

# **HOW TO QUICKLY ANALYZE VA SOLICITATIONS**

May 12, 2016



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**Providing expert technical  
assistance to  
FEDERAL, STATE and LOCAL  
GOVERNMENT  
Contractors  
And Subcontractors**

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**A Procurement Technical  
Assistance Center (PTAC)  
Serving the Wisconsin Business  
Community**

**WPI Offices located at:**

**Milwaukee County Research Park**

10437 Innovation Drive, Suite 320

Milwaukee, WI 53226

414-270-3600 FAX: 414-270-3610

**Juneau County Economic Development Corp.**

122 Main St - Camp Douglas, WI 54618

608-427-2455 FAX: 608-427-2086

**Western Dairyland EOC, Inc.**

418 Wisconsin St. - Eau Claire WI 54703

608-427-2455 FAX: 608-427-2086

**Fox Valley Technical College – DJ Bordini Center**

5 Systems Drive – Appleton WI 54912

920-840-3771 FAX: 414-270-3610

**Racine County Economic Development Corporation – Launch Box**

141 Main Street, Suite 2, Racine, WI 53403

414-270-3600 FAX: 414-270-3610

**Madison Enterprise Center**

100 S. Baldwin St., Madison, WI 53703

608-444-0047 FAX: 414-270-3610

**Food Enterprise & Economic Development (FEED)**

1219 N. Sherman Ave., Madison, WI 53704

608-444-0047 FAX: 414-270-3610

**Wausau Region Chamber of Commerce**

200 Washington Street, Wausau, WI 54403

920-456-9990 FAX: 414-270-3610

**[www.wispro.org](http://www.wispro.org) - [info@wispro.org](mailto:info@wispro.org)**

**CLICK HERE TO VIEW WPI'S CURRENT NEWSLETTER**



**UPCOMING EVENTS**



OCTOBER 22 2015  
INTERSECWI (INTERNET SECURITY) 2015 - (PROTECT YOUR ORGANIZATION, YOURSELF, AND YOUR FAMILY FROM CYBER RISKS AND LIABILITIES NOW!)  
CAMP DOUGLAS »

OCTOBER 28 2015  
DOING BUSINESS WITH USDA FARM SERVICE AGENCY – LEARN FROM FSA DATCP & SBA OF AVAILABLE FINANCING AND PROGRAMS TO HELP YOUR FARM OR FOOD BUSINESS GROW - MONROE  
MONROE »

OCTOBER 29 2015  
SMALL BUSINESS ACADEMY  
MILWAUKEE »

OCTOBER 29 2015  
DOING BUSINESS WITH USDA FARM SERVICE AGENCY – LEARN FROM FSA DATCP & SBA OF AVAILABLE FINANCING AND PROGRAMS TO HELP YOUR FARM OR FOOD BUSINESS GROW - MILWAUKEE  
MILWAUKEE »

OCTOBER 29 2015  
MARKETPLACE 2015 DAY ONE  
MILWAUKEE »

**CURRENT OPPORTUNITIES (10)**



**GET STARTED WITH THE BASICS**

Questions & answers on how to get started.

GET STARTED

**SIGN-UP FOR OUR NEWSLETTER**

Stay up-to-date with the latest WPI news.

SIGN UP

**HAVE A QUESTION? WE'RE HERE TO HELP.**

One of our staff of experts is available to answer your questions.

GET HELP

## GET STARTED WITH THE BASICS

Questions & answers on how to get started.

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## HAVE A QUESTION? WE'RE HERE TO HELP.

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## SERVICES OFFERED BY WPI

- FREE Bid Matching Services
- Individual Counseling and Assistance
- Locating Local, State and Federal Opportunities
- Government Market Strategy Development
- Training in use of Government websites and tools
- Assistance with System for Award Management (SAM) Registration
- Assisting in Market Research Process
- Development of Market Profile
- Small Business Subcontracting Plans-Development, Outreach and Reporting
- Small Group Training
- Outreach and training with Local, State and Federal agencies
- Assist with Pre and Post Award Functions
- Assistance with Agency Specific Contracting Requirements
- Assistance with Contracting Regulations and Requirements, including FAR, DFAR, CFR
- Assistance with GSA Schedule Preparation and Administration
- Assistance with Local, State and Federal Certifications, including:
  - Service Disabled & Veteran Owned Small Business, HUBZone, Woman Owned Small Business, 8(a) Business Development Program
  - State
  - Local
  - DBE
- Bid Review and Submission Assistance
- Proposal and Assistance, Review and Submission Assistance
- Capabilities Statement and Related Government Marketing Material Development
- Assistance in Locating and Developing Teaming Partners and Subcontractors
- Updated Government Market Information

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Wisconsin Procurement Institute  
10437 Innovation Dr., Suite 320  
Milwaukee, WI 53226  
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[www.wispro.org](http://www.wispro.org)  
Executive Director – Aina Vilumsons  
[info@wispro.org](mailto:info@wispro.org)

# What we will Cover Today

- **Locating Opportunities**
- **Types of Solicitations**
- **Review of the FBO Announcement**
- **Review of the Solicitation**
- **Go/No Go Decision**



# WPI Bid Matching Service

- Free Service
- Provides opportunities daily by email
- Looks at over 2,000 websites including federal, state, and local
- Matches keywords based on contractor's capabilities
- Contact WPI to set up

# Types of Documents

- Request For Information (RFI)
- Request For Quotations (RFQ)
- Invitation For Bid (IFB)
- Request For Proposal (RFP)

# Request for Information (RFI)

- Sources Sought Announcement
- Is not a solicitation
- Government uses for Market Research
- Typically followed by a solicitation

# Request for Quotation (RFQ)

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

# 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

# Federal Business Opportunities (FBO) Website

- VA posts open market procurements over \$25,000 to FBO
- 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 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 – Generally located on construction solicitations  
- *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.



# J--MAINTENANCE OF FUEL DISPENSING SYSTEM BASE PLUS FOUR OPTION YEARS

Solicitation Number: VA69D16Q0134  
Agency: Department of Veterans Affairs  
Office: VA Great Lakes Healthcare System  
Location: Department of Veterans Affairs Great Lakes Healthcare System

Notice Details

Packages

Interested Vendors List

Print

Link

## Complete View

### Original Synopsis

Presolicitation  
Jan 21, 2016  
10:24 am

### Changed

Jan 21, 2016  
10:29 am  
Solicitation

Return To Opportunities List

Watch This Opportunity

Add Me To Interested Vendors

Solicitation Number: VA69D16Q0134  
Notice Type: Solicitation

### Synopsis:

Added: Jan 21, 2016 10:24 am

The Contractor shall provide certified technicians, management supervision, labor, equipment, supplies, and repair parts to perform manufacturer's maintenance and calibrations on all fuel dispensing/management systems located at the Clement J. Zablocki Medical Center, Milwaukee, Wisconsin.

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

### Attachment

Type: Other (Draft RFPs/RFIs, Responses to Questions, etc.)  
Posted Date: January 21, 2016

<https://www.vendorportal.ecms.va.gov/FBODocumentServ...>  
Description: VA69D-16-Q-0134 VA69D-16-Q-0134\_1.docx

### Solicitation 1

Type: Solicitation  
Posted Date: January 21, 2016

## ALL FILES

Attachment  
Jan 21, 2016

[VA69D-16-Q-0134 VA69...](#)

Solicitation 1  
Jan 21, 2016

[VA69D-16-Q-0134 VA69...](#)

[VA69D-16-Q-0134 P07 ...](#)

## GENERAL INFORMATION

Notice Type:  
Solicitation

Original Posted Date:  
January 21, 2016

Posted Date:  
January 21, 2016

Response Date:  
February 4, 2016

Original Response Date:  
February 4, 2016

Archiving Policy:  
Automatic, on specified date


Archive Date:  
March 5, 2016

Original Set Aside:  
Total Small Business

Set Aside:  
Total Small Business

May 16, 2016

Page  
14

 <https://www.vendorportal.ecms.va.gov/FBODocumentServ...>

Description: VA69D-16-Q-0134 VA69D-16-Q-0134.docx

 <https://www.vendorportal.ecms.va.gov/FBODocumentServ...>

Description: VA69D-16-Q-0134 P07 MILWAUKEE COUNTY DOL  
WD.docx

**Classification Code:**

J -- Maintenance, repair & rebuilding  
of equipment

**NAICS Code:**

811 -- Repair and  
Maintenance/811310 -- Commercial  
and Industrial Machinery and  
Equipment (except Automotive and  
Electronic) Repair and Maintenance

**Contracting Office Address:**

Great Lakes Acquisition Center (GLAC);Department of Veterans  
Affairs;115 S 84th Street, Suite 101;Milwaukee WI 53214-1476

**Place of Performance:**

CLEMENT J ZABLOCKI VA MEDICAL CENTER;5000 W NATIONAL  
AVENUE;MILWAUKEE, WI  
53295  
UNITED STATES

**Point of Contact(s):**

SUSAN PASHOLK  
SUSAN.PASHOLK@VA.GOV

[susan.pasholk@va.gov](mailto:susan.pasholk@va.gov)

# 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
- 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
- Method of Award- May be part of price schedule, or within the actual requirements, in the instruction to offerors
- Evaluation Factors – Located in the instruction to offerors

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

# Items that should be located 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?*
- Response Date - *Do you have time to submit a thorough response?*
- NAICS Code – *Do you meet the size standard for that NAICS code? Is the NAICS code in your SAM registration?*

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NO.	PAGE 1 OF 59			
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE	4. ORDER NO.		5. SOLICITATION NUMBER <b>VA255-16-Q-0365</b>	6. SOLICITATION ISSUE DATE <b>05-05-2016</b>		
7. FOR SOLICITATION INFORMATION CALL:		a. NAME Buell, Larry A		b. TELEPHONE NO. (No Collect Calls) (913) 946-1961	8. OFFER DUE DATE/LOCAL TIME <b>05-19-2016</b> 1500			
9. ISSUED BY Department of Veterans Affairs Network Contracting Office (NCO) 15 3450 S 4th Street  Leavenworth KS 66048		CODE	00255	10. THIS ACQUISITION IS	<input type="checkbox"/> UNRESTRICTED OR <input checked="" type="checkbox"/> SET ASIDE: <b>100</b> % FOR: <input checked="" type="checkbox"/> <b>SMALL BUSINESS</b> <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <b>NAICS: 621910</b> <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> EDWOSB <b>SIZE STANDARD: \$15 Million</b> <input type="checkbox"/> 8(A)			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input checked="" type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		<input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	13b. RATING N/A			
15. DELIVER TO See attached Statement of Work (SOW)		CODE	00255	16. ADMINISTERED BY Department of Veterans Affairs Network Contracting Office (NCO) 15 3450 S 4th Street  Leavenworth KS 66048		CODE	00255	
17a. CONTRACTOR/OFFEROR		CODE		FACILITY CODE	18a. PAYMENT WILL BE MADE BY Department of Veterans Affairs Financial Services Center <a href="http://www.fsc.va.gov/einvoice.asp">http://www.fsc.va.gov/einvoice.asp</a>  Austin TX  PHONE: 877-353-9791 FAX: 512-460-5429		CODE	00255
TELEPHONE NO.		DUNS:	DUNS+4:	18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM				
<input type="checkbox"/> 17d. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER								

19. ITEM NO.	20. See CONTINUATION Page SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<p><b>BENEFICIARY AMBULANCE TRANSPORTATION SERVICES for the Marion IL VA Medical Center and Evansville IN VA Health Care Center</b></p> <p>1) Furnish ground transportation BLS and ALS ambulance transportation services to eligible beneficiaries of the Dept. of Veterans Affairs per the attached Statement of Work, terms and conditions.</p> <p>2) The Government anticipates awarding a single one (1) year contract.</p> <p>3) Detailed instructions for submitting a quotation are provided in section E.1.</p> <p>4) Award will be Best Value to the Government (price and non-price factors considered).</p> <p>5) This solicitation is a 100% Small Business set-aside.</p> <p>(Use Reverse and/or Attach Additional Sheets as Necessary)</p>				

25. ACCOUNTING AND APPROPRIATION DATA	26. TOTAL AWARD AMOUNT (For Govt. Use Only)
---------------------------------------	---

<input checked="" type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA	<input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA	<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED	<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR		31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)	30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) LARRY A BUELL NCO1515L2-3827	31c. DATE SIGNED

## Table of Contents

<b>SECTION A</b> .....	<b>1</b>
A.1 SF 1449 SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS.....	1
<b>SECTION B - CONTINUATION OF SF 1449 BLOCKS</b> .....	<b>4</b>
B.1 CONTRACT ADMINISTRATION DATA.....	4
B.2 PRICE/COST SCHEDULE .....	8
B.3 STATEMENT OF WORK (SOW) .....	10
<b>SECTION C - CONTRACT CLAUSES</b> .....	<b>25</b>
C.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998).....	25
C.2 52.203-99 PROHIBITION ON CONTRACTING WITH ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS (DEVIATION) (FEB 2015) ...	25
C.3 52.216-18 ORDERING (OCT 1995) .....	26
C.4 52.216-19 ORDER LIMITATIONS (OCT 1995).....	26
C.5 52.216-22 INDEFINITE QUANTITY (OCT 1995) .....	27
C.6 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999).....	27
C.7 52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)	27
C.8 VAAR 852.203-70 COMMERCIAL ADVERTISING (JAN 2008) .....	28
C.9 VAAR 852.203-71 DISPLAY OF DEPARTMENT OF VETERAN AFFAIRS HOTLINE POSTER (DEC 1992).....	28
C.10 VAAR 852.215-71 EVALUATION FACTOR COMMITMENTS (DEC 2009) .....	28
C.11 VAAR 852.228-71 INDEMNIFICATION AND INSURANCE (JAN 2008).....	28
C.12 VAAR 852.232-72 ELECTRONIC SUBMISSION OF PAYMENT REQUESTS (NOV 2012).....	29
C.13 VAAR 852.237-70 CONTRACTOR RESPONSIBILITIES (APR 1984).....	30

(h). CONTRACT TIME PERIOD:

(1). The base contract period shall commence approximately **June 21, 2016** and expire **June 20, 2017**.

Page 5 of 59

## B.2 PRICE/COST SCHEDULE

PLEASE NOTE: (1) The resulting contract will be for an **indefinite delivery, indefinite quantity (ID/IQ) at a firm fixed unit price**. The quantities specified in this Price Schedule are ESTIMATED NUMBERS for budget and evaluation purposes and as such there is no guarantee made or implied as to the quantity the contractor may actually be required to furnish. (2) As stated in Section B.3 (a) (6) this contract will have a guaranteed minimum and maximum value as follows:

**Minimum - \$573,000.00/year (total of all CLINs)**

**Maximum - \$3,800,000/year (total of all CLINs)**

ITEM NUMBER	DESCRIPTION OF SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	BLS TRIP WITHIN Marion IL city limits. Price per trip.	1,100.00	EA		
0002	BLS MILEAGE outside	70,000.00	EA		

## C.4 52.216-19 ORDER LIMITATIONS (OCT 1995)

(a) *Minimum order.* When the Government requires supplies or services covered by this contract in an amount of less than one(1) trip, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) *Maximum order.* The Contractor is not obligated to honor—

- (1) Any order for a single item in excess of 500 loaded trip miles;
- (2) Any order for a combination of items in excess of 50 trips/day or 3,000 loaded trip miles per day; or
- (3) A series of orders from the same ordering office within one(1) days that together call for quantities exceeding the limitation in paragraph (b)(1) or (2) of this section.

(d). **DOCUMENTATION TO BE PROVIDED WITH OFFER.** It is requested that the following documents be provided with the offeror's response:

- (1). Offer Form (Standard Form 1449). Fill in blocks 12, 17a, 30b and 30c, sign Block 30a
- (2). Section B.1. Contract Administration Data Fill in Section B.1 (a) (1), Section (k) (1), (2) and (3) and also provide acknowledgement of any solicitation amendments.
- (3). Representations and Certifications. If you do NOT have a current Representations and Certifications on-line at <https://www.sam.gov> a completed copy of FAR 52.212-3 (Offeror Representations and Certifications – Commercial Items (MAR 2016), found in Section E.13 of the solicitation, must be returned with your quotation.
- (4). Price. Please complete and return solicitation Section B.2. (Price Schedule). Complete the Contract Line Item Number (CLIN) for the Base Contract Period and for each of the four (4) Option Years. Attach a copy of the completed section to your response.

(f). EVALUATION FACTORS.

(1). Technical Excellence Factors: Three sub-factors are equal in importance. The Offeror shall demonstrate understanding of the requirements stated in the Statement of Work (SOW), and produce an offer that will meet those stated requirements. The offer will be evaluated based on the ability to perform services in accordance with the SOW.

(A) Sub-Factor 1. (A) – **Experience** - The Government will evaluate the offeror's ability to provide the required services and the likelihood of success based on the offeror's capabilities and experience in meeting requirements similar to those identified in the SOW. The rating will focus on the Offeror's identified experience, how the response describes that experience so as to demonstrate the depth and breadth necessary to satisfactorily perform the requirements, and how the overall experience proposed by the Offeror mitigates risk and enhances the likelihood of successful performance.

(B) Sub-Factor 1. (B) – **Personnel** – The Government will evaluate how well the offeror's proposed personnel meet requirements of the SOW; Did the offeror provide adequate professional and administrative staff to accomplish the requirements of the SOW; Do the personnel proposed have the experience and training necessary to provide a timely, consistent and superior quality of services; Will the offeror provide training adequate to meet Joint Commission and professional standards of service; Does the Project Manager possess the skills and experience necessary to assure a consistent high level of service.

**(C) Sub-Factor 1. (C) – Technical Approach** – As a minimum the Government will rate how well the proposed services meet the Governments requirement as outlined in the SOW; How sufficient is the offeror’s plan to provide coverage throughout the geographic area of responsibility will it assure that services can be provided throughout the three state area; How adequate are the offeror’s ambulances, buildings, equipment and personnel capabilities for assuring consistent quality and responsive transport of ambulatory beneficiaries: How well does the offeror’s management plan and quality control plan ensure all contractual requirements will be met and problems are identified and handled quickly and satisfactorily; How well does the offeror demonstrate an understanding and the capability of complying with Joint Commission or equivalent accreditation standards; How well does the contract startup plan meet the requirements of the SOW and assure a smooth and timely transition of contractors. Also considered may be quality and completeness of the offeror’s response in addressing the requirements of the SOW.

(2). Past Performance Factor.

(A) Please provide a list of no more than three (3), of the most relevant contracts performed for Federal agencies and commercial customers for furnishing services similar to those specified in this Request for Quotation (RFQ) within the last 3 years. Please provide the following information:

- (i). Company name/Point of Contact with Phone Number.
- (ii). Service provided.
- (iii). Contracting Agency/Customer.
- (iv). Contract Dollar Value.
- (v). Period of Performance.

(B) The Offeror and its major subcontractor(s) past performance with Government and industry will be rated. The Government will rate customer satisfaction, responsiveness to customer needs, and past demonstration of meeting delivery schedules and the delivery of quality services. Emphasis will be on recent, relevant past performance with particular emphasis given to past performance with the VA. Recent is defined as work performed within the last three years. Relevant is defined as work similar to the work described in the SOW. Past performance information will be utilized to determine the quality of the offerors past performance as it relates to the probability of success of the required effort.

(C) Additional past performance information obtained from the National Health Institute (NIH), Contractor Performance System (CPS), Past Performance Retrieval system (PPIRS), and any other sources deemed appropriate, may also be consider in the evaluation of past performance. Offerors are reminded that while the Government may elect to consider data obtained from other sources, the burden of providing past performance information rests with the offerors.

(g). AWARD.

- (1). Best value. Award will be made to the responsible, responsive offeror whose offer, conforming to this solicitation, is determined to be the best value to the Government (price and non-price factors considered).

## E.12 52.212-2 EVALUATION—COMMERCIAL ITEMS (OCT 2014)

- (a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

Technical Excellence

Sub-Factor 1. (A) – Experience

Sub-Factor 1. (B) – Personnel

Sub-Factor 1. (C) – Technical Approach

Past Performance

Price

Technical and past performance, when combined, is of equal importance as price.

- (b) *Options.* The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

# Common Forms

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

# 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?
  - Fixed Price
  - Fixed Price with Economic Price Adjustment
  - Indefinite Delivery

# 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 VA make an award?
  - Lowest price responsive, responsible bidder
    - IFBs
  - Lowest price, technically acceptable (LPTA)
    - RFPs and RFQs
  - Best Value – cost/technical trade off – RFPs and RFQs

# Review Evaluation Factors – RFP & RFQ

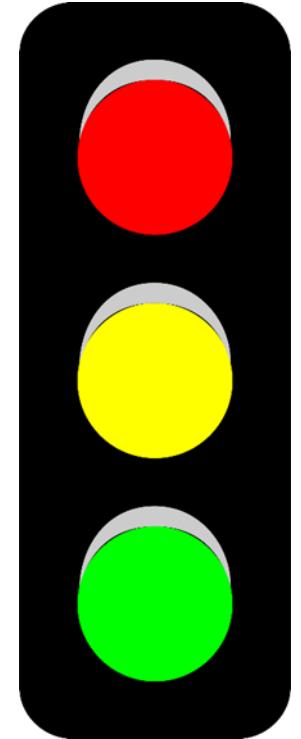
What Evaluation Factors will be used?

- 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?*



# GO/NO GO

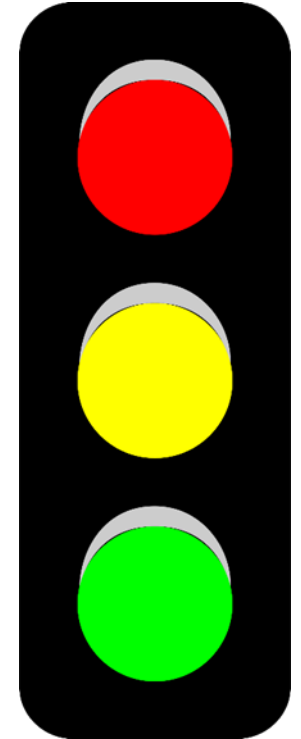
## *GO DECISION*

Read the entire solicitation

Start to work on your response

## *NO GO DECISION*

Move on to the next opportunity



# 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](http://www.wispro.org)



# Upcoming WPI Events

- ***Acquisition Hour Live Webinar Series - Tuesdays and Wednesdays***
- ***Virtual FAR Training Webinar Series – Wednesday evenings***
- ***Government Manufacturing Conference – Supporting the Federal Defense Supply Chain – May 19, 2016 – Green Bay, WI***
- ***Managing Your Cost Type or DOD SBIR Contract-What you Need to Know Prior to Submitting a Proposal and After Award – May 24, 2016 – Pewaukee, WI***
- ***How to do Business with the U.S. Forest Service – May 26, 2016 – Rhineland, WI***
- ***National Education Seminar: Subcontract Management From A to Z – June 2, 2016 – Lake Geneva, WI***
- ***10<sup>th</sup> Annual Volk Field Small Business Conference – June 15-16, 2016 – Camp Douglas, WI***

# For Assistance or Additional Information - Contact

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