

A large, abstract graphic on the left side of the slide consists of several overlapping, diagonal bands. The top band is dark grey, followed by a red band, and then a larger dark grey band. The bands appear to be layered, creating a sense of depth and movement.

Responding to a Federal Solicitation

FORT MCCOY

APRIL 2, 2015



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

**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 - info@wispro.org

Search ...

[BLOG](#) [SERVICES](#) [ABOUT](#) [MY ACCOUNT](#) [SURVEY](#) [CONTACT](#)



[EVENT
CALENDAR](#)

[FEDERAL
GOVERNMENT](#)

[STATE
GOVERNMENT](#)

[LOCAL
GOVERNMENT](#)

[OTHER
GOVERNMENT &
GRANTS](#)

[FAQS](#)

8 WAYS A SHUTDOWN WOULD DAMAGE HOMELAND SECURITY

UPCOMING EVENTS [→](#)

02/26/2015
FEDERAL PRIME CONTRACTOR GROUP MEETING
ST. FRANCIS (MILWAUKEE) »

03/03/2015
SMALL BUSINESS GOVERNMENT CONTRACTING
SERIES: SELLING TO THE DEPARTMENT OF VETERANS
AFFAIRS
WAUWATOSA »

03/04/2015
ACQUISITION HOUR: LEARNING ABOUT WAWF - IRAPT
WEBINAR »

03/09/2015
ENTERING THE GOVERNMENT MARKET - A PRIMER
RACINE »

03/11/2015
ACQUISITION HOUR: PREPARING FOR CSPR AUDIT
WEBINAR »

CURRENT OPPORTUNITIES (7) [→](#)

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.

[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](#)

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

Wisconsin Procurement Institute
10437 Innovation Dr., Suite 320
Milwaukee, WI 53226
Telephone 414-270-3600
FAX 414-270-3610
www.wispro.org
Executive Director – Aina Vilumsons
info@wispro.org

What you will Learn Today

- Types of Solicitations and Documents
- Types of Contracts
- How to Organize Your Response
- What to submit



Home

Getting Started

General Info

Opportunities

Agencies

Privacy

Search more than **26,700*** active federal opportunities.

Posted Date:

Set-Aside Code:

Place of Performance:

Type:

Keyword / Solicitation #:

Agency:

Search

Additional criteria and multiple selections are available on the [advanced search form](#).

** Notices posted within the last 90 days.*



ATTENTION: Agency users are responsible for properly uploading controlled, unclassified materials to FBO using the access control procedures for document packages and attachments detailed in the [FBO Buyers Guide](#). Do not upload ANY classified materials to FBO.



RECOVERY

Locate actions funded by the American Recovery and Reinvestment Act.

[SEARCH RECOVERY OPPORTUNITIES](#)

[SEARCH RECOVERY AWARDS](#)



FBO RECOVERY REPORTS

- [Click here for Opportunities](#)
- [Click here for Awards](#)

Click [here](#) to learn more.



SMALL BUSINESS EVENTS

[Learn more](#) about the Small Business Central Event Listing or [search now](#) for events.

[SEARCH SMALL BUSINESS EVENTS](#)

Buyers / Engineers

Vendors / Citizens

Home

Getting Started

General Info

Opportunities

Agencies

Privacy

Buyers: [Login](#) | [Register](#)

Vendors: [Login](#) | [Register](#)

[Accessibility](#)

Search For Opportunities

◀ [RETURN TO HOME](#)

[Opportunities List](#)

[Advanced Search](#)

[Search Results](#)

[Archives](#)

Advanced Search

Enter your search criteria and click search to find opportunities

[Search](#)

[Clear](#)

[Return To Opportunities List](#)

Posted Date:

Place of Performance State:

Hold CTRL to select multiple states

- Vermont
- Virginia
- Washington
- West Virginia
- Wisconsin

Place of Performance Zip Code:

Separate multiple zip codes by commas

Documents To Search:

- Active Documents
- Archived Documents
- Both

Set-Aside Code:

[More information about Set-Aside Codes](#)

- | | | |
|--|--|---|
| <input type="checkbox"/> Competitive 8(a) | <input type="checkbox"/> Partial HBCU / MI | <input type="checkbox"/> Total HBCU / MI |
| <input type="checkbox"/> Emerging Small Business | <input type="checkbox"/> Partial Small Business | <input type="checkbox"/> Total Small Business |
| <input type="checkbox"/> HUBZone | <input type="checkbox"/> Service-Disabled Veteran-Owned Small Business | <input type="checkbox"/> Veteran-Owned Small Business |

Buyers: [Login](#) | [Register](#)

Vendors: [Login](#) | [Register](#)

[Accessibility](#)

Opportunities

[RETURN TO OPPORTUNITIES](#)

- [Opportunities List](#)
- [Advanced Search](#)
- [Search Results](#)**
- [Archives](#)

Please note, there may be opportunities FBO did not recognize by this search. The results returned are based on agency input. If for any reason the submitting agency did not enter the Place of Performance location information, the system will not return that opportunity in the results.

- [Refine Results](#)
- [Clear Search](#)

1 - 20 of 305 Sort By [Posted On \(Desc.\)](#) Showing [20](#) per page [1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [6](#) | [7](#) » [\[16\]](#)

Opportunity	Agency/Office/Location ▼	Type ▼ / Set-aside ▼	Posted On ▲
Milwaukee Maintenance Dredging W911XK-15-B-0002 Z – Maintenance, repair, and alteration of real property	Department of the Army U.S. Army Corps of Engineers USACE District, Detroit	Combined Synopsis/Solicitation (Modified) / Total Small Business	Mar 31, 2015
Z--Repair Bathroom W911SA-15-T-0144 Z – Maintenance, repair, and alteration of real property	Department of the Army Army Contracting Command, MICC MICC - Fort McCoy (RC - North)	Presolicitation / HUBZone	Mar 31, 2015
Billboard Rental, St Croix Falls, WI Area P15PS00811 R – Professional, administrative, and management support services	Department of the Interior National Park Service NPS - All Offices	Combined Synopsis/Solicitation / Total Small Business	Mar 31, 2015

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 is conducting Market Research
- Issued for planning purposes to see what type of competition is available
- If no responses are received then solicitation may be issued on a broader scale
- Used when Government thinks they know what they want but may need more information from vendors. Typically followed by a solicitation.

Request For Quotation (RFQ)

- Least formal of the solicitations
- Allows Government to obtain information and costs from vendors.
- Typically used for small-dollar commercial contracts or purchases. (Simplified Acquisitions)
- Allows for quick evaluation by Government of quotes received.
- Generally used for under \$150,000, however can be used for requirements up to \$6.5 million.
- Open Market RFQs over \$25,000 are posted to Federal Business Opportunities Website (FBO).

See FAR 13

Request For Quotation (RFQ)

The RFQ does not solicit binding offers. A Quotation is not an offer and cannot be accepted by the Government to form a binding contract.

The Government offers the contractor a contract when they issue an order/contract.

A contract is established when the contractor accepts the Government's offer. Contractor acceptance occurs by signing an order/contract, furnishing the supplies or services ordered, or by proceeding with the work to the point where substantial performance has occurred.

SF 18

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)	THIS RFO <input type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE	PAGE OF PAGES
---	---	-------------------

1. REQUEST NO.	2. DATE ISSUED	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
----------------	----------------	-------------------------------------	--	--------

5a. ISSUED BY	6. DELIVER BY (Date)
---------------	----------------------

5b. FOR INFORMATION CALL (NO COLLECT CALLS)		7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)
NAME	TELEPHONE NUMBER	

	AREA CODE	NUMBER	9. DESTINATION	
--	-----------	--------	----------------	--

8. TO:				
--------	--	--	--	--

a. NAME	b. COMPANY	b. STREET ADDRESS	
---------	------------	-------------------	--

c. STREET ADDRESS			c. CITY	
-------------------	--	--	---------	--

d. CITY	e. STATE	f. ZIP CODE	d. STATE	e. ZIP CODE
---------	----------	-------------	----------	-------------

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date)	<p>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 service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.</p>
---	---

11. SCHEDULE (include applicable Federal, State and local taxes)

ITEM NO.	SUPPLIES/ SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(a)	(b)	(c)	(d)	(e)	(f)

Invitation For Bid (IFB)

- Sealed Bidding employs competitive bids and public opening of bids.
- Bidder agrees to perform the work described in a contract at a specified cost.
- Bids cannot be changed once they have been opened.
- Bids are evaluated without discussions.
- Most formal of the solicitations.

See FAR 14

Invitation For Bid (IFB)

- Contract award is made to the **lowest price responsive, responsible bidder**.
- **Responsive** means a submitted bid which conforms in all material respects to the IFB. Bidder has taken no exceptions to the contract, has not crossed out anything.
- **Responsible** means a bidder has the capability in all respects to fully perform the contract requirements. Has integrity and reliability to assure good-faith performance. Government may consider financial resources, past performance, experience, organization, technical skills, delivery, and facilities. SEE **FAR PART 9** for Determination of Contractor Responsibility.

Invitation For Bid (IFB)

- IFBs clearly describes Government requirements.
- Open Market IFBs over \$25,000 are posted to Federal Business Opportunities Website (FBO).
- Sealed bids are submitted to be opened at the time and place stated.
- Bid price is recorded on abstract and becomes public information.
- Generally used for construction projects, however, could be used for a clearly defined requirement like a semi-truck load of copy paper.

SOLICITATION, OFFER, AND AWARD (Construction, Alteration, or Repair)	1. SOLICITATION NO.	2. TYPE OF SOLICITATION	3. DATE ISSUED	PAGE OF PAGES
	VA69D-15-B-0421	<input checked="" type="checkbox"/> SEALED-BID (IFB) <input type="checkbox"/> NEGOTIATED (RFP)	03-11-2015	- 1 - - 64 -

IMPORTANT -- The "offer" section on the reverse must be fully completed by offeror.

4. CONTRACT NO.	5. REQUISITION/PURCHASE REQUEST NO.	6. PROJECT NO.
		695-14-145

7. ISSUED BY	8. ADDRESS OFFER TO
Great Lakes Acquisition Center (GLAC) Department of Veterans Affairs 115 S 84th Street, Suite 101 Milwaukee WI 53214-1476	Great Lakes Acquisition Center (GLAC) Department of Veterans Affairs 115 S 84th Street, Suite 101 Milwaukee WI 53214-1476

9. FOR INFORMATION	A. NAME	B. TELEPHONE NO. (Include area code) (NO COLLECT CALLS)
CALL:	Jutrzonka, Leon A	414-844-4820

SOLICITATION

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

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

VA PROJECT NUMBER: 695-14-145 PROJECT NAME: 111 UPGRADE MRI SUITE

GENERAL DESCRIPTION: The Contractor is to provide all labor, materials, tools, equipment, and supervision necessary for the renovation and site preparation of the MRI suite to install a new 3T MRI in Bldg. 111, 2nd floor, B-Wing, Rooms 2486, 2488, 2488A and 2490 and adjoining hallways and corridors. All design and installation will be in accordance with current VAMC, HVAC design guides, NEC, NFPA, ASHRAE 90.1, state, local, and all VA and federal codes.

Cost range is between \$500,000.00-\$1,000,000.00. NAICS Code 236220 applies with a size standard of \$36.5 million. See http://www.sba.gov/idc/groups/public/documents/sba_homepage/serv_sstd_tablepdf.pdf

Cost range is between \$500,000.00-\$1,000,000.00. NAICS Code 236220 applies with a size standard of \$36.5 million. See http://www.sba.gov/idc/groups/public/documents/sba_homepage/serv_sstd_tablepdf.pdf

Firms must be registered in the System for Award Management (SAM) www.sam.gov and VETS-100/100A Federal Contractor Reporting, www.dol.gov/vets/vets-100.html to be eligible for award of a contract.

Site Visit 23 March 2015 at 2:00pm at East Entrance Lobby Building 70 Clement J. Zablocki VAMC 5000 W. National Avenue.

All questions regarding this solicitation must be sent electronically to Contracting Officer Leon Jutrzonka at leon.jutrzonka@va.gov NLT 4:30pm 30 March 2015. No questions will be addressed after that date and time.

THIS REQUIREMENT IS A 100% SERVICE DISABLED VETERAN OWNED SMALL BUSINESS (SDVOSB) SET ASIDE IAW 38 U.S.C. 8127 (Public Law 109-461). BIDDERS MUST BE CVE VERIFIED PRIOR TO SUBMITTING A BID IN ACCORDANCE WITH VAAR 819.7003 (b)

NOTICE: VA and/or a third party (support contractor) will require access to VA contractor records to assess contractor compliance with the limitations on subcontracting requirements included at VAAR 852.219-10.

BID bonds are required on this solicitation. Follow all instructions provided in this solicitation. Contractor has 10 days after award to provide performance and payment bonds. Contractor shall not commence performance until performance and payment bonds are submitted to the Contracting Officer and the Notice to Proceed has been issued.

All work will be accomplished within 365 calendar days after receipt of the Notice to Proceed; at the VA Medical Center, Milwaukee, Wisconsin in accordance with the contract documents and specifications.

Award is subject to the availability of funds. Only one (1) award will be issued.

11. The Contractor shall begin performance within 10 (Ten) calendar days and complete it within 65 calendar days after receiving award, 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 (Ten)

13. ADDITIONAL SOLICITATION REQUIREMENTS:

- A. Sealed offers in original and 0 (ZERO) copies to perform the work required are due at the place specified in Item 8 by 2:00pm (hour) local time 04-20-2015 (date). If this is a sealed bid solicitation, offers must be publicly opened at that time. Sealed envelopes containing offers shall be marked to show the offeror's name and address, the solicitation number, 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 90 calendar days for Government acceptance after the date offers are due will not be considered and will be rejected.

Noncommercial Item

- Numbered Contract
- Sections A through M
- Let's Discuss Each Section

SF 33

SOLICITATION, OFFER AND AWARD		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE OF PAGES
2. CONTRACT NUMBER	3. SOLICITATION NUMBER	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input type="checkbox"/> NEGOTIATED (RFP)	5. DATE ISSUED	6. REQUISITION/PURCHASE NUMBER	
7. ISSUED BY		CODE	8. ADDRESS OFFER TO <i>(If other than Item 7)</i>		

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

SOLICITATION

9. Sealed offers in original and _____ copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in _____ until _____ local time _____
(Hour) (Date)

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME	B. TELEPHONE <i>(NO COLLECT CALLS)</i>		C. E-MAIL ADDRESS
		AREA CODE	NUMBER	

11. TABLE OF CONTENTS

(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
	A	SOLICITATION/CONTRACT FORM			I	CONTRACT CLAUSES	
	B	SUPPLIES OR SERVICES AND PRICES/COSTS		PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
	C	DESCRIPTION/SPECS./WORK STATEMENT			J	LIST OF ATTACHMENTS	
	D	PACKAGING AND MARKING		PART IV - REPRESENTATIONS AND INSTRUCTIONS			
	E	INSPECTION AND ACCEPTANCE			K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	
	F	DELIVERIES OR PERFORMANCE					
	G	CONTRACT ADMINISTRATION DATA			L	INSTRS., CONDS., AND NOTICES TO OFFERORS	
	H	SPECIAL CONTRACT REQUIREMENTS			M	EVALUATION FACTORS FOR AWARD	

Request For Proposal (RFP)

- A contract awarded using other than sealed bidding procedures is a negotiated contract.
- Used to communicate the Government requirements to prospective contractors and to solicit proposals from them.
- Used when the Government has a problem but does not know how to solve it.
- RFPs describe the Government's requirement, anticipated contract terms and conditions, information required to be in the submitted proposal, and factors used to evaluate the proposal and their relative importance.

See FAR 15

Request For Proposal (RFP)

Award made by use of the “**Best Value**” to the Government.

- Tradeoff Process - allows for cost/technical/past performance trade off – Government may pay more for higher ranked technical offer.
- Lowest Price Technically Acceptable – each offer evaluated on pass/fail to be determined acceptable or unacceptable. From acceptable offers lowest priced will receive the award.
- Formal Source Selection may include Oral Presentations – provide an opportunity for dialogue among the parties. Solicitation should provide details regarding the presentation.

Request For Proposal (RFP)

Open Market RFPs over \$25,000 are posted to Federal Business Opportunities Website (FBO).

Government may award on initial proposals or allow for discussions with revised proposals.


Request For Proposal (RFP)

Competitive Range and Rounds of Negotiations

If the Government receives numerous proposals, they may establish a competitive range consisting of the highest ranked technical proposals that would be in line for a contract award. All others will be removed from the competition and notified. The current rule is “when in doubt leave them out”.

Meaningful discussions are held and Government will request revised proposals. Listen carefully to what the Government is telling you and, if possible, revise your proposal appropriately.

SF 1449

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER	PAGE 1 OF
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE
7. FOR SOLICITATION INFORMATION CALL: 		a. NAME		b. TELEPHONE NUMBER (No collect calls)	8. OFFER DUE DATE/ LOCAL TIME
9. ISSUED BY		CODE		10. THIS ACQUISITION IS	
				<input type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> EMERGING SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8(A)	
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED	12. DISCOUNT TERMS			13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	13b. RATING
<input type="checkbox"/> SEE SCHEDULE					14. METHOD OF SOLICITATION
15. DELIVER TO	CODE			16. ADMINISTERED BY	CODE
17a. CONTRACTOR/OFFEROR	CODE		FACILITY CODE	18a. PAYMENT WILL BE MADE BY	CODE
TELEPHONE NO.					

Contract Types

- Firm-Fixed-Price Contract
- Fixed-Price Contract with Economic Price Adjustment
- Indefinite-Delivery Contract
 - Definite-Quantity Contract
 - Requirement Contract
 - Indefinite-Quantity Contract (IDIQ)
- Time & Material
- Cost Reimbursement
- Incentive Contract

See FAR 16

What Do I Do?

- Read solicitation document and make sure you understand it
- Contact Contracting Officer with any questions early in the process. Do not ask questions that are answered in the solicitation document and know when you are being a pest. There usually is a cut off on questions.
- Know what type of document it is (i.e. RFI/RFQ/RFP/IFB)
- Respond to all elements of the document. Provide all information requested within the document.

What Do I Do?

- Do not promise anything you are unable to do. Only respond to items within firm's capabilities
- Offer a fair price
- Sign Offer
- Return all information and associated documents on time, in the correct format, to the correct location.

What Do I Return?

- Locate what documents Government expects you to return (i.e. proposal, solicitation document, descriptive literature)
- Submit in exact order as listed in the solicitation.
- Completed Signature Page
- Provide Contract Administration Information, as requested
- Pricing
- Bonding, if required

What is being Evaluated?

- Read solicitation document to determine what is being evaluated and the importance of the evaluation factors.
- Price – must be evaluated
- Technical capability
 - Delivery time
 - Key personnel
 - Management capability
 - Meet or exceeds requirement
- May also evaluate past performance, past experience, socio-economic ownership

How Can I Become More Competitive?

- Do market research - know your competition
- Provide longer warranty period or offer shorter delivery time, if appropriate
- Understand your cost
- Do not under estimate the government's requirement
- Do not exceed any page limitation listed as additional pages will not be considered.
- Gain understanding of contract terms and conditions.

Brand Name Requirements

- Understand the difference between Brand Name Only and Brand Name or Equal
- Brand Name Only – Government will only accept that item
- Brand Name or Equal – Government will accept an equal item. Look at document to determine what is an equal item. It may not be the same as the last document you responded to.
- Review Salient Characteristics – Product features the Government cannot live without
- If requested provide Descriptive Literature even if offering Brand Name item

Service Contract Work Statements

- Statement of Work (SOW) – clearly and concisely defines requirement of the specific work to be accomplished. May allow for some degree of performance flexibility.
- Performance Based Acquisitions – An acquisition structured around the results to be achieved as opposed to the manner by which the work is to be performed.
 - Performance Work Statement (PWS) – describes the required results in clear, specific and objective terms with measurable outcomes.
 - Statement of Objectives (SOO) – states overall performance objectives and provides maximum flexibility to each offeror to propose an innovative approach.

After contract award how will the Government assess contract services provided.

Service Contract Labor Standards

Service Contracts are subject to the Service Contract Labor Standards (formerly known as the Service Contract Act).

Department of Labor Wage Determinations are included and they list the minimum wages and fringe benefits contractors must pay employees working on service contracts.

See FAR 22.10



Sample Document Language

SAMPLE 1

Technical Quotation: The technical quotation submitted in response to the solicitation must include a detailed narrative response to each of the items listed below. Offerors must provide sufficient information to demonstrate their ability to meet the Government's needs detailed in the Performance Work Statement (PWS) and include all necessary supporting documentation.

- 1) Offeror shall provide a narrative with supporting documentation that the provider(s) history and background in pathology indicates the provider(s) have a minimum of three years of experience in the field of pathology. Also explain provider(s) ability to interpret biopsy slides.
- 2) Offeror shall provide documentation of current license/ certifications from the Centers for Medicare and Medicaid Services, e.g., meeting the requirement of CLIA of 1988, The College of American Pathologists, and/or other state regulatory agencies, as appropriate, and as mandated by federal and state statutes.
- 3) Offeror shall provide a copy of all proposed provider(s) Curriculum Vitae (CV)/Resume.

SAMPLE 1 (Continued)

- 4) Offeror shall provide a copy of all current licenses/certifications of proposed provider(s).
- 5) Offeror shall provide evidence of Malpractice Insurance.
- 6) Offeror shall demonstrate that the offeror's address is within 20 miles of the Milwaukee VAMC, located at 5000 West National Avenue, Milwaukee, Wisconsin 53295.
- 7) Offeror shall provide a narrative of how the contractor will ensure a final report is provided within 4 business days and be available within 24 hours of a Milwaukee VAMC Staff Physician's request to discuss a specific slide interpretation.
- 8) Offeror shall provide a narrative of how patient sensitive information will be protected during the transport back to the Milwaukee VAMC (i.e., envelope, container, etc.).
- 9) Offeror shall identify a Contract Manager to assist the Milwaukee VAMC with the management and coordination of the contract and provide contact information including email address, telephone number, and fax number.

SAMPLE 2

How to Apply:

Page 1: Enter Company name in Block 17a. Enter DUNS number below.

a. If you don't have DUNS number, go here: <http://fedgov.dnb.com/webform>

b. Using DUNS number, you must have current registration at

<https://www.sam.gov/portal/SAM/#1>

Page 3: Fill out Company contact information.

Page 4: Provide all requested items under "Requirements" (paragraph c) with your submission.

Pages 5-6: Complete price schedule with your hourly rate, name of prospective consultants, availability and vet centers able to support.

Pages 7-8: Review expectations for consultant under "Performance Work Statement".

Page 9: Ensure "qualifications of personnel" in Paragraph 4 are met.

Page 38: Complete certification

Page 43: Answer questions at the top of page under 52.209-5 paragraph (b) (1) & (2).

Pages 44-56: Complete questions in 52.212-3. NOTE: This may also be electronically as part of www.sam.gov registration. You need only complete the questions on these pages OR have current Representatives and Certifications on www.sam.gov (not both).

Page 56: Review the criteria of how contractor(s) will be selected.

SAMPLE 2 (Continued)

Page 4: Provide all requested items under “Requirements” (paragraph c) with your submission.
(From previous page)

Vendor is to submit a technical and price quotation. The vendor must submit the following documents with their offer:

Curriculum Vitae (CV)/Resume of the proposed service provider(s) of licensed clinical social worker or clinical psychologist

Copy of all current licenses/certifications of proposed service provider(s) highlighting minimum education of a Doctorate in Social Work or Psychology

Brief description of relevant experience (veteran or trauma focused case management) with references/points of contact

Evidence of Liability Insurance

Price Proposal

SAMPLE 3

REQUIRED DOCUMENTATION: Contractor shall email their quote to Ryan McMillin at Ryan.McMillin@va.gov.

1. Solicitation document with:
 - a. Contractor shall fill in the SF 1449 blocks 17a, 30a, 30b, and 30c.
 - b. Contractor shall fill in Pg. 2, 1(a).
 - c. Contractor shall fill in all unit and total costs under the SUPPLIES OR SERVICES PRICES/COSTS or submit separately the spreadsheet with line items costs filled in.
 - d. Contractor shall fill in all applicable fill-ins in Section E, Provisions.

2. Insurance, certifications, and documentation in accordance with the requirements within the performance work statement, **TO INCLUDE PROOF THAT OFFEROR HAS APPROVAL TO PROVIDE SERVICE REQUIRED LISTED IN THE SOW.**

3. **A STATEMENT OF CAPABILITY, NOT TO EXCEED 3 PAGES, ILLUSTRATING THE VENDOR'S ABILITY TO PROVIDE SERVICE REQUESTED IN SOW**

4. **A LIST OF ENTITIES (AT LEAST 3, PUBLIC OR PRIVATE) THAT THE VENDOR HAS SUPPLIED SIMILAR SERVICES FOR. THIS LIST SHOULD INCLUDE PHONE NUMBERS OF POC FOR THESE ENTITIES.**

5. Quote documentation in accordance with 52.212-2; Evaluation – Commercial Items

ITEM NUMBER	DESCRIPTION OF SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001	Contract Period: Base POP Begin: 10-01-2014 POP End: 06-30-2015 TELEPHONE SERVICES FOR THE WAUSAU CLINIC. SERVICES INCLUDE 6 FLAT BUSINESSES LINES.	9.00	MO		
2001	Contract Period: Option 1 POP Begin: 07/01/2015 POP End: 06/30/2016 TELEPHONE SERVICES FOR THE WAUSAU CLINIC. SERVICES INCLUDE 6 FLAT BUSINESSES LINES.	12.00	MO		
3001	Contract Period: Option 2 POP Begin: 07-01-2016 POP End: 06-30-2017 TELEPHONE SERVICES FOR THE WAUSAU CLINIC. SERVICES INCLUDE 6 FLAT BUSINESSES LINES.	12.00	MO		

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
 OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30

1. REQUISITION NUMBER
 W56MES43281596

PAGE 1 OF 26

2. CONTRACT NO.

3. AWARD/EFFECTIVE DATE

4. ORDER NUMBER

5. SOLICITATION NUMBER
 W911XK-15-T-0013

6. SOLICITATION ISSUE DATE
 24-Mar-2015

7. FOR SOLICITATION INFORMATION CALL:

a. NAME
 RICHARD D HAMILTON

b. TELEPHONE NUMBER (No Collect Calls)
 313-226-6474

8. OFFER DUE DATE/LOCAL TIME
 02:00 PM 07 Apr 2015

9. ISSUED BY
 CODE W911XK
 CONTRACTING BRANCH
 USACE DETROIT DISTRICT
 477 MICHIGAN AVENUE, 7TH FLOOR
 DETROIT MI 48226-4523
 TEL: (313) 226-2134
 FAX:

10. THIS ACQUISITION IS
 UNRESTRICTED OR SET ASIDE: 100 % FOR:
 SMALL BUSINESS WOMEN-OWNED SMALL BUSINESS (WOSB)
 HUBZONE SMALL BUSINESS ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB) NAICS: 335312
 SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS 8(A) SIZE STANDARD: 1000

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED
 SEE SCHEDULE

12. DISCOUNT TERMS

13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

13b. RATING

14. METHOD OF SOLICITATION
 RFQ IFB RFP

15. DELIVER TO
 CODE
 KEWAUNEE OPERATIONS & MAINT BR
 124 NORTH MAIN STREET
 KEWAUNEE WI 54216
 TEL: FAX:

16. ADMINISTERED BY
 CODE

<input checked="" type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3, 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 checked="" type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>1</u> 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) TEL: EMAIL:	31c. DATE SIGNED

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV. 2/2012)
Prescribed by GSA – FAR (48 CFR) 53.212

W911XK-15-T-0013

Page 3 of 26

Section SF 1449 - CONTINUATION SHEET

TEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001	IGF::OT::IGF FFP GENERATOR FOR THE TUG RACINE FOB: Destination MILSTRIP: W56MES43281596 PURCHASE REQUEST NUMBER: W56MES43281596	1	Each		

NET AMT

SCOPE OF WORK

Generator for Tug Racine

The contractor is to supply a 55,000 watt generator as detailed below. In addition to the generator, 2 copies of the Operation & Maintenance manual shall be provided. The generator shall be made in the USA and delivered to the U.S. Army Corps of Engineers Kewaunee Sub-office at the following address:
124 North Main Street
Kewaunee, WI 54216

Delivery must be coordinated with the POC a minimum of five days prior to scheduled delivery. Delivery should be made within 30 days of contract delivery. The POC is Joseph Kane at 920-809-0815.

The 55,000 watt generator shall be a John Deere 4045TF or similar. It shall be a diesel generator suitable for continuous use, shall operate at 1800 rpm, and 4 point vibration mounts. The generator shall be a 4.5L diesel engine with direct injection with single side service points as described below. The control panel shall have a key start, hour meter, and a circuit breaker which is 10 amps and resettable.

Generator Requirements

Power	120/208 3 Phase
Automatic Voltage Regulation	Standard
Maximum Output	57,000 watts
Continuous Output	55,000 watts
Electrical Requirements	MLS4-Y
Load Amperage at 120 volts	
Maximum Load	475 Amps



INSTRUCTIONS TO OFFERORS
INSTRUCTIONS TO OFFERORS:

1. All offerors are reminded to complete and submit with your quote all FAR and DFARS Provisions related to Representations and Certifications.

2. Offerors shall complete and submit any additional full text certifications that are included in the solicitation. An offeror may also complete the certifications at <https://www.sam.gov> in lieu of completing the representations and certifications in this solicitation provided that all the FAR and DFARS certifications contained in the solicitation have been completed on line.
3. All offerors shall be registered at <https://www.sam.gov> with the NAICS code that is shown on the front page of the SF1449 in Block 10 prior to submission of the quote.
4. Remember to sign the 1449 before submitting your proposal.
5. Submit proposal via e-mail to LRE-Quotes@usace.army.mil and Richard.d.hamilton@usace.army.mil

NOTE: Failure to comply with the above instructions may result in an offeror not being eligible for award.

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	30 dys. ADC	1	KEWAUNEE OPERATIONS & MAINT BR 124 NORTH MAIN STREET KEWAUNEE WI 54216 FOB: Destination	

____ (19) 52.219-14, Limitations on Subcontracting (NOV 2011) (15 U.S.C. 637(a)(14)).

____ (20) 52.219-16, Liquidated Damages—Subcontracting Plan (Jan 1999) (15 U.S.C. 637(d)(4)(F)(i)).

____ (21) 52.219-27, Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (NOV 2011) (15 U.S.C. 657f).

XX (22) 52.219-28, Post Award Small Business Program Rerepresentation (July 2013) (15 U.S.C. 632(a)(2)).

____ (23) 52.219-29, Notice of Set-Aside for Economically Disadvantaged Women-Owned Small Business (EDWOSB) Concerns (July 2013) (15 U.S.C. 637(m)).

____ (24) 52.219-30, Notice of Set-Aside for Women-Owned Small Business (WOSB) Concerns Eligible Under the WOSB Program (July 2013) (15 U.S.C. 637(m)).

XX (25) 52.222-3, Convict Labor (June 2003) (E.O. 11755).

XX (26) 52.222-19, Child Labor—Cooperation with Authorities and Remedies (JAN 2014) (E.O. 3126).

XX (27) 52.222-21, Prohibition of Segregated Facilities (Feb 1999).

XX (28) 52.222-26, Equal Opportunity (Mar 2007) (E.O. 11246).

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://farsite.hill.af.mil>
www.arnet.gov/far

(End of clause)

252.225-7000 BUY AMERICAN--BALANCE OF PAYMENTS PROGRAM CERTIFICATE--BASIC (NOV 2014)

Can I Subcontract the Work Out?

- Understand the performance requirement for the contract.
- Review limitations on subcontracting under set asides.
 - Services Contracts (Except Construction):
50% of contract performance incurred by contractor's personnel
 - Supply Contract
50% of cost of manufacturing the supplies
 - General Construction
15% of contract performance incurred by contractor's personnel
 - Construction by Special Trade
25% of contract performance incurred by contractor's personnel

Debriefing

- Always request a debriefing, even if you win the award.
- Request in writing within 3 days of receipt of award notice.
- During the debriefing try to find out why your offer was not selected and how to improve your response for next time.
- Contracting Officer will be trying to provide you with enough information so you do not protest the award. If you have no intent on protesting the award convey that to the contracting officer.

Protests

- You have the right to protest the award, however, only do so if you are really sure you were treated unfairly by the Government or another Contractor received special treatment.
- Realize protests may negatively impact any relationship you have built up with the contracting officer.
- Understand the timing requirements for filing a protest.

Invoices & Payment

- Know how, where, when, and what to submit for a complete invoice.
- Understand if the Government can take any deductions from your invoice for sub-performance.
- Understand how, where, and when payment will be made.

Final Dos and Don'ts

- Never submit a response to the Government where you lose money.
- Think twice before protesting.
- Do not just copy information from the Government's solicitation and put into your response.
- Look for set asides (small business, woman-owned business, service-disabled veteran-owned business)
- Check NAICS code and small business size standard
236220 Commercial and Institutional Building Construction
– \$33.5 million
- Realize it may take several tries before you are awarded your first contract.

Resources:

- FAR: <http://farsite.hill.af.mil/>
- Federal Business Opportunities (FedBizOpps) website - <https://www.fbo.gov/>
- Wisconsin Procurement Institute
Phone: 414-270-3600 www.wispro.org





On Line Searches

WPI Bid Matching Service

- Free Service offered by WPI
- Total of 2229 sites searched
- Tailored to your search criteria to locate opportunities that will be of interest to you

Upcoming WPI Events

- ***Small Business Government Contracting Series continues the first and third Tuesday of each month through June, 2015 – Milwaukee, WI***
- ***Acquisition Hour (Weekly Webinar) through June, 2015***
- ***2015 National Energy Form and Small Business Industry Days – April 13-16, 2015 - Rosemont, IL***
- ***How to Do Business with the US Forest Service – April 21, 2015 – Park Falls, WI***
- ***Cost and Pricing for Department of Defense Contractors and Subcontractors – April 29, 2015 - Pewaukee, WI***
- ***12th Annual Women’s Business Conference – April 30, 2015 – Eau Claire, WI***
- ***3rd Annual Department of Veterans Affairs Business Conference – May 12, 2015 – Milwaukee, WI***
- ***Doing Business with the National Park Service – June 23, 2015 – Ashland, WI***
- ***9th Annual Volk Field Small Business Conference – July 29 – 30, 2015 – Camp Douglas, WI***
- ***Marketplace 2015 – October 29-30, 2015 – Milwaukee, WI***

9TH ANNUAL VOLK FIELD SMALL BUSINESS CONFERENCE –

CONTRACTING IN TIMES OF EMERGENCY, DISASTERS AND CRISIS

July 29 – 30, 2015 – Camp Douglas, WI



Sponsored and Hosted by:

- Volk Field Air National Guard Base
- Juneau County Economic Development Corporation
- US Small Business Administration
- Western Dairyland
- Wisconsin Procurement Institute
- Monroe County Economic Development
- SBDC – UW La Crosse
- Northwest Michigan PTAC

PROGRAM HIGHLIGHTS:

Current Issues in Government Contracting
Contracting Opportunities in Emergency
Preparedness and Disaster Relief
Networking and Individual Meetings
Capabilities Statement Exhibit
Capabilities Presentation Competition
Financing and Bonding for your Small
Businesses
Social Media

UPDATED information will be posted to

<http://tinyurl.com/Volk2015> or contact David Olson at 608-427-2455 or davido@wispro.org

For assistance or additional information - contact

- Wisconsin Procurement Institute (WPI)
122 Main Street, Camp Douglas, WI 54618
- Dave Olson 608-338-8018 or davido@wispro.org
- For complete listing of upcoming training opportunities visit
www.wispro.org