

GUIDANCE FOR RESPONDING TO A SECOND CHANCE SOLICITATION OVER \$100,000

The following guidance is not meant to cover every area of the solicitation; it is simply a brief checklist before submitting your response.

Solicitation, Offer and Award:

- Complete B.1.1 and B.1.2. Electronic signatures are acceptable in the following format only:



Description/Statement of Work:

- Outlines the statement of work for the services requested and any local needs required. Please read this section very carefully as this section details the requirements of the contract. You must meet all requirements to be eligible for award.

Purchase Order Terms and Conditions

- Complete and return Clauses 7-10, 2-65, K.2 (d), (e), (f), Provisions 3-20, 3-30, 3-130

For a BPA second chance solicitation, only the following documents need to be returned:

- Quote Sheet
- Technical Proposal
- List of individuals performing services by project code, including certifications
- Clause 7-10, Contractor Representative
- Clause 2-65, Key Personnel
- Taxpayer Identification information, K.2 (d), (e), (f)
- Provision 3-20
- Provision 3-30
- Provision 3-130

We do not need the following:

- A copy of the entire solicitation
- Background investigation documents
- References
- Monitoring Reports