

Attachment 7 – DoD SAFE Instructions

ADDENDUM TO FAR 52.212-1: INSTRUCTIONS TO OFFERORS—COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES

1. Proposal Submission Instructions

1.1 Method of Submission

Offerors are hereby notified that due to technical file size restrictions on Department of Defense (DoD) and U.S. Army enterprise email networks, proposals submitted via standard email attachments will **not** be accepted.

All proposal volumes, attachments, and supporting documentation must be submitted electronically via the **DoD Secure Access File Exchange (DoD SAFE)** portal at <https://safe.apps.mil>. Submissions through any other electronic medium (e.g., standard email, Google Drive, OneDrive, DropBox, thumb drive, or physical mail) **will not** be reviewed or considered for award.

1.2 Points of Contact (POCs)

All communications and drop-off requests regarding this solicitation must be addressed concurrently to both Government representatives identified below:

Contracting Officer:

Justin J. Mansfield

Email: justin.j.mansfield.mil@army.mil

Contract Specialist:

Robert Sanchez

Email: robert.l.sanchez3.civ@army.mil

1.3 Key Submission Deadlines

Milestone	Due Date / Time
Request for DoD SAFE Drop-Off Link	Not Later Than (NLT) October 4, 2026 at 10:00 AM CST (3 calendar days prior to proposal due date)
Final Proposal Submission Due Date	October 7, 2026 at 10:00 AM CST

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1.4 Step-by-Step DoD SAFE Drop-Off Procedures

1. Requesting a Drop-Off Invitation:

- Offerors must send an email to both the Contracting Officer (justin.j.mansfield.mil@army.mil) and the Contract Specialist (robert.l.sanchez3.civ@army.mil) requesting a DoD SAFE drop-off code/link.
- **Subject Line Standard:** W91151-26-R-A004 - Request for DoD SAFE Drop-Off Link - [Offeror Company Name].
- **Timing:** This request must be received **NLT three (3) calendar days prior to proposal closing**, specifically on or before **October 4, 2026, at 12:00 PM CST**.
- Requests received after this cutoff may not allow sufficient processing time, and failure of the Government to issue a link due to a late request shall not constitute grounds for an extension or consideration of a late proposal.

2. Issuance and Validity of Drop-Off Link:

- Upon receipt of the request, the Government POCs will initiate a DoD SAFE "Drop-Off" invitation to the vendor's designated email address.
- Offerors will receive an automated notification from the DoD SAFE system containing a unique link and claim passcode.
- **Link Expiration:** The DoD SAFE drop-off link remains active for **seven (7) calendar days** once generated. Offerors are responsible for completing file upload before the link expires and before the formal proposal due date/time.

3. Uploading Files to DoD SAFE:

- Access the link received from DoD SAFE and follow the on-screen prompts to upload your files.
- Check the box for **"Encrypt every file"** if proprietary or sensitive data is included, and provide any required passphrase directly to the Government POCs in a separate email.
- Click **"Drop-Off Files"** to execute transmission.

1.5 Mandatory Proof of Timely Submission

Offerors are solely responsible for ensuring complete and timely file transfer prior to the proposal closing deadline (**October 7, 2026, at 10:00 AM CST**). System latency, network congestion, or slow transmission speeds shall not excuse an untimely submission.

To substantiate timely delivery:

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4. Immediately upon completing the upload in DoD SAFE, the offeror must capture a **screenshot** of the final submission confirmation screen showing:
 - The list of successfully uploaded file names;
 - The exact date and system timestamp (including time zone); and
 - The DoD SAFE Claim ID / Tracking code.
5. The offeror must retain the automated **DoD SAFE Drop-Off Confirmation Receipt** emailed by the portal.
6. The offeror shall transmit this confirmation screenshot and receipt via email to the Contracting Officer and Contract Specialist immediately following drop-off as secondary proof of timely transmission.

1.6 Late Submissions

Any proposal received after the exact date and time specified for receipt (October 7, 2026, at 10:00 AM CST) is considered late and will be handled strictly in accordance with RFO FAR 52.212-1(c), *Late submissions, modifications, revisions, and withdrawals of offers*.