



## ***Mission and Installation Contracting Command***



# ***Doing Business with Mission & Installation Contract Command (MICC) - Fort McCoy***

***Steven Bailey, Team Lead-Construction  
Installation Support Division  
1108 South R Street  
Fort McCoy, WI 54656  
steven.m.bailey2.civ@mail.mil***





UNCLASSIFIED



## *Mission and Installation Contracting Command*

# ***DISCUSSION ITEMS***

- Who We Are
- What We Buy
- Construction Focus
- Pursuing Opportunities
- First Time Prime Contractor
- Q&A



***U.S. Army Contracting Command***

UNCLASSIFIED



## *Mission and Installation Contracting Command*

### **Who We Are**

- MICC - Fort McCoy is made up of 38 personnel. We support the Garrison here and its many tenants with the largest two being the 88<sup>th</sup> Readiness Division (RD) & the 63<sup>rd</sup> RD which spans over a 26 state geographical region and over 400 facilities.
- MICC - Fort McCoy is one of 33 offices within the MICC at the field office level and falls under the Army Contracting Command (ACC) and the Army Materiel Command (AMC).





UNCLASSIFIED



## *Mission and Installation Contracting Command*

### ***Who We Are (cont.)***

- Mission Division: Provides pre and post award service acquisition support for all activities such as custodial, grounds maintenance, refuse, snow removal, and a multitude of other services.
- Pre-Award Division Chief is Matthew Allen (608) 388-5601
- Lead KO is Lynn Herrman x4571
- Post-Award Division Chief is Dawn Poppler x4424
- Lead KOs are Megan Abbott x8195 & Shannon Wamsley x6076



**U.S. Army Contracting Command**

UNCLASSIFIED



## ***Who We Are (cont.)***

- Installation Division: Provides construction support for all activities such as building alterations/renovations, demolition, architect & engineering (A&E), etc. They also provide all activities with commodities support.
- Division Chief is Christina Lene x4525.
- Lead Construction KO is Steve Bailey x6077.
- Lead Commodities KO is Melanie Kiel x2123.





UNCLASSIFIED



## *Mission and Installation Contracting Command*

### ***Who We Are (cont.)***

- Business Operations Division: Provides customer support to all activities in the form of the Government Purchase Card (GPC), Purchase Request (PR) Package development, D&F review, COR support, training external/internal as well as administrative and technical support to MICC staff.
- Division Chief is Tony Steinhoff (608) 388-7351.



*U.S. Army Contracting Command*

UNCLASSIFIED



UNCLASSIFIED



## ***Mission and Installation Contracting Command***

### ***Who We Are (cont.)***

- GPC Team: Provides customer support to over 500 Cardholders and Billing Officials including monthly training and annual auditing.
- Lead A/OPC is Vance Bickford x5339



***U.S. Army Contracting Command***

UNCLASSIFIED



UNCLASSIFIED



## *Mission and Installation Contracting Command*

# *What We Buy*

- Supplies
- Services
- Minor Construction/Repair/Maint
- Architect & Engineering (A&E) Services



*U.S. Army Contracting Command*

UNCLASSIFIED

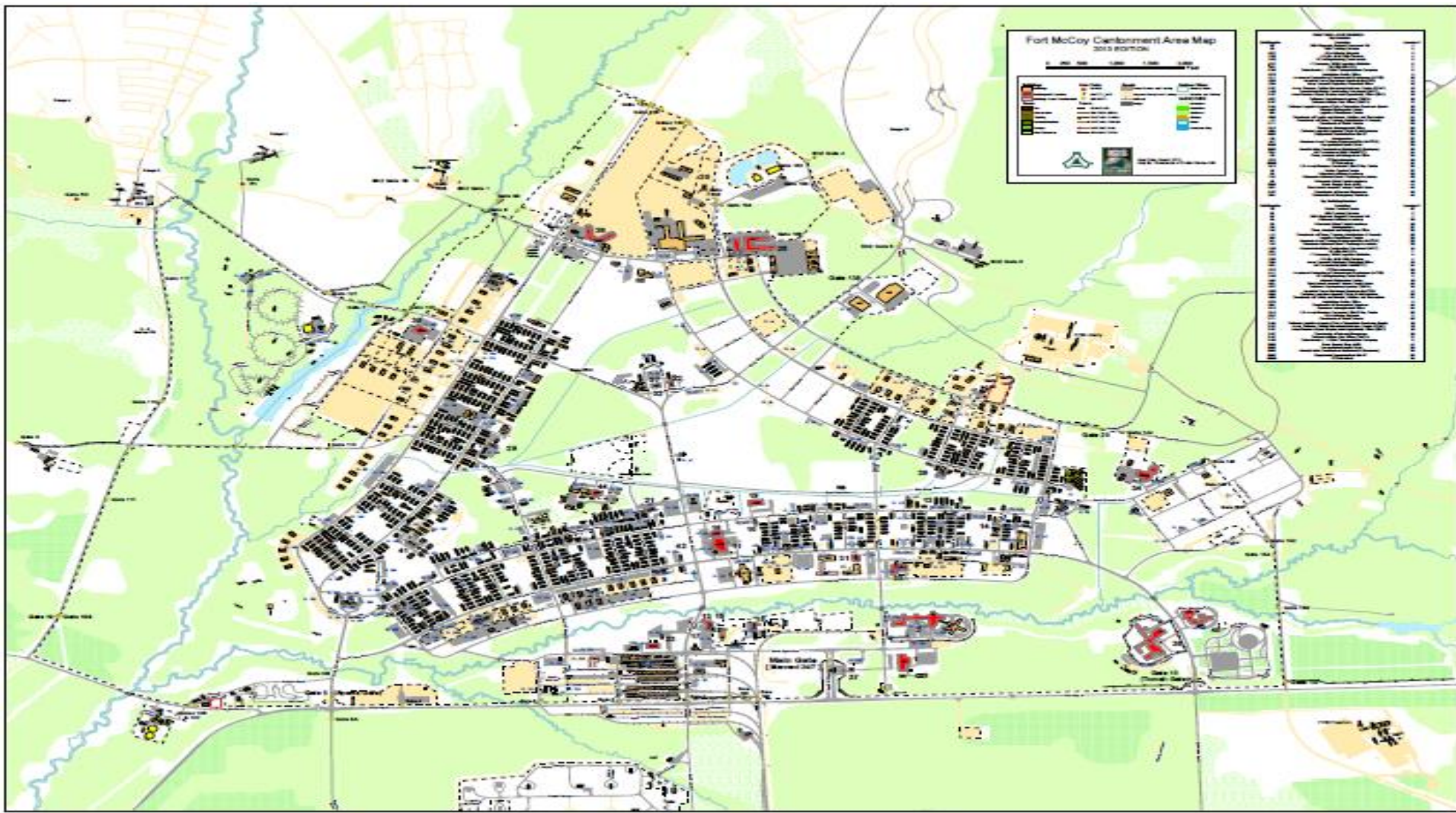


UNCLASSIFIED



Mission and Installation Contracting Command

# FORT MCCOY CONTONMENT AREA



U.S. Army Contracting Command

UNCLASSIFIED







UNCLASSIFIED



**Mission and Installation Contracting Command**

## ***Knowledge is empowering***

- Federal Acquisition Regulation (FAR)
- Defense Acquisition Regulation Supplement (DFARS)
- Army Federal Acquisition Regulation Supplement (AFARS)

<http://farsite.hill.af.mil/>



**U.S. Army Contracting Command**

UNCLASSIFIED



## **CONSTRUCTION FOCUS**

- MICCC versus Army Corp of Engineers
  - SRM versus MILCON
- Examples of MICCC Construction Contracts:
  - HVAC, Demolition, Water Main, etc.





## ***Mission and Installation Contracting Command***

There are multiples ways to complete Construction Requirements.

### Sealed Bidding (FAR Part 14)

- This is used for VERY WELL defined requirements.
- SOW and drawings must be complete.
- NO design is completed by the contractor (KTR). “Red lined” drawings are ok after project is completed if required by the SOW.

MAID/IQ(Multiple Award Indefinite Delivery/Indefinite Quantity) (10 U.S.C. 2305a & 41 U.S.C. 253m)

- Great to use on projects that are not fully designed.
- Projects are designed and constructed to lowest priced proposal supplied by the MAID/IQ holders.





## ***Mission and Installation Contracting Command***

### IDIQ -Indefinite Delivery, Indefinite Quantity (FAR Part 16.5)

- For reoccurring work such as asphalt, roofing, HVAC, Flooring, Concrete/Gravel.
- Have awarded contract to one KTR to cut task orders off bid schedule.
- Fast turn around for award.
- Limits the Government's obligation to a minimum guarantee.
- KTR only has to bond the individual task orders.

### Requirements Contracts (FAR 16.503)

- Similar to IDIQ contracts. Main difference is the Government is required to use this award for the reoccurring work.
- No minimum guarantee.
- KTR has to bond the entire year.





## ***Mission and Installation Contracting Command***

### Job Order Contract- (JOC)

- Job order contracting uses an IDIQ type of contract to reduce the total lead time for accomplishing sustainment, restoration, and modernization (SRM) projects.
- Prepriced units of work are used to streamline the contracting process within the overall framework of a fixed-price construction contract.
- Uses a Unit Price Book (UPB), such as RSMMeans to price work to be completed for each task order.

### Architect-Engineer Services – A&E (FAR 36.6)

- Used for design of a project that can not be designed by the Government.

### Other types of contracts used in Construction:

- Two step sealed bidding, two step design/build.
- Both of these can be used, but are very time consuming and should only be used when necessary.





## Mission and Installation Contracting Command

# MICC McCoy Small Business Goals

- TOTAL SMALL BUSINESS ELIGIBLE DOLLARS: \$72,386,549.35

	<u>FY16 Goal</u>	<u>Achieved</u>	<u>Goal +/-</u>
• SB	60.06%	66.62%	+ 6.56%
• SDB	36.30%	43.75%	+ 7.45%
• SDVOSB	17.20%	17.86%	+ 0.66%
• WOMAN-OWNED	30.56%	18.49%	+ 18.49%
• HUBZONE	8.59%	11.18%	+ 2.59%





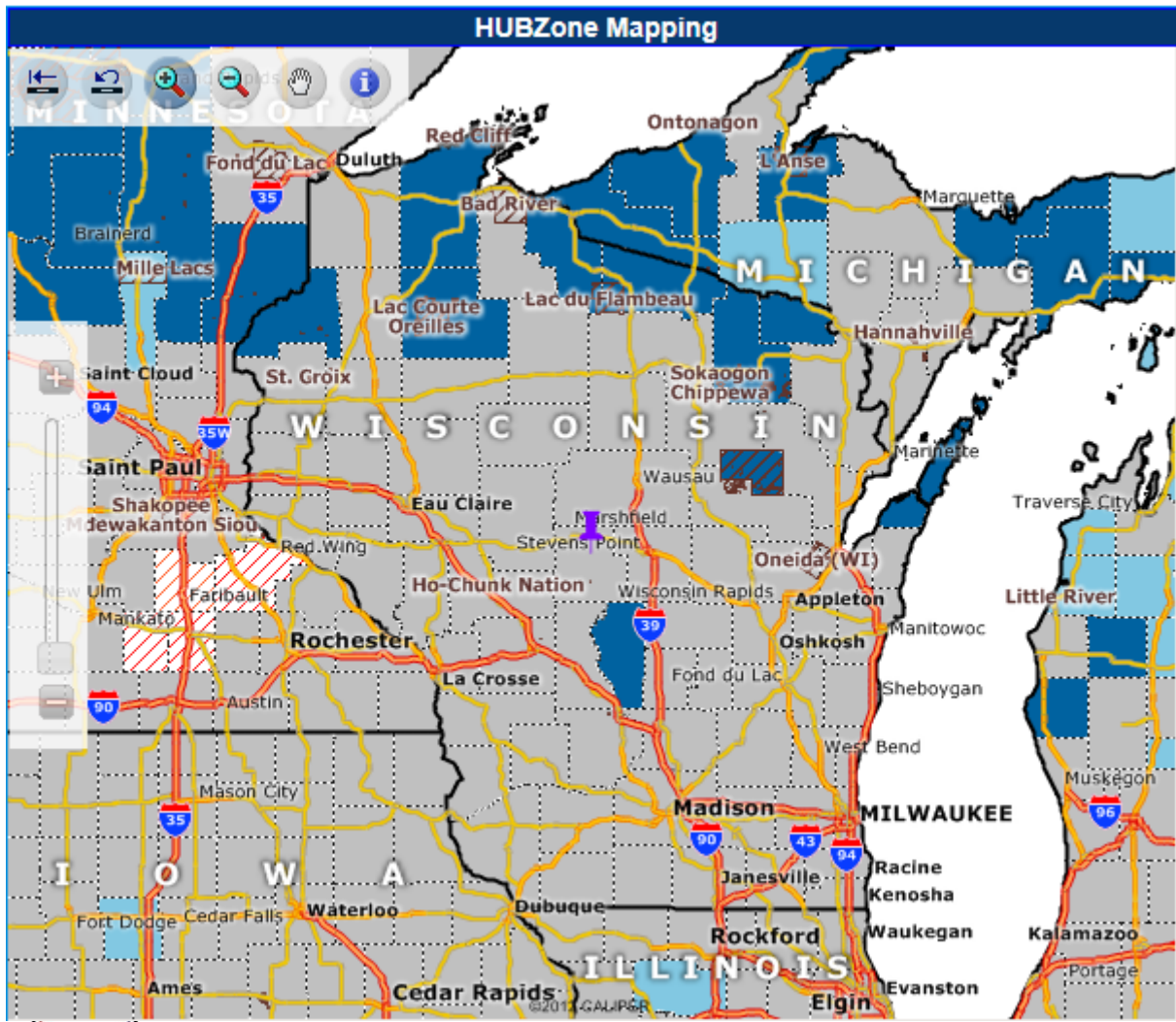
## ***Pursuing Opportunities***

- Know your product/service
  - Know your Federal Supply Class or Service Codes (FSC/SVC) <http://www.outreachsystems.com/resources/tables/pscs/> and North American Industry Classification System (NAICS) code <http://www.naics.com/search.htm> for your product or service
- If you are an 8(a), HUBZone, Service Disabled Veteran (SDV), or otherwise eligible for one of the set-aside programs, then you **MUST** contact the SBS and let them know who you are and what you can do
  - Work with the Small Business Administration to obtain certification or self-certify, as applicable should you believe you qualify for one, or more, of the programs. Please visit <http://www.sba.gov/> for more information.





# Mission and Installation Contracting Command



<http://map.sba.gov/hubzone/maps/>

**Legend**

**Counties**

- Non-Qualified County
- Qualified Non-Metro County
- Redesignated County

**Other Qualified Areas**

- DDA
- Base Closure Area
- Indian Land

0 50 100  
Miles

Zoom in to view tracts

Powered by Maptitude for the Web

(Review HUBZone Program Definitions)

Burnett, Sawyer, Adams, Vilas, Menominee, Forest, Florence, Bayfield, Iron & Door Counties.





UNCLASSIFIED



## *Mission and Installation Contracting Command*

# ***Pursuing Opportunities (cont.)***

- Know your customers product/service requirements
- Focus your marketing efforts
  - Research tools
    - Federal Procurement Data System Next Generation  
[https://www.fpds.gov/fpdsng\\_cms/](https://www.fpds.gov/fpdsng_cms/)
- Develop a one page capabilities brief
- Investigate small business fairs or matchmaking sessions



**U.S. Army Contracting Command**

UNCLASSIFIED

20



## ***Pursuing Opportunities (cont.)***

- You must register your business before being eligible to receive award with the Federal Government:
  - Obtain a DUNS number (Data Universal Number System (DUNS)) - a unique 9-character ID. Contact Dun and Bradstreet for further information <http://fedgov.dnb.com/webform>
  - Registration in System for Award Management  
<https://www.sam.gov/portal/public/SAM/>
    - Register early—process has recently changed and is taking longer
  - SBA, Dynamic Small Business Search  
[http://dsbs.sba.gov/dsbs/search/dsp\\_dsbs.cfm](http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm), as well as a wide variety of search engines are used by the Government to identify small business concerns for potential prime contract opportunities





UNCLASSIFIED



## *Mission and Installation Contracting Command*

# ***Pursuing Opportunities (cont.)***

- Know where to seek opportunities:
  - Federal Business Opportunities  
<https://www.fbo.gov/>



**U.S. Army Contracting Command**

UNCLASSIFIED

22



## ***Pursuing Opportunities (cont.)***

- The Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a Department of Defense unit, activity, or organization that has the authority to requisition, contract for, receive, have custody of, issue, or ship DoD assets, or fund/pay bills for materials and/or services. The first positions of the code designate the particular Service/Agency element of ownership.
- Our DoDAAC is W911SA





# Mission and Installation Contracting Command

# FEDBIZOPPS.GOV

Federal Business Opportunities



Home

Getting Started

General Info

Opportunities

Agencies

Privacy

Search more than **29,700\*** 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.



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](#)

Learn more [about FBO recovery reports](#).



## Opportunities

◀ RETURN TO HOME

[Opportunities List](#)
[Advanced Search](#)
[Archives](#)

**Search Tip:** Use the [Advanced Search Form](#) for a wide array of search fields. To view opportunities by agency, go to the [Agencies](#) section. A quick search can be conducted using the fields below.

 Keyword / Solicitation #: 

**TIPS**

 Posted Date: 


 [Search by Agency, Set-aside, State, and Type](#)
 [Search by Classification, NAICS code, Recovery actions, and more](#)

1 - 20 of 76

 Sort By 

 Showing 

 per page [1](#) | [2](#) | [3](#) | [4](#) »

Opportunity	Agency/Office/Location ▼	Type ▼ / Set-aside ▼	Posted On ▲
<a href="#">Recycle Oil/diesel Filters Service at Fort McCoy, WI</a> W911SA-16-T-0098 S -- Utilities and housekeeping services	Department of the Army Army Contracting Command, MICC MICC - Fort McCoy (RC - North)	Presolicitation	Apr 04, 2016
<a href="#">Yellow Ribbon Event, Schaumburg, IL 7-10 April 2016</a> W911SA-16-T-0005 V -- Transportation, travel, & relocation services	Department of the Army Army Contracting Command, MICC MICC - Fort McCoy (RC - North)	Award	Apr 01, 2016
<a href="#">Remove/Replace Culvert at Gate 8A Fort McCoy, Wisconsin</a> W911SA16B0007 Z -- Maintenance, repair, and alteration of real property	Department of the Army Army Contracting Command, MICC MICC - Fort McCoy (RC - North)	Solicitation (Modified) / Total Small Business	Apr 01, 2016
<a href="#">Grounds Maintenance for 3 locations</a> W911SA-16-T-0065 S -- Utilities and housekeeping services	Department of the Army Army Contracting Command, MICC MICC - Fort McCoy (RC - North)	Award / Woman Owned Small Business	Mar 31, 2016
<a href="#">S--OPTION - Grounds Maintenance MI009 &amp; MI024</a> W911SA-16-T-0036 S -- Utilities and housekeeping services	Department of the Army FedBid FedBid.com -- for Department of Army procurements only	Award / Economically Disadvantaged Woman Owned Small Business	Mar 31, 2016
<a href="#">V--Short-term Vehicles Lease</a> W911SA-16-T-0075 V -- Transportation, travel, & relocation services	Department of the Army FedBid FedBid.com -- for Department of Army procurements only	Award / Total Small Business	Mar 31, 2016



## ***Pursuing Opportunities (cont.)***

- We recommend you register with FBO so you can save searches and get e-mailed notifications based on your interest so you don't miss out on any opportunities.

### Vendors / Citizens

Vendors and citizens may search, monitor, and retrieve opportunities.

Username

Password

- ▶ [Find Opportunities](#)  
No login is required to view opportunities.
- ▶ [Register Now](#)
- ▶ [Password Reminder](#)
- ▶ [Recovery FAQs](#)





UNCLASSIFIED



## *Mission and Installation Contracting Command*

# *Pursuing Opportunities (cont.)*

- Explore Subcontracting Opportunities
  - Subcontracting opportunities through Prime contracts is a large secondary market
  - Our website contains a list of active, recurring type contracts-info on prime KTR is available
  - SBA Sub-Net is a resource on which Prime KTRs can post subcontracting opportunities - <http://web.sba.gov/subnet/>
  - Establish relationships with prime KTRs



*U.S. Army Contracting Command*

UNCLASSIFIED



## ***Pursuing Opportunities (cont.)***

- Know the resources available to assist you
  - Wisconsin Procurement Institute (WPI) guides, trains and provides hands-on assistance to firms interested in developing government business, and improving process and technical capabilities to access and compete in the government marketplace.  
<http://www.wispro.org/>
  - Association of Procurement Technical Assistance Centers (APTACS) provides technical and marketing assistance to businesses interested in selling products and services to the government.  
<http://www.aptac-us.org/new/index.php>
  - Small Business Specialists are normally available to provide information on how to do business with the Government as well as site specific information  
<http://www.micc.army.mil/small-business.asp>





UNCLASSIFIED

***Mission and Installation Contracting Command***



# ***LOCAL SBS POINT OF CONTACT***

Tony Steinhoff, Assistant Director  
Office of Small Business Programs (OSBP)

(608) 388-7351

[tony.r.steinhoff.civ@mail.mil](mailto:tony.r.steinhoff.civ@mail.mil)



**U.S. Army Contracting Command**

UNCLASSIFIED



# **FIRST TIME PRIME CONTRACTOR**

- Site visit (FAR 52.236-27 Site Visit (Construction))
  - Occurs during the solicitation phase
  - Opportunity for KTR to see the site and generate questions where necessary
  - Questions are NOT to be answered during the site visit.
  - All questions must be submitted in writing to the CS by the question due date to be answered via Amendment. The solicitation will state the due date of questions and will be reiterated during the site visit.





# ***FIRST TIME PRIME CONTRACTOR (cont.)***

- Bonding
  - Bid Bonds-required during the solicitation phase (FAR 52.228-1 Bid Guarantee)
    - The amount of the bid guarantee shall be 20% percent of the bid price or \$3,000,000.00, whichever is less.
  - Payment/Performance Bonds (FAR 52.228-15 Performance and Payment Bond—Construction)
    - *Amount of required bonds.* Unless contract price is \$150,000 or less, the successful offeror shall furnish performance and payment bonds to the KO as follows:
      - *Performance Bonds (SF 25).* At time of contract award shall be 100% of original contract price.
      - *Payment Bonds (SF 25-A).* At time of contract award shall be 100% of original contract price.
    - *Additional bond protection.*
      - If contract price is increased, bonding protection generally will equal 100% of the increase.
      - The Government may secure the additional protection by directing the KTR to increase the penal amount of the existing bond or to obtain an additional bond.





## ***FIRST TIME PRIME CONTRACTOR (cont.)***

- Insurance (FAR 52.228-5 Insurance –Work on A Government Installation)
  - KTR at its own expense provide and maintain during the entire performance of the contract, at least the kinds and minimum amounts of insurance required as stated in the contract.
    - Commonly requested in our contracts are:
      - Workmen’s Compensation: As required by state laws
      - Employer’s Liability Insurance: \$100,000
      - General Liability Insurance: \$500,000 per occurrence
      - Bodily Injury Liability
      - Auto Liability Insurance: \$200,000 per person
      - Bodily Injury: \$500,000 per occurrence
      - Property Damage: \$20,000 per occurrence





## ***FIRST TIME PRIME CONTRACTOR (cont.)***

- Learn the processes and complete paperwork as required
- Proper submittals
  - KTRs should send all submittals with the ENG Form 4025-R
    - Submittal examples often requested: Progress Schedules, Safety Plans, Transmittal of shop drawings, equipment data, material samples, manufacturer's certificates of compliance, etc.





## ***FIRST TIME PRIME CONTRACTOR (cont.)***

- Progress schedule (FAR 52.236-15 Schedules for Construction Contracts)
  - A practicable schedule showing the order in which the KTR proposes to perform the work
  - Dates on which the KTR contemplates starting and completing several salient features of work (including acquiring materials, plant, and equipment)
  - If the KTR fails to submit a schedule within the time prescribed, the KO may withhold approval of progress payments until the KTR submits the required schedule.
  - If the KTR falls behind the approved schedule, the KTR shall take steps necessary to improve its progress without additional cost to the Government.
    - may require KTR to increase # of shifts, overtime operations, days of work, etc.
    - submit for approval any supplementary schedule KO deems necessary to demonstrate how the approved rate of progress will be regained





## ***FIRST TIME PRIME CONTRACTOR (cont.)***

- Progress reports
  - Initiated weekly by the KTR and delivered to the KO and the COR simultaneously
  - Will include the percentage of work completed within the rated period and a cumulative total of work completed under the contract/task order to date.
- Payrolls (FAR 52.222-8 Payrolls and Basic Records)
  - Required for both prime KTR and subKTRs
    - Prime KTR is responsible for submission of subKTRs
  - KTR shall submit weekly payrolls for each week in which contract work is performed to the KO





## ***FIRST TIME PRIME CONTRACTOR (cont.)***

- Notification to the KO if there is a problem
- Quality of work
- SubKTRs (FAR 52.222-11 Subcontracts (Labor Standards)
  - Prime KTR is responsible for compliance by any subKTR or lower tier subKTR performing construction within the United States on all contract clauses cited in para. (b) of this clause.
  - Within 14 days after contract award, the KTR shall deliver to the KO a completed SF1413, Statement and Acknowledgment, for each subcontract for construction





## ***FIRST TIME PRIME CONTRACTOR (cont.)***

- Final Inspection- process as commonly requested in our contracts:
  - KTR considers work complete, they need to request a final inspection 7 days prior to the desired date.
  - Final inspection is performed with the KTR, Government personnel and representatives of the using activity.
  - Any discrepancies will be identified as a Government's punch list and provided to the KTR for correction and re-inspection within 10 days from the date of the joint inspection.
  - Final acceptance of work occurs upon KO's acceptance subsequent to successful final inspection by COR and receipt of all contract requirements.
  - Final acceptance must occur prior to the established contract completion date or liquidated damages (LDs) may be assessed for late performance.





UNCLASSIFIED



## *Mission and Installation Contracting Command*



# QUESTIONS?



**U.S. Army Contracting Command**

UNCLASSIFIED