

INSTRUCTIONS FOR THE PREPARATION OF TECHNICAL AND COST PROPOSALS

Proposals should be initially submitted on the most favorable cost, technical and schedule terms which can be offered because of the possibility that award will be made without discussion of proposal received.

Proposals shall be submitted in accordance with the Instructions and Solicitation Provisions attachment and include the following elements and be organized in the following manner.

Offeror shall prepare a written proposal using 8.5 x 11 inch paper format with 1 inch margins, single-spaced. The font shall be Times New Roman, 11 point. Text embedded within graphics or tables in the body of the proposal may not be smaller than 10 point type. The proposal must strictly adhere to the format defined above and the page limit requirements defined below. Proposals not adhering to the format and page limits will not be evaluated. The Technical Proposal shall be a separate bound submission (and/or electronic file) from the Cost Proposal.

Proposal Letter

The proposal letter shall include a statement of acceptance of the conditions referenced in the Proposal Instructions and Solicitation Provisions document (Attachment 1).

Cover Page (1 page)

- Include RFP number, title of proposal, identity of prime proposer and companies proposing
- Names, Addresses and Key Contacts for the companies proposing

Index page to sections and subsections of the proposal

Executive Summary (1-2 pages)

Summary of the major features of the proposed Demonstration of Fuel Cell-Based Auxiliary Power Unit for Refrigerated Trucks project, including number of systems deployed; the trucks, refrigeration units, fuel, and fuel cells to be used; primary use (e.g. frozen vs. refrigerated, frequency of deliveries, demonstration locations, etc.); approach to refueling; teaming partners; key fuel cell performance specifications; and the duration and structure of the proposed demonstration.

Technical Proposal (< 20 pages)

Submit the technical proposal as a separate part of the total proposal package. Omit all cost or pricing details from the technical proposal. Organize the Technical Proposal to follow the major sections of the Requirements Document Section 2.0 Requirements.

Price/Cost Proposal (No page limitations)

The cost proposal shall be separate from the technical proposal. The cost proposal shall include the items listed in the Requirements Document and the items below. Outline the proposed costs with any assumptions clearly stated.

Supplier shall provide a total price for the quantity of Auxiliary Power Unit for Refrigerated Trucks to be delivered with all the required items for system demonstration, data collect and transmission, and any associated materials and labor costs.

Representations And Certifications

Complete Representations and Certifications referenced in the Proposal Instructions and Solicitation Provisions document (Attachment 1).