

Sample Solicitation Instructions Modified for Virtual Oral Presentations
Attachment 1 – CPO Memo - 31 March 2020

The below text provides sample solicitation instructions for your consideration when adapting or utilizing virtual oral presentations. Note that it does not cover every aspect of oral presentations (timing, date, content, etc.). This text should be adapted based on the specific approach to oral presentations set forth in your solicitation. All **bold, underlined text** represents fill-ins based on your selected approach.

Oral Presentations

Location: The Government will most likely hold oral presentations remotely, using technology, rather than in person. The Government will **notify the offeror OR obtain from the offeror** the technology platform or tool to be utilized for the oral presentation at least **three (3) business days** prior to the scheduled oral presentation. The Government and offeror may agree to test the connection at a convenient time prior to the oral presentation. In the event the selected technology platform or tool cannot be made functional at the time of the scheduled oral presentation, the oral presentation may proceed as a voice-only telephone call, at the Government's sole discretion.

By participating in the oral presentation, the offeror acknowledges that it is in full compliance with all solicitation terms and conditions, in accordance with applicable laws and statutes. Video or audio recording of oral presentations by offerors is strictly prohibited. The Government may elect to video or audio record the oral presentation.

Participants: The selected web-based conference platform will support up to **five** government participant users from different locations, and up to **five** offeror participant users from different locations. Web links to the offeror specific web-based conference platform shall not be shared with anyone other than the authorized government participants and the authorized offeror participants and shall be treated as source selection sensitive. The offeror participants in the oral presentations shall be limited to **the key personnel proposed by the offeror**. No more than **five (5) total offeror participants** shall attend the oral presentation. Offerors shall provide the Contracting Officer with the name, employer/company, and e-mails of the offeror's participants for the oral presentation as part of its **Phase II** submission.

Rules of Engagement for Oral Presentations:

1. The Government does not intend to ask questions about information contained in an offeror's **Phase 1** submission during the oral presentation.
2. The Government intends for the oral presentation to be an interactive exchange between the offeror and the Government. These exchanges are viewed as a component of the oral presentation itself and do not constitute discussions. The Government will not ask questions that will invite or allow the Offeror to change its offer. The offeror shall not volunteer any information that might be construed as changing its offer. Oral presentations are distinct from the Government's reserved right to conduct discussions.

3. The offeror is in control of its presentation and may choose not to present or respond to any question provided by the Government.
4. The offeror shall not utilize any computers (other than the ones required to host the web-based conference platform being utilized for the oral presentation), tablets, smart phones, or separate conference lines/phones, while conducting the oral presentation, and shall not bring or distribute any written or electronic materials during the oral presentation. The offeror participant may need a separate phone/conference bridge to connect to the oral presentation, however that phone shall only be used for that purpose and no other.
5. The offeror participants **shall OR shall not** reach back, by phone/conference bridge, e-mail or any other means, to any other personnel or persons for assistance during the oral presentation.
6. Offerors can utilize any virtual drawing features or functions during the oral presentation provided in the web-based conference platform, as applicable. Offerors may elect to utilize white boards or flip charts during the oral presentation as well and can upload such items to the web-based conference platform, as appropriate.