

Instructions for Preparing Proposals

General

You should set forth, in detail, the technical and management plans describing how the audits and reports of the objectives identified in the Statement of Work will be accomplished. These plans should be specific and complete. The technical and management plans should present the information necessary to provide a basis for the evaluation by the Government of your technical and managerial qualifications and the proposed solutions to technical problems. The proposal shall adequately address and provide information that addresses all the evaluation factors. The proposal shall be evaluated in the light of the material and not on the basis of what is implied. Your proposal shall consist of:

- (a) (If desired by your agency) An oral presentation on the technical proposal presented to the Contracting Officer and the technical evaluation panel:
 - No more than X hours in length
 - Estimated to be held XXX, XX, 20XX
 - The Contracting Officer will set the time and date;

- (b) An original and xx (x) copies of the technical proposal; and an original and x (x) copies of the pricing proposal:
 - The proposal must be single/double-spaced, with a font size of no less than xx (xx). Charts and schedules may be single/double spaced, and if necessary, be in a landscape orientation.
 - The proposal shall be submitted in two (2) separate parts entitled "Technical Proposal" and "Cost Proposal." The Technical Proposal should address factors x through x of the Selection Criteria/Method of Award. The Technical Proposal should not make any reference to cost data in order that the evaluation thereof may be made strictly on the basis of technical merit. The pricing proposal shall be completely separate from the technical proposal and shall offer fixed prices for the X deliverables.
 - Specific information is being requested in the Selection Criteria/Method of Award that must be

discussed in your Technical Proposal. Please follow the instructions and provide the specific information requested. Failure to follow instructions or to provide the specific information requested will adversely impact the proposal's overall score and the determination of whether the proposal is acceptable or not.

- There are page number restrictions for the proposal that are indicated in the Selection Criteria/Method of Award section. Please pay careful attention to these page number restrictions. Any pages presented in excess of page limitations will not be read or evaluated. Additionally, the Government may elect not to consider proposals with pages exceeding these limitations.
- No cost information shall be included in the technical proposal. The pricing proposal shall be completely separate from the technical proposal and shall offer fixed (or whatever your agency desires) for the x deliverables.

The oral technical proposal must be adequate to demonstrate how you propose to comply with the requirements of this solicitation, along with full techniques and procedures to be followed.

The proposal will not be returned. If the proposal contains information that you do not wish disclosed to the public or used by the Government for any purpose other than the evaluation of the proposal, such restriction shall be clearly indicated on each sheet containing such information.

The Government reserves the right to make the award without discussion of the proposals received under this solicitation. Accordingly, you should submit your proposal on the most favorable terms possible from both a technical and pricing standpoint.

To assist you in developing your proposals, the following documents are attached:

- Any attachments your agency feels would be beneficial. Some examples are listed below.
- The Department's draft timeline.

- Agreed upon procedures (procedures applicable to your agency).
- Instructions for Auditor's Summary of Unadjusted Differences.

An original and x (x) copies of your Technical Proposal and an original and x (x) copies of your Cost Proposal shall be received no later than 12:00 noon local time, Month, day, 20XX at the following address in order for it to be considered:

Address of Contracting Officer.