

Landing Government Contracts

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Agenda

- **Micro Purchases**
- Breakdown Solicitation Number
- Types of Solicitations
- Uniform Contract Format
- Create the Proposal

Government Micro- purchases

Purchases Under \$3,000 per transaction

- All size businesses may compete for micro purchases
- Buying decision made immediately (no competition requirement)
- Sales is usually made via credit card
 - GSA SmartPay charge card:
<https://www.smartpay.gsa.gov/businesses-vendors/faq>
 - GSA SmartPay2 cardholders may carry following card brands: Visa, MasterCard Voyager.
 - Exempt from taxes on their purchases

Under \$3,000
"Just Do It"



Agenda

- Micro Purchases
- Breakdown Solicitation Number
- Types of Solicitations
- Uniform Contract Format
- Create the Proposal

Breakdown Solicitation Number



Subject: 16-- 1560 - RANOME

Response Date: 031909

Classification Code: 48

Solicitation Number: SPM4A7-09-R-0632

Information Contact: Kenneth Redmond, Phone 804-279-5582, Fax 804-279-4370, Email kenneth.redmond@dla.mil

Agency: Defense Logistics Agency

Office: DLA Acquisition Locations

Location: Defense Supply Center Richmond - BSM

Address: 8000 Jefferson Davis Highway Richmond VA 23297-5000

URL: <https://www.fbo.gov/spg/DLA/J3/DSCR-BSM/SPM4A7-09-R-0632/listing.html>

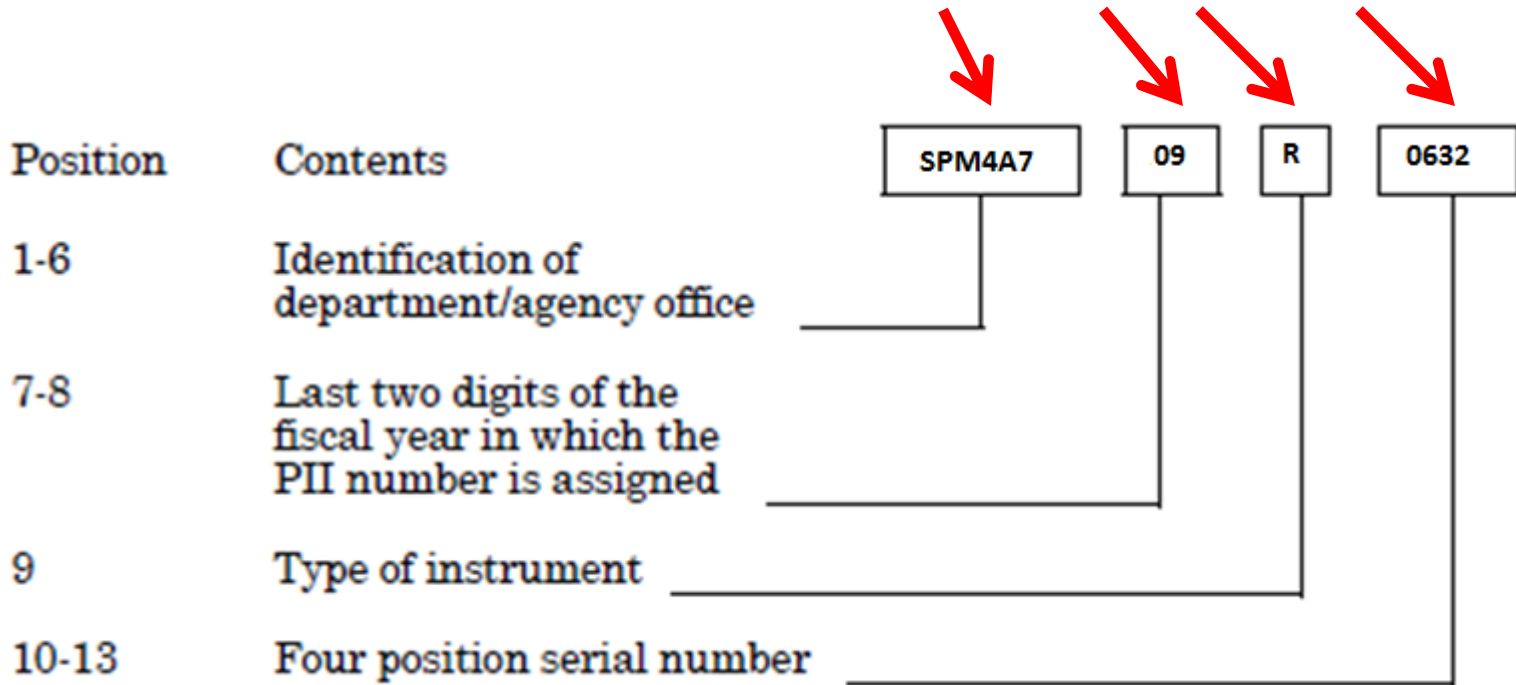
Email: N/A

Set-aside: N/A

NAICS Codes: 336413

Breakdown Solicitation Number

Solicitation Number: **SPM4A7-09-R-0632**



Breakdown Solicitation Number

Department/Agency

Solicitation Number: SPM4A7-09-R-0632

Position	Contents
1-6	Identification of department/agency office

DoDAAC Department of Defense Activity Address Code

<https://www.transactionservices.dla.mil/daashome/daasing.asp>

Breakdown Solicitation Number

DoDAAC - Department of Defense Activity Address Code

<https://www.transactionservices.dla.mil/daashome/daasinq.asp>

DEFENSE AUTOMATIC ADDRESSING SYSTEM CENTER
Tracking Logistics Quality Communications

[Contact Us](#) | [Help](#) | [Home](#)

DAASC Inquiry System (DAASINQ)

DAASINQ Home

[What is DAASINQ?](#)

DoDAAC

[MAPAC](#)

[NIIN](#)

[RIC](#)

Important Notice
Department of Defense (DoD)
Public Key Infrastructure (PKI)

DoD has mandated that all personnel who access DoD systems must use PKI for all private web-enabled applications. You will be **required** to have a DoD-approved PKI or External Certificate Authority (ECA) certificate to access this site. [To learn who to contact to obtain a DoD-approved certificate click here.](#)

For access to the enhanced version of DAASINQ, please follow guidelines provided for an account via DAASC System Access Request (SAR) at <https://www.daas.dla.mil>, Request Login ID and Password, DAASINQ.

Breakdown Solicitation Number

Department/Agency ID

Solicitation Number: **SPM4A7-09-R-0632**

The screenshot shows the DAASC Inquiry System (DAASINQ) interface. At the top, there is a header for the Defense Automatic Addressing System Center, including the text "DEFENSE AUTOMATIC ADDRESSING SYSTEM CENTER" and "Tracking Logistics Quality Communications". Navigation links for "Contact Us", "Help", and "Home" are visible. The main heading is "DAASC Inquiry System (DAASINQ)". Below this, the "DoDAAC Query" section features a text input field containing "SPM4A7", which is highlighted with a red rectangular border. A "Submit" button is located directly below the input field. A requirement note states "Required: 6 Chars of DoDAAC". On the left side of the interface, there is a vertical menu with links for "What is DAASINQ?", "DoDAAC", and "MAPAC".

Breakdown Solicitation Number

DODAAC INFORMATION			
DoDAAC:	SPM4A7		
DODAAD SERVICE/AGENCY:	DLA		
AUTHORITY CODE:	00 - Requisitioner	UIC:	
MAJ COMMAND:			
COCOM: USNORTHCOM	DISTRIBUTION:	LAST UPDATE: 28-NOV-08	
PROCUREMENT AUTHORITY FLAG: Yes			
ENTERPRISE IDENTIFIER FLAG: No		CANCELLED/NEVER REUSE FLAG: No	
RIC:			
COMMRI(s) INFORMATION			
DP: RUTTTT	PLAD:	BILL:	
Note: RI(s) RUMMMMM, RUTTTT, RURRRRR, RESERVE, RDELETE - for DAAS Use Only			
TAC INFORMATION			
T A C 1	DEFENSE SUPPLY CENTER RICHMOND ASC SUPPLIER OPER AE AND AF DIV 8000 JEFFERSON DAVIS HIGHWAY RICHMOND VA 23297-5770		EFF DATE: 2005272 DEL DATE:
	CITY: RICHMOND	ZIP: 23297-5770	IPC ZIP: VA/51
	STATE/APO/PROVINCE: Virginia		STATE(A/N)/PROVINCE: VA/51
	COUNTRY NAME: UNITED STATES		
ISO CC: US/USA	MILS CC:	FIPS CC: US	FMS CC:

Agenda

- Micro Purchases
- Breakdown Solicitation Number
- **Types of Solicitations**
 - Request for Quote (RFQ)
 - Simplified Acquisition Procedures
 - Invitation for Bid (IFB)
 - Request for Proposal (RFP)
- Uniform Contract Format
- Create the Proposal

Type of Solicitation – RFQ

Alpha Character – Q (RFQ)

SPM4A6-09-Q-2968

**Simplified Acquisition
Procedures**

Type of Solicitation – RFQ

Simplified Acquisition Procedures

- Know exactly what they want
- \$3,000 to \$25,000
 - Not Usually Advertised on FedBizOpps
 - Must be posted “somewhere”
 - Normally reserved for small business
- \$25,000 to \$150,000
 - Normally small business set-aside
 - Listed on FedBizOpps
- Can go up to \$6.5M for commercial items

Acquisition of Commercial Items, FAR Part 12:

http://acquisition.gov/far/current/html/Subpart%2012_1.html

Type of Solicitation - RFQ

Simplified Acquisition Procedures

- A quotation is not an offer and, consequently, cannot be accepted by the Government to form a binding contract.
- The contracting officer may ask the supplier to indicate acceptance of an order by notification to the Government, preferably in writing.
- The supplier may indicate acceptance by furnishing the supplies or services ordered or by proceeding with the work to the point where substantial performance has occurred.

Simplified Acquisition Procedures, FAR Part 13:

<http://acquisition.gov/far/current/html/FARTOCP13.html>

Type of Solicitation - RFQ

Simplified Acquisition Procedures

Examples:

- USDA Forest Service
- Michigan Air National Guard

Type of Solicitation - RFQ

Manual Weed Removal near Peninsula Point – Hiawatha National Forest

Page 1 of 17

REQUEST FOR QUOTATION <i>(THIS IS NOT AN ORDER)</i>		THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE OF PAGES 1	
1. REQUEST NO. AG-54B0-S-13-0006	2. DATE ISSUED 6/17/2013	3. REQUISITION/PURCHASE REQUEST NO.		4. CERT. FOR NAT. DEF. UNDER BDSA REG. 27 AND/OR DMS REG. 1	
5a. ISSUED BY USDA FOREST SERVICE HIAWATHA NATIONAL FOREST 820 RAINS DRIVE GLADSTONE MI 49837				6. DELIVER BY (Date) 8/15/2013	
5b. FOR INFORMATION CALL (NO COLLECT CALLS)				7. DELIVERY	
NAME ESTYN KEVITT		TELEPHONE NUMBER AREA CODE: 906 NUMBER: 428-5895		FOB DESTINATION OTHER (See Schedule)	
8. TO:				9. DESTINATION	
a. NAME				a. NAME OF CONSIGNEE USDA FOREST SERVICE	
b. COMPANY				b. STREET ADDRESS HIAWATHA NATIONAL FOREST Rapid River Ranger District 8181 US Hwy 2	
c. STREET ADDRESS				c. CITY Rapid River	
d. CITY		e. STATE		d. STATE MI	
		f. ZIP CODE		e. ZIP CODE 49878	
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE 12 PM EST 7/1/2013		IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form, and return it to the address in BLOCK 5A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quote. Any representations and/or certifications attached to this Request for Quotations must be completed by the quote.			
11. SCHEDULE (Include applicable Federal, State and local taxes)					
ITEM NO. (a)	SUPPLIES-SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	Manual Removal of Houndstounge at				
01	(01) Recreation Area	2.3	acres		
02	(02) Hiking Trail	2.4	acres		
03	(03) Forest Area	2.7	acres		
.					
.					
.					

Please provide completed SF-18 form, bid schedule of items from page 2, and past performance survey from pages 2.4 to erkevitt@fs.fed.us or fax to Attn: Estyn Kevitt at 906-428-9030. Hard copy quotes should be addressed to address in block 5a.

Simplified Acquisition Procedures

**REQUEST FOR BIDS
SNOWPLOWING/SHOVELING
AT THE MARQUETTE FOREST SERVICE OFFICE
(MICC BUILDING AT 1030 WRIGHT STREET
MARQUETTE, MICHIGAN)**

SNOWPLOWING SERVICES (at address above) for the 2013-2014 winter season. Plowing to occur before 7 a.m. if snow falls in the evening/nite hours. Daytime plowing to vary upon snowfall conditions. You may visit the Marquette Office for direction to where snow should be piled and what areas are to be plowed. Snowplowing shall occur when 4" of snow accumulates. Sand/Salt parking lot as needed.

SNOW SHOVELING/BLOWING (at address above) - for the 2013-2014 winter season. Clearing of all sidewalks when 2" of depth occurs. Only the sidewalk to the garage and greenhouse need to be cleared. Snow to be cleared away from the greenhouse when it reaches the top of the cement wall, before it encroaches on the plastic. If snow falls in the evening hours, removal to be completed before 7 a.m. Daytime clearing to vary upon snowfall conditions.

Contract to comply with Service Wage Rate Determination #1996-0087, Revision #28, 06/19/2013, which can be found online at: <http://www.dol.gov>

Please bid on an **hourly rate** for both services.

SNOWPLOWING BID _____ per hour

SNOWSHOVELING/BLOWING BID _____ per hour

NAME: _____

ADDRESS: _____

DUNS # _____

PHONE # _____

Please mail/email/fax bid to Estyn Kevitt
mail: _____ fax: 906-428-9030
USDA, Forest Service
Attn: Estyn Kevitt
820 Rains Drive
Gladstone, MI 49837

email: erkevitt@fs.fed.us

Simplified Acquisition Procedures

Some notes from this morning's site visit:

- 1) The Government will be supplying primer and paint for all equipment. The contractor's will be responsible for corrosion control, preparation, and painting of 18 pieces of equipment (see attached list). Each piece is expected to be disassembled into its basic components by the Government and picked up by the Contractor.
- 2) Contractor's will be given a 1 year performance period in order to accomplish all work. Because of the disassembly and the need to keep track of the various components, each jack will be handled one at a time. After award, the successful contractor will coordinate with MSgt Brown/MSgt Stosick a mutually satisfactory schedule to accomplish work requirements.
- 3) All work will be performed in accordance with the attached performance work statement. Additionally, because of the hydraulic lines on certain jacks and the dangers of sandblasting, the Government is requiring certain amounts of media blasting to prevent damage to the lines and seals.
- 4) Contractor's are responsible for the transportation to and from the base. MSgt Brown/MSgt Stosick will help load and unload equipment at the base location.
- 5) Contractor's are requested to submit their proposals on company letterhead and fax them to me at (989)-354-6333. All proposals are expected NLT 16 Sep 2011, early proposals are welcomed. Please format proposals according to the following schedule:

\$ _____	30-ton Hydraulic Jack	6 EA	@	
	Total: \$ _____			
\$ _____	20-ton Hydraulic Jack	6 EA	@	
	Total: \$ _____			
\$ _____	10-ton Hydraulic Jack	6 EA	@	
	Total: \$ _____			

- 6) This solicitation is subject the availability of funds. Contractors are asked to guarantee their quotes for a minimum of 90-days in the event that the project gets awarded with fiscal year 2012 funding.
- 7) Award will be made to a single offeror, based on low offer received.
- 8) The successful contractor will need to register and fill out appropriate information at www.ccr.gov <<http://www.ccr.gov>> and

September 21, 2011

To Whom It May Concern:

This is letter is in reference to Paint Contract FY2012. Our proposed bid is listed below per contract guidelines.

• 30-ton Hydraulic Jack	(qty 6)	\$1200.00
• 20-ton Hydraulic Jack	(qty 6)	\$1500.00
• 10-ton Hydraulic Jack	(qty 6)	\$1500.00

If you have any questions regarding the information/pricing given, please feel free to contact me to discuss them ~~_____~~

Thank you for your consideration.



Simplified Acquisition Procedures



40--Bird Netting for the Alpena CRTC

Solicitation Number: W912JB12T9010
 Agency: Department of the Army
 Office: National Guard Bureau
 Location: CRTC-ALPENALGC OFFICE, MICHIGAN AIR NATIONAL GUARD

Notice Details Packages Interested Vendors List

Original Synopsis
 Aug 29, 2012
 2:15 pm

Return To Opportunities List Watch This Opportunity
 Add Me To Interested Vendors

Solicitation Number: W912JB12T9010
 Notice Type: Combined Synopsis/Solicitation

Synopsis:
 Added: Aug 29, 2012 2:15 pm
 This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in Subpart 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; proposals are being requested and a written solicitation will not be issued.

Synopsis:
 This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in Subpart 12.6, as supplemented with additional information included in this notice. This announcement is being issued as a request for quotation (RFQ) and constitutes the only solicitation; proposals are

Quote must include all delivery and installation costs. Although the government reserves the right to consider or not to consider any quote proposing alternative methods of handling the problem, any alternative methods considered will be evaluated in accordance with the evaluation factors.

This project is currently not funded and will be awarded based on the availability of funds. The Alpena CRTC will be procuring this as a "Best Value" procurement in accordance with the following evaluation factors.

Provision 52.212-2 Evaluation-Commercial Items is amended to read:

"Evaluation Factors and Sub Factors:

- Price
- Past Performance
- Technical Quality"

Technical Quality will be evaluated utilizing consumer review sources and technical representative's evaluation of proposals.

All modifications to the solicitation and solicitation questions/answers will be posted to FBO. Questions and answers will not be posted/answered after 1:00 PM EST, 5 Sep, 2012.

All questions and quotes must be directed to TSgt Christopher Fisher at: email: christopher.fisher.2@ang.af.mil (cc: jonathan.bodus@ang.af.mil); Michigan Air National Guard, 5884 A Street, Alpena, MI 49707. Email is the preferred method of communication, due to office absences during solicitation timeframe. Please make quotes good for 90 days if possible. Emailed quotes are preferred. Quotes must be received by no later than 1:00 PM EST, 12 Sep, 2012.

Electronic Documents: All electronic documents must not be "secured", "locked", or otherwise inaccessible. Submitter risks rejection if documents prove inhospitable to viewing and evaluation.

GOVERNMENT INTENDS TO ISSUE ONE (1) CONTRACT BUT RESERVES THE RIGHT TO CONSIDER PARTIAL QUOTES. Contractor Registration (SAM) prior to award. If not already registered in SAM, go to WWW.SAM.GOV to register prior to submitting quote.



Simplified Acquisition Procedures

PROPOSAL SUBMITTED TO:		DATE September 11, 2012	
NAME: CRTC-Alpena/MSC Office, Michigan Air National Guard Attn: TSgt Christopher Fisher		JOB NAME 40--Bird Netting for the Alpena CRTC	
STREET 5884 A Street		STREET	
CITY Alpena		CITY Troy	STATE MI
STATE MI	ZIP 49707	PHONE 989-354-6294	FAX

We hereby submit an estimate for labor, materials and access equipment to for the installation of 3/4" Bird Netting Using Stainless steel Hardware per Specs and Pictures.

Bldg #13 @ 14,560 SQFT Total: \$28,029.00
 Bldg. #14 @ 10,400SQFT Total: \$23,946.00

Inclusions: Material, Access Equipment, Labor and One Mobilization

We hereby propose to furnish labor and materials and access equipment complete in accordance with the above specifications, for the sum of Fifty One Thousand Nine Hundred Seventy Five Dollars (\$51,975.00).

Payment Terms
 Progress Payments per contract.

Access, Equipment and Adverse Weather Conditions
 Any limitations in our accessibility, will impact the investment amount. This includes the closure of general areas below specified work area(s).

Any adverse weather conditions or unforeseen acts of nature that render working conditions to be unsafe or impractical by our standards, will delay any estimated time for completion of the job. If installation crews are requested to take additional measures in order to proceed, due to time restraints, etc., any and all extra expenses will be submitted for authorization and the total amount of

Type of Solicitation – RFQ

A “T” Bid is an automated RFQ usually valued at \$25,000 or less

SPM4A6-09-T-9999

SPM4A6-09-U-0001

Type of Solicitation – RFQ

Agency Online Bid Systems

- **Purchases between \$3,000 - \$25,000** - Agencies may solicit competitive quotes on at least their own website.
- **EXAMPLE: DLA Internet Bid Board System (DIBBS)** host DLA Solicitations & Opportunities.
 - RFQs are simplified acquisitions under \$150,000 and are available for on-line quoting
 - To search RFQs go to <https://Www.Dibbs.Bsm.Dla.Mil/RFQ/>
 - The web quote form dynamically displays the requirements for the solicitation. The quote form is broken down into Header, Pricing, Product Offered, and Certification & Representations areas.

Type of Solicitation – IFB

Alpha Character – B (IFB)

W91ZRU-09-B-0002

Sealed Bidding

Type of Solicitation - IFB

Sealed Bidding

- Know exactly what they want
- Often used for construction contracts
- Normally, larger dollar contracts
 - Formal Contract
 - Set-aside if at least 2 capable companies will submit offers
 - Listed on FedBizOpps

FAR Par 14: <http://www.acquisition.gov/far/97/pdf/14.pdf>

Type of Solicitation - IFB

Sealed Bidding

- Sealed bidding is a method of contracting that employs competitive bids, public opening of bids, and awards.
- Firm-fixed-price contracts shall be used when the method of contracting is sealed bidding, except that fixed-price contracts with economic price adjustment clauses may be used if authorized in accordance with 16.203 when some flexibility is necessary and feasible. Such clauses must afford all bidders an equal opportunity to bid.

Type of Solicitation – RFP

Alpha Character – R (RFP)

SPM4A7-09-R-0444

Contracting by Negotiation

Type of Solicitation - RFP

Contracting by Negotiation

- Describe of what they need
- Normally over \$150,000
 - Large/Formal Contract
 - Set-aside if at least 2 capable companies will submit offers
 - Listed on FedBizOpps
- Highly Technical in Nature

FAR Part 15: <http://www.acquisition.gov/far/90-37/html/15.html>

Type of Solicitation - RFP

Contracting by Negotiation

- When Sealed Bidding is not appropriate - the Government wants to engage in negotiations with industry about their technical capability, management capability, past performance, price, and or cost in order to achieve the best value for the Government.
- The two types of negotiated acquisition are:
 - Sole Source (non-competitive) – FAR 6.302
 - Competitive

Agenda

- Micro Purchases
- Breakdown Solicitation Number
- Types of Solicitations
- **Uniform Contract Format**
 - **Tips When Reading a Solicitation**
 - **Bid/No-Bid Decision**
- Create the Proposal

Uniform Contract Format

Part I – The Schedule

- Section A – Solicitation / Contract Form
- Section B – Supplies/Services & Price/Cost
- Section C – Description/Specification/SOW/SOO
- Section D – Packaging and Marking
- Section E – Inspection and Acceptance
- Section F – Deliveries and Performance
- Section G – Contract Administration Data
- Section H – Special Contract Requirements

Part II – Contract Clauses

- Section I – Contract Clauses

Part III – Documents, Exhibits and Attachments

- Section J – List of Attachments

Part IV – Representations & Instructions

- Section K – Representations and Certifications
- Section L – Instructions, Conditions, and Notices to Offerors or Respondents
- Section M – Evaluation Factors for Award



Uniform Contract Format

Tips When Reading a Solicitation

- Read the ENTIRE Document, read it AGAIN!
- Get clarification of ambiguities or mistakes in the bid package from the contracting officer and direct questions to contracting officer
- Obtain a procurement history report from PTAC or agency – if available
- Attend pre-bid meeting and/or walk-through (construction and service contracts)
- Contact the PTAC for assistance/advice

Uniform Contract Format

Tips When Reading a Solicitation

- Divide and Conquer; **Establish the right review team**
 - Technical expertise
 - Management expertise
 - Quality expertise
 - Financial expertise
 - Risk assessment expertise
 - Logistics expertise
 - Other expertise required

Uniform Contract Format

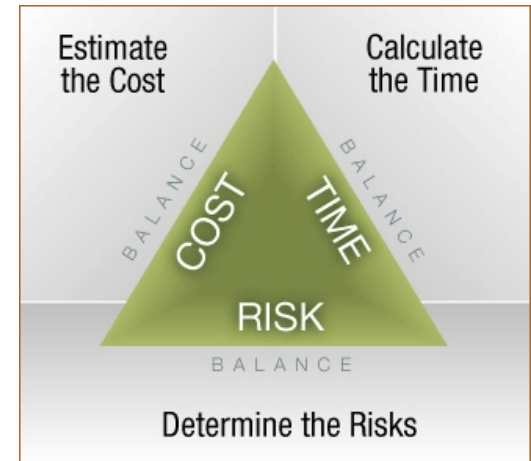
Tips When Reading a Solicitation

- Review team must consider the following performance factors:
 - Mgmt. Capability & Resources
 - Tech. Capability & Resources
 - Delivery Schedule
 - Quality Standards
 - Financial Capability
 - Subcontractors
 - Suppliers
 - Past Performance

Uniform Contract Format

Tips When Reading a Solicitation

- Review team must consider the following:
 - What will it cost to bid?
 - What will it cost to perform?
 - Can we make a profit?
 - Will our price be competitive?
 - Who are our competitors?
 - What is the contract type
 - Risk vs. Reward Analysis



Uniform Contract Format

Where to start?

Answers these questions from the indicated sections:

- What product/service are they looking to purchase?
 - Section B - Supplies or Services and Prices/Costs
 - Section C – Description, Specs, SOW
- What, when, where and how must I deliver?
 - Section L – Instructions, Conditions, and Notices
- Can I deliver? Can I compete?
 - Section M – Evaluation factors for award
- **Look promising? Continue!**

Uniform Contract Format

- Section A – Solicitation / Contract Form
 - Optional Form (OF) 308
 - Standard Form (SF) 33
 - Can use any format as long as all required information is present
 - Supplemental Information

Uniform Contract Format

- Section B – Supplies or Services and Prices/Costs
 - Description of supplies or service
 - National Stock Number (NSN)
 - Nomenclature
 - Quantities
 - Delivery information



Uniform Contract Format

- Section C – Description/Specifications/SOW
 - Description of agency needs in addition to Section B
 - Functions
 - Performance
 - Characteristics

Uniform Contract Format

- Section L – Instructions, conditions, and notices to offeror or respondent
 - How to prepare the proposal
 - Specific format
 - Type of contract
 - Technical data package (TDP)

Uniform Contract Format

- Section M – Evaluation Factors for Award
 - Cost or price evaluation
 - Past performance
 - Technical evaluation
 - Management capabilities
 - SB subcontracting evaluation

Uniform Contract Format

Section M – Evaluation Factors

- Lowest Price Technically Acceptable (LPTA) vs. Trade-off

LPTA

- RFP states minimum requirements
- Rated as go/no-go
- Award based on evaluated price
- Discussions permitted to determine technical ability
- Cost/non-cost trade-offs prohibited

Trade-off

- Wider variance in solutions
- Greater need for technical excellence
- Rapidly changing technology
- Provides source selection authority (SSA) maximum discretion

*Adapted from ESI, Intl/GWU Source Selection

Uniform Contract Format

Section M – Evaluation Factors; proposal evaluation from the FAR

- The solicitation may also state, at a minimum, whether all evaluation factors other than cost or price, when combined, are—
 - Significantly more important than cost or price;
 - Approximately equal to cost or price; or
 - Significantly less important than cost or price

Note: Cost or price to the Government shall be evaluated in every source selection

Uniform Contract Format

Section M – Evaluation Factors; proposal evaluation from the FAR

- Proposal evaluation is an assessment of the proposal and the offeror's ability to perform the prospective contract successfully.
- An agency shall evaluate competitive proposals and then assess their relative qualities solely on the factors and subfactors specified in the solicitation.
- Evaluations may be conducted using any rating method or combination of methods, including color or adjectival ratings, numerical weights, and ordinal rankings.
- The relative strengths, deficiencies, significant weaknesses, and risks supporting proposal evaluation shall be documented in the contract file.

Uniform Contract Format

- We are now armed with the following information:
 - Who is the buyer (Section A)
 - What are they buying (Sections B & C)
 - When and how do I respond (Section L)
 - How will they evaluate my proposal (Section M)

Still interested? Read entire document.

Uniform Contract Format

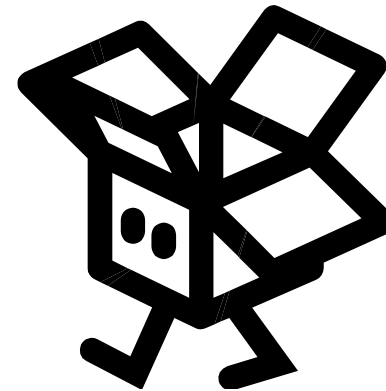
➤ Section D – Packaging and Marking

Use this link to decipher the packaging requirements:

https://camphill.leidos.com/code_lookup.nsf/codeche

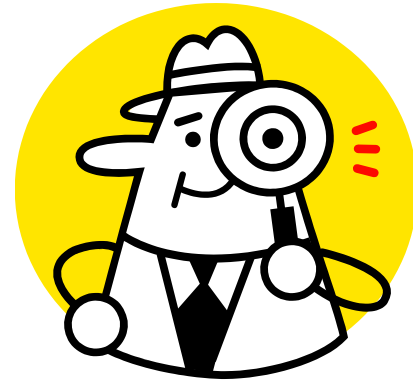
[ck](#)

- Packing
- Packaging
- Preservation
- Marking
- RFID



Uniform Contract Format

- Section E – Inspection and Acceptance
 - Inspection/First Article Test
 - Acceptance
 - Quality
 - Reliability
 - Warranties



Uniform Contract Format

- Section F – Deliveries and Performance
 - Method of delivery
 - Method of performance
 - Time
 - Place
 - Excess quantities



Uniform Contract Format

- Section G – Contract Administration Data
 - Points of contact
 - Appropriation data
 - Accounting data

- Section H – Special Contract Requirements
 - Special requirements not found in Section I, Contract Clauses, or other sections.



Uniform Contract Format

- Section I – Contract Clauses
 - FAR
 - DFAR
 - AGAR
 - And more....

**WARNING – This section
contains lots of reading!**



Uniform Contract Format

- Section J – List of Attachments
- Section K – Representations, Certifications, and other statements of offeror

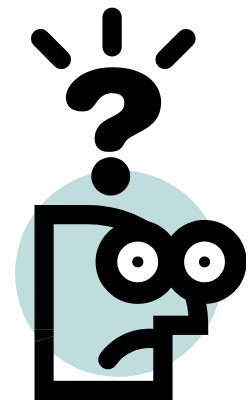


Uniform Contract Format

Bid / No-Bid Decision

Can you be a **responsive** bidder?

- Complete and on-time response
- Follow all the directions; provide all information requested; respond to all sections requiring a response
- Provide samples if required
- Acknowledge all amendments
- Attend required meetings
- Submit the bid on time



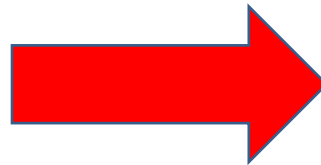
Understanding the RFP **Bid / No-Bid Decision**

Can you be a *responsible* bidder?

Contact the Government Agency POC
about ambiguities or questions.

Clear, concise, and pertinent questions.

Don't be "THAT GUY"!

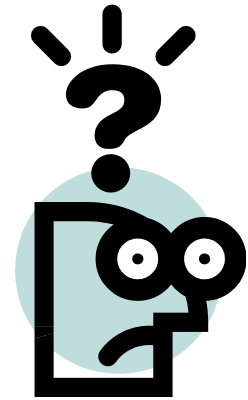


Understanding the RFP

Bid / No-Bid Decision

Can you be a ***responsible*** bidder?

- *Performed the same type of work before*
- *What's the likelihood for success*
- *Possess financial capabilities*



Agenda

- Micro Purchases
- Breakdown Solicitation Number
- Types of Solicitations
- Uniform Contract Format
- **Create the Proposal**
 - **Compliance Matrix**

Create the Proposal

- Establish the right proposal team
 - Strong proposal team leader
 - Subject matter experts
 - Technical
 - Management
 - Project manager
 - Cost analyst
 - Proposal writers
 - Attorney
 - Reviewers
 - Internal – Complete & Accurate
 - External – Customer's Perspective



Create the Proposal

- Understand your strengths and weaknesses
- Know your primary targeted markets
- Know your competitors
 - Is there an incumbent contractor?
 - What are their strengths and weaknesses
- Understand the agency's mission
- Gather past procurement history (call PTAC)
- Is there a Pre-Proposal conference or site visit?

Create the Proposal

Assume every competitor will “comply”

- Your response has to be more than “we will comply”
- Your approach answers the question, “Why Us?”
- Understand what “Best Value” means to the Government

LPTA	Trade-off
------	-----------

- Understand the evaluation methodology/rating criteria

Go/No-Go	Adjectival Ratings
Colors	Numerical
Ordinal Rankings	

Create the Proposal

- The Driving Question: Why Us?
- This becomes the main proposal strategy and theme
- This is the “Value Added” component to your proposed approach, above and beyond “we will comply”
- This drives your approach and should be infused throughout proposal

Create the Proposal

Customer Worries/Issues

- 1.
- 2.
- 3.
- 4.

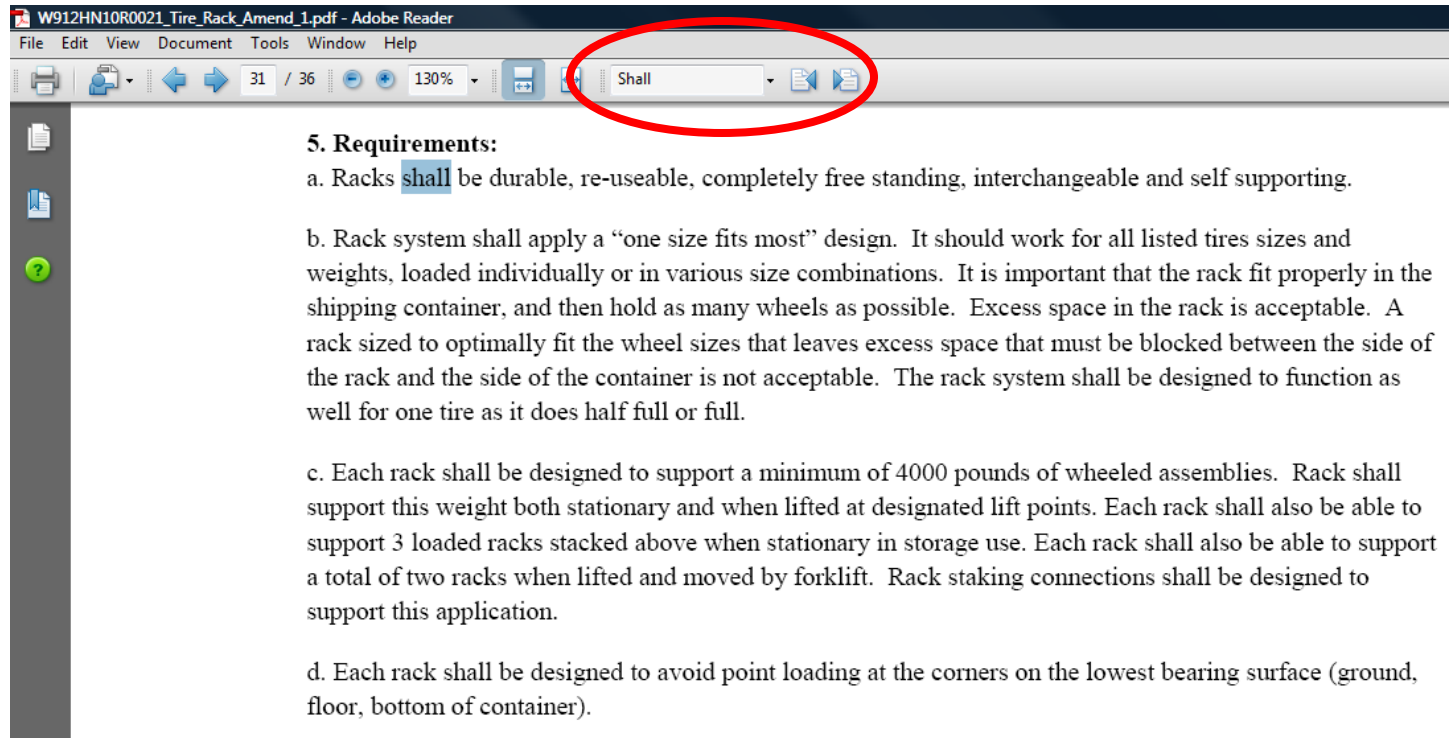
Our Approach

- 1.
- 2.
- 3.
- 4.

Create the Proposal Compliance Matrix

- Search the RFP to identify ALL compliance issues

- Shall
- May
- Must



W912HN10R0021_Tire_Rack_Amend_1.pdf - Adobe Reader

File Edit View Document Tools Window Help

31 / 36 130% Shall

5. Requirements:

a. Racks shall be durable, re-useable, completely free standing, interchangeable and self supporting.

b. Rack system shall apply a “one size fits most” design. It should work for all listed tires sizes and weights, loaded individually or in various size combinations. It is important that the rack fit properly in the shipping container, and then hold as many wheels as possible. Excess space in the rack is acceptable. A rack sized to optimally fit the wheel sizes that leaves excess space that must be blocked between the side of the rack and the side of the container is not acceptable. The rack system shall be designed to function as well for one tire as it does half full or full.

c. Each rack shall be designed to support a minimum of 4000 pounds of wheeled assemblies. Rack shall support this weight both stationary and when lifted at designated lift points. Each rack shall also be able to support 3 loaded racks stacked above when stationary in storage use. Each rack shall also be able to support a total of two racks when lifted and moved by forklift. Rack staking connections shall be designed to support this application.

d. Each rack shall be designed to avoid point loading at the corners on the lowest bearing surface (ground, floor, bottom of container).

Compliance Matrix – Tips

- Build your own Compliance Matrix templates
- Use as a proposal team scheduling tool
- Copy to the proposal writers
- Copy to the reviewers
- Submit it with the proposal
- Columns to identify opportunity
- Columns to identify risk

Create the Proposal

- Complete and manage the Compliance Matrix

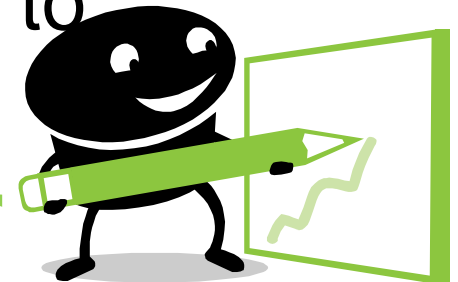
Compliance Matrix – RFP – W912HN-10-R-0021											
RFP Page	RFP Paragraph	Requirement	Responsible	Due Date	Compliance			Proposal Page	Proposal Paragraph	WBS	Comments
					Full	Partial	None				
31	5.a	Racks shall be durable, re-useable, completely free standing, interchangeable and self supporting.	Denise Graves	6/2/10				15	2.a	3.1.1	3/15/10 - Need tire weights from Deb Donovan by 3/17/10
31	5.b	Rack system shall apply a "one size fits most" design	Sharon Fleming	6/2/10				15	2.b	3.1.2	Having trouble with the small tires when we put all of them on the same rack
31	5.c	Each rack shall be designed to support a minimum of 4000 pounds of wheeled assemblies	Tom Huppertz	6/2/10				15	2.c	6.1.4	Racks support a maximum of 3800 pounds

Create the Proposal

- With **Win Strategy**, RFP/RFQ, Evaluation Factors, begin to address each section of the write-up
- Better to be done with all authors, managers, team members to get all on same strategy as well as the advantage of technical interchange
- Ensure strategy infusion for each evaluation factor
- Watch for amendments, acknowledge in your proposal

Create the Proposal`

- Taking stock of your intelligence gathering, RFP analysis, pre-proposal conferences.
- Define the customer (agency) worries, issues, problems, challenges, concerns.
- Identify your strengths relative to these issues.
- Identify weaknesses and if/how to neutralize.
- **Capture this strategy on paper**



Create the Proposal

Blunders of Proposal Development

- Unproven understanding of agency's mission or requirements
- Incomplete response, leaving out critical sections
- Insufficient resources to accomplish tasks
- Failure to show relevance of past experience to current opportunity
- Wordiness (non-strategic, flowery blathering)
- Repeating requirement without discussing how you will perform (the old parrot trick)



Create the Proposal

Final Steps:

- Submit your proposal on-time (follow ALL directions)
- Watch for award
- Protest Options
- Debrief (WIN or lose)
 - Can reveal weak or deficient areas that lead to loss
 - Cannot reveal competition's approach or score
 - Allows you to develop and maintain a "lessons-learned" file
- Document team experience for next time

NOTE – You'll never get a government contract if you don't submit a bid!

Create the Proposal

Homework:

SBA “How to Prepare Government Contract Proposals”
video

30:00 minutes



<http://www.sba.gov/tools/sba-learning-center/training/how-prepare-government-contract-proposals>

Review

- Micro Purchases
- Breakdown Solicitation Number
- Types of Solicitations
- Uniform Contract Format
- Create the Proposal