

This clause shall be included in all solicitations and contracts.

**52.215-4005**

**ELECTRONIC AND NON-ELECTRONIC  
PROPOSAL SUBMISSION REQUIREMENTS**

**OCT/2010**

The purpose of this clause is to advise offerors of the transmission requirements of proposal data via electronic mail and non-electronic mail. For detailed proposal preparation, please follow instructions as given in Solicitation Section L.

Electronic mail submission requirement:

Size Restriction:

There is a size restriction on electronic submission of proposals submitted to addresses at Picatinny Arsenal via e-mail; the maximum file size that can be accommodated in the e-mail system is 15 MB.

Acceptable Format:

All material must be submitted in Microsoft Office format: the proposal must be in Word format (Windows Platform); pricing/cost information must be in Excel format with all formulas intact (Windows Platform). Please identify the format in your transmittal.

Large files need to be compressed using the utility called WinZip (<<http://www.winzip.com>>). Due to the large number of infected messages with ZIP attachments, all ZIP attachments will be blocked by ARDEC mail server. You need to rename the file extension for all your submissions so the files will get through our mail server. You also need to provide instructions on how to convert your modified file extensions back to their original format in the same message.

In addition, ARDEC's Internet E-mail Attachment Policy restricts distribution of the following types of e-mail attachments: \*.ADE, \*.ADP, \*.BAT, \*.B64, \*.BAS, \*.BHX, \*.CEO, \*.CE0, \*.CHM, \*.CMD, \*.COM, \*.CPL, \*.CRT, \*.DBX, \*.DLL, \*.DOT, \*.EML, \*.EXE, \*.HQX, \*.HTA, \*.INF, \*.INS, \*.ISP, \*.JS, \*.JSE, \*.LNK, \*.MDE, \*.MIM, \*.MSC, \*.MSI, \*.MSP, \*.NCH, \*.OCX, \*.PCD, \*.PI, \*.PIF, \*.REG, \*.SCR, \*.SCT, \*.SHB, \*.SHS, \*.UU, \*.UUE, \*.VB, \*.VBE, \*.VBS, \*.WSC, \*.WSF, \*.WSH, \*.XXE, \*.ZIP

If you need to send us attachments with the above mentioned file types, you will need to rename the file extension for all your submissions, so that these files will get through our mail server. You will also need to provide detailed instructions on how to convert your modified file extensions back to their original format.

In addition, it is required that electronic submissions are scanned with the most up-to-date virus definition, with antivirus software of your choice. ARDEC mail server will block all messages that are infected with a virus.

Non-electronic submission requirement:

Any proposal that is submitted via U.S. Mail or commercial courier must be digitized on a Compact Disc (CD) or, Digital Versatile Disc/Digital Video Disc (DVD), and labeled with the file names and format(s) (Word, Excel, etc). It is not necessary to zip material submitted via non-electronic channel.

Special Notice to Offerors:

Offerors are responsible for obtaining a receipt confirmation, via separate Email, with the corresponding PCO, to ensure the electronic proposal has been received by the date/time set forth in the solicitation for "receipt of offers."