

## PROPOSAL INSTRUCTIONS

### 1) Response Requirements for Submission of Electronic Proposal

- a) **Respondents must notify the NPS of your INTENT TO SUBMIT a proposal via email no later than the due date and time shown on in the *Electronic Proposal Submission Date and Intent to Submit* section of the RFP. The email must come from the email account the Respondent will use to submit the electronic proposal. The NPS will not accept proposals from entities that do not provide notice on or before the date and time noted in the *Electronic Proposal Submission Date and Intent to Submit* section in the RFP or from email addresses other than the one used to submit the intent to propose.**
- b) Proposals (electronic submission) for the draft lease must be received by the deadline and times shown in the *Electronic Proposal Submission Date and Intent to Submit* section of the RFP.
- c) Only a Respondent submitting a responsive proposal is eligible to be awarded the new lease. A responsive proposal means a timely submitted original hardcopy of the "Respondent Transmittal Letter" and proposal that is determined by the NPS as agreeing to all of the minimum requirements of the draft lease and RFP and as having provided the information required by the RFP.
- d) Information "required by the RFP" refers to information expressly required by the RFP and that is material, as determined by the NPS, to an effective evaluation of the proposal under the applicable selection criteria.

### 2) Format in Which Proposal Must be Submitted

- a) Follow these instructions to submit the "Respondent's Transmittal Letter":
  - (1) Respondents must follow the format provided in the RFP, including the "Respondent Transmittal Letter" with all the information requested.
  - (2) The Respondent must include a scanned PDF version of the signed "Respondent Transmittal Letter" with the electronic proposal submittal.
  - (3) **The "Respondent Transmittal Letter" MUST include a list of the documents transmitted electronically and the email address certified to submit the electronic proposal.**
- b) Please number each page and section in your completed proposal. Add information to your proposal only to the extent it is necessary and relevant to respond to the criteria. Each page should have a heading identifying the selection criteria and sub-questions to which the information contained on the page responds. It is important your response stays within the organizational framework as outline in the "Submission Content" section of the RFP and provides all relevant information directly in response to each selection criteria. The NPS may consider relevant information contained elsewhere in a proposal in assessing the proposal's response to each particular selection criteria.
- c) Where page limits are set out in the "Submission Content" section of the RFP, the NPS will not review or consider the information on any pages that exceed the page limitations stated, including attachments, appendices, or other additional materials the Respondent submits. NPS would like to see clear and concise answers. A longer answer will not necessarily be considered a better answer.
- d) NPS considers text on two sides of one sheet of paper as two pages.
- e) Respondents must use letter-size paper unless a question asks for schematics or drawings, where Respondents may use legal or ledger-size paper. Respondents **must** use 11 or 12 point font for all text within the proposal, including all tables, charts, graphs, and provided forms. NPS will accept images of sample material with smaller fonts. Page margins must be 1 inch.

### 3) Submission Protocol (electronic submission)

- a) Submit an electronic copy of your proposal and scanned PDF version of the "Respondent Transmittal Letter" using the Service's Microsoft Teams platform (see instructions below). The electronic copy must be in a format that can be shared, copied, and passed easily. Microsoft Office programs or an

Adobe PDF electronic version that allows for copying and pasting of text using Adobe Reader software are acceptable. However, you must provide all financial spreadsheets in Microsoft Excel in the format provided.

- b) Follow these instructions to submit the electronic proposal:
  - (1) Within two weeks of the electronic submission deadline, you will receive a welcome email message from the Service's Microsoft Teams platform at the email address you provided when you notified the NPS of your intent to submit a proposal. The Teams email invitation will come from [account-security-noreply@accountprotection.microsoft.com](mailto:account-security-noreply@accountprotection.microsoft.com). Be advised the email invitation may take up to 24 hours to arrive in your inbox after NPS sends it and may end up in your junk or spam folder depending on your systems email filters. You must accept the invitation by selecting Open Microsoft Teams in the email message before you can access the Teams site to upload your proposal.
  - (2) You will not need to download Teams to your computer. You can choose to run Teams in your preferred web browser (Chrome and Edge are fully supported, but Safari and Firefox have some limitations). We suggest that you choose to access your Team in browser if you already use Teams.
  - (3) Once you have accessed your Team, you can upload your electronic proposal directly into the "General" folder, and may create subfolders for uploading multiple documents if needed.
  - (4) You must upload the electronic proposal via the Teams site before the electronic submission due date listed in the "Electronic Proposal Submission Date and Intent to Submit" section of the RFP. Respondents are encouraged to ensure the timely submittal of proposals by uploading before the deadline to avoid delays related to technical issues, such as connectivity.
- c) NPS will not accept a proposal or any part of a proposal by hard copy mail/delivery service or facsimile transmission.