



HOW TO QUICKLY ANALYZE RFPS

Presented by the

Wisconsin Procurement Institute

March 9, 2016

What we will Cover Today

- **Government Trends**
- **Types of Solicitations**
- **Review of the FBO Announcement**
- **Overview of the Solicitation**
- **Go/No Go Decision**



Government Trends

- Historically Government issued Invitations For Bids (IFB) for Construction requirements.
- Many agencies are currently issuing a mixture of procurements including IFBs, Request For Proposals (RFP), and Request For Quotations (RFQ) for Construction, Environmental and Related Trades requirements
- Agencies usually request SF 330s to be submitted for Architect Engineer contracts.

Invitation For Bid (IFB)

- Sealed Bid
- Public Bid Opening
- Awarded to lowest price responsible, responsive bidder
- Uses FAR 14

Request For Proposal (RFP)

- Negotiated procurement
- Contractor submits proposal
- Government evaluates proposals
- Award made based on evaluation factors in solicitation
- Uses FAR 15

Request for Quotation (RFQ)

- Simplified Procurement
- Contractor submits quotations
- Government evaluates quotations
- Award made based on evaluation factors in solicitation
- Uses FAR 13

Review FBO Announcement

Scan FBO PreSolicitation Announcement to locate

- Response Date – *Do you have time to submit a thorough proposal?*
- Set Aside – *Do you qualify to submit a proposal?*
- NAICS Code – *Is this NAICS code in your SAM registration?*
 - You can add a NAICS code to your SAM registration
- Contract Dollar Range – *Can you support this large of a contract? Or is the dollar amount too small to make a reasonable profit?*
- Log in and review **Interested Vendors List** to see who else is interested in the requirement.



East Fork Hay Creek Culvert Replacement

Solicitation Number: AG-569R-S-16-0005
Agency: Department of Agriculture
Office: Forest Service
Location: R-9 Lake States Acquisition Team (LSAT)

Complete View

- [Original Synopsis](#)
Presolicitation
Feb 03, 2016
1:48 pm
- [Changed](#)
Feb 18, 2016
4:57 pm
Solicitation

[Return To Opportunities List](#) [Watch This Opportunity](#)
[Add Me To Interested Vendors](#)

Solicitation Number: AG-569R-S-16-0005
Notice Type: Solicitation

Synopsis:

Added: Feb 03, 2016 1:48 pm Modified: Feb 18, 2016 4:51 pm [Track Changes](#)

The Chequamgon-Nicolet National Forest announces an opportunity for the East Fork Hay Creek Culvert Replacement project. In accordance with FAR Part 36.204(b), the estimated magnitude of construction is between **\$100,000 and \$250,000**. The applicable North American Industry Classification System (NAICS) Code is **237310**. The Small Business Administration size standard is \$36.5 million. Contractors are required to be actively registered with the System for Award Management (SAM). No hard copies of the solicitation, supporting documents and applicable amendments, if any will be provided. To receive the entire solicitation package and any applicable amendments, prospective offerors must download them from the FedBizOpps website. The contractor shall provide all management and project administration services, quality control, logistical support, vehicles, labor, equipment and materials to complete the project on time and on schedule. The intent of this contract is to provide for the replacement of the East Fork Hay Creek culvert on Forest Road 512. This will include but is not limited to traffic control monitoring; furnish and install the new culvert; furnish and install backfill for the culvert; furnish all sub-grade material for raising of the road grade; furnish and place aggregate to final road grade; seed and mulch all disturbed areas; and protect Hay Creek and associated wetlands from siltation and other destructive impacts of construction.

Please consult the list of [document viewers](#) if you cannot open a file.

Solicitation 1

ALL FILES

- [Solicitation 1](#)
Feb 18, 2016
 [solicitation_package...](#)

GENERAL INFORMATION

Notice Type: Solicitation

Original Posted Date: February 3, 2016

Posted Date: February 18, 2016

Response Date: **Mar 22, 2016 2:00 pm Central**

Original Response Date: Mar 22, 2016 2:00 pm

Archiving Policy: Automatic, 15 days after response date

Original Archive Date: -

Archive Date: April 6, 2016

Original Set Aside: **Total Small Business**

Set Aside: N/A

Classification Code: Y -- Construction of structures and facilities

NAICS Code: 237 -- Heavy and Civil Engineering Construction/237310 -- Highway, Street, and Bridge Construction

FBO Website

- Presolicitation Notice is generally posted 15 days in advance of the solicitation document. Timeframe may be shorter for commercial items.
- Watch opportunities you are interested in. FBO will send you an email message when the solicitation or amendments are posted to FBO.
 - Log into FBO and click on the **Watch This Opportunity** button
- Locate the actual solicitation and any attachments on FBO.

Review Solicitation Document

Quickly review the following solicitation parts:

- Cover Page
- Actual Requirements
- Contract Type
- Price Schedule
- Method of Award
- Evaluation Factors

How to Locate the Solicitation Sections

- Many large solicitation documents have a Table of Contents – Use it to locate the sections
 - Cover Page – First page of solicitation document
 - Actual Requirements – Statement of Work (SOW), Statement of Objectives (SOO), - May follow behind Table of Contents, may be an attachment, for construction includes specifications and drawings, Section C under Uniform Contract Format
 - Contract Type – May state in FAR 52.216-1 – Type of Contract, may be on cover page or FBO announcement, may be included in first part of SOW

How to Locate the Solicitation Sections

- Price Schedule – May be on front or back of cover page, may be in front of or behind actual requirements, may be separate attachment, Section B under Uniform Contract Format
- Method of Award- May be part of price schedule or actual requirements, Section M under Uniform Contract Format
- Evaluation Factors – Section M under Uniform Contract Format

The more documents you review the easier it becomes to locate the various sections.

Items that may be found on Cover Page

- Type of procurement – IFB, RFP, RFQ - *Do you want to or have time to respond to that type of procurement document?*
- Competition restrictions - Set aside – *Do you qualify? Could you team with another contractor to qualify?*
- Review Response Date - *Do you have time to submit a thorough response?*
- Review NAICS Code – *Do you meet the size standard for that NAICS code? Is the NAICS code in your SAM registration?*

Possible Forms

- Standard Form (SF) 1442 Solicitation, Offer and Award (Construction, Alteration, or Repair)
- Standard Form 18 – Request for Quotation
- Standard Form 252 – Architect-Engineer Contract
- Standard Form 1449 – Solicitation/Contract/Order for Commercial Items

SOLICITATION, OFFER, AND AWARD (Construction, Alteration, or Repair)		1. SOLICITATION NO. IFBP04011600002	2. TYPE OF SOLICITATION <input checked="" type="checkbox"/> SEALED BID (IFB) <input type="checkbox"/> NEGOTIATED (RFP)	3. DATE ISSUED 02/17/2016
IMPORTANT -The "offer" section on the reverse must be fully completed by offeror.				
4. CONTRACT NO.		5. REQUISITION/PURCHASE REQUEST NO. 16-0047	6. PROJECT NO. 4B4N	
7. ISSUED BY Federal Bureau of Prisons Field Acquisition Office U.S. Armed Forces Reserve Complex 346 Marine Forces Drive Grand Prairie, TX 75051		CODE BFAO	8. ADDRESS OFFER TO Federal Bureau of Prisons Field Acquisition Office U.S. Armed Forces Reserve Complex 346 Marine Forces Drive Grand Prairie, TX 75051	
9. FOR INFORMATION CALL:		a. NAME Michelle Morgan		b. TELEPHONE NO. (Include area code)(NO COLLECT CALLS) 972-352-4504

SOLICITATION

NOTE: In sealed bid solicitations "offer" and "offeror" means "bid" and "bidder".

10. THE GOVERNMENT REQUIRES PERFORMANCE OF THE WORK DESCRIBED IN THESE DOCUMENTS (Title, identifying no., date)

The contractor receiving award shall provide all materials, labor, and equipment to Replace Chiller System at MCC Chicago in accordance with the requirements of solicitation IFBP04011600002.

INCLUDE THE FOLLOWING INFORMATION

DUNS NUMBER: _____

TAX ID NUMBER: _____

CAGE CODE: _____

EMAIL ADDRESS: _____

11. The Contractor shall begin performance 10 calendar days and complete it within 215 calendar days after receiving award, notice to proceed. This performance period is mandatory negotiable. (See 52.211-10.)

12a. THE CONTRACTOR MUST FURNISH ANY REQUIRED PERFORMANCE AND PAYMENT BONDS? (If "YES," indicate within how many calendar days after award in Item 12b).

YES NO

12b. CALENDAR DAYS

10

13. ADDITIONAL SOLICITATION REQUIREMENTS

- a. Sealed offers in original and 0 copies to perform the work required are due at the place specified in Item 8 by 2:00 P.M. (hour) local time 3/22/2016 (date). If this is a sealed bid solicitation, offers will be publicly opened at that time. Sealed envelopes containing offers shall be marked to show the offeror's name and address, the solicitation number, and the date and time offers are due.
- b. An offer guarantee is, is not required.
- c. All offers are subject to the (1) work requirements, and (2) other provisions and clauses incorporated in the solicitation in full text or by reference.
- d. Offers providing less than 60 calendar days for Government acceptance after the date offers are due will not be considered and will be rejected.

OFFER (Must be fully completed by offeror)

14. NAME AND ADDRESS OF OFFEROR (Include ZIP Code)		15. TELEPHONE NO. (Include area code)
		16. REMITTANCE ADDRESS (Include only if different than Item 14.)
CODE	FACILITY CODE	

17. The offeror agrees to perform the work required at the prices specified below in strict accordance with the terms of this solicitation, if this offer is accepted by the Government in writing within _____ calendar days after the date offers are due. (insert any number equal to or greater than the minimum requirement stated in item 13d. Failure to insert any number means the offeror accepts the minimum in item 13d.)

AMOUNTS TOTAL FIRM-FIXED-PRICE BID AMOUNT: \$ _

18. The offeror agrees to furnish any required performance and payment bonds.

19. ACKNOWLEDGMENT OF AMENDMENTS

(The offeror acknowledges receipt of amendments to the solicitation -- give number and date of each)

AMENDMENT NO.				
DATE				
20a. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)	20b. SIGNATURE		20c. OFFER DATE	

AWARD (To be completed by Government)

21. ITEMS ACCEPTED	
22. AMOUNT	23. ACCOUNTING AND APPROPRIATION DATA
	X3-FP040105PZ-4B4N-25CC YREG: R4N30001

Review Actual Requirements

- Look at the requirement – *Can you perform the work yourself? Do you have teaming partners or subcontractors available?*
- Is funding currently available? – *Do you want to proceed if there currently is no funding for this requirement?*
- Contract period of performance – *Can you meet the performance schedule and complete the work in the timeframe provided?*
- Bonds – *Are you able to provide any required bonds?*
- Pre-Bid Conferences/Site Visits – *Can you attend the pre-bid meetings?*

Review Contract Type

- What type of contract will be awarded?
 - Definitive
 - JOC (Job Order Contract)
 - MATCO (Multiple Award Task Order Contract)
 - IDIQ (Indefinite Delivery Indefinite Quantity)

Review Price Schedule

Understand how the government wants you to price the contract

- *Will you be able to make a profit?*
- *Can you complete the price schedule as is or will it generate additional work for your staff?*
- *Can you offer a fair and reasonable price?*
- *Does the contract include progress payments?*

Review Method of Award

- How will the Government make an award?
 - Lowest price responsive, responsible bidder – usual method for IFBs
 - Lowest price, technically acceptable (LPTA) – RFPs and RFQs
 - Best Value – cost/technical trade off – RFPs and RFQs

Review Evaluation Factors – RFP & RFQ

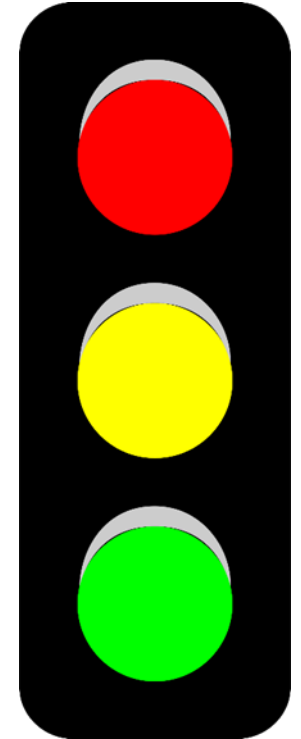
What Evaluation Factors will be used?

- Management/Key Personnel – *Do you have the appropriate people on staff?*
- Experience – *Do you have the number of years of experience required?*
- Past Performance – *Have you successfully completed similar work?*
- *Can you address all evaluation factors, demonstrating your expertise? Do you have the time to respond?*

GO/NO GO

Once you have completed your review you should have quickly located enough information to determine:

- *Is this requirement a good fit for your company?*
- *Do you have the required expertise?*
- *Can you meet the required schedule?*
- *Are you able to make a profit?*
- *How much risk for your company is involved?*
- *Who else may be competing for this work?*



Summary



Locate opportunities, quickly review, and be selective – not every requirement is a good fit for your business. Consider probability of winning, cost of proposal preparation, and estimated profit.

Resources

- FAR: <https://www.acquisition.gov/?q=browsefar>
- Air Force FAR: <http://farsite.hill.af.mil/>
- Acquisition.gov is: <https://www.acquisition.gov/>
- Federal Business Opportunities (FedBizOpps) website - <https://www.fbo.gov/>
- Wisconsin Procurement Institute
Phone: 414-270-3600
www.wispro.org



For Assistance or Additional Information - Contact

Wisconsin Procurement Institute (WPI)
10437 Innovation Drive, Suite 320
Milwaukee, WI 53226
414-270-3600