. Electronic files of Volumes I, II, III, IV, and V should be on virus free CD-ROM discs with an external label indicating: (1) the name of the offeror, (2) the RFP number, (3) the format and software versions used, (4) a list of the files contained on the disk and (5) date of the information. In the event of any inconsistency between data provided on electronic media and hard copies, the hard copy data will be considered to be correct. The CD-ROM should be formatted and readable by the computer system named below and be compatible with the noted software package.
- L. Offerors shall prepare each CD-ROM in accordance with the following instructions:
1. File Preparation. The offeror shall generate "bookmarks" within each PDF file for at least each section and subsection of the document. Bookmarks shall be generated based on indexed entities appearing in the document table of contents. The offeror has the option of generating "thumbnails" within the PDF files as well. The minimum requirement for hypertext links is an overall proposal table of contents linked to each volume and a table of contents within each PDF file linked to each section of the file. Additional hypertext links within the proposal are at the offeror's discretion. The use of thumbnails or additional hypertext links will not influence the evaluation. The PDF file has a built in security function. The offeror shall set all security options in each PDF file to "allowed". All text, including table and figure identifiers, shall be indexed and 100% searchable text.
 2. Font and Page Setup. Text font and layout shall be as stated for paper copies. Hypertext links shall be the same minimum font size. The preferred method of implementing hyperlinks is to indicate the hyperlink by blue font color and establishing the hyperlink in Acrobat with "invisible rectangle" with "no outline." However, the offeror may indicate hyperlinks by any color font or with a visible rectangle.