



A Procurement Technical Assistance Center (PTAC)

# PREPARING RESPONSES TO GOVERNMENT SOLICITATIONS WHAT YOU REALLY NEED TO KNOW July 30, 2019



# ABOUT WPI

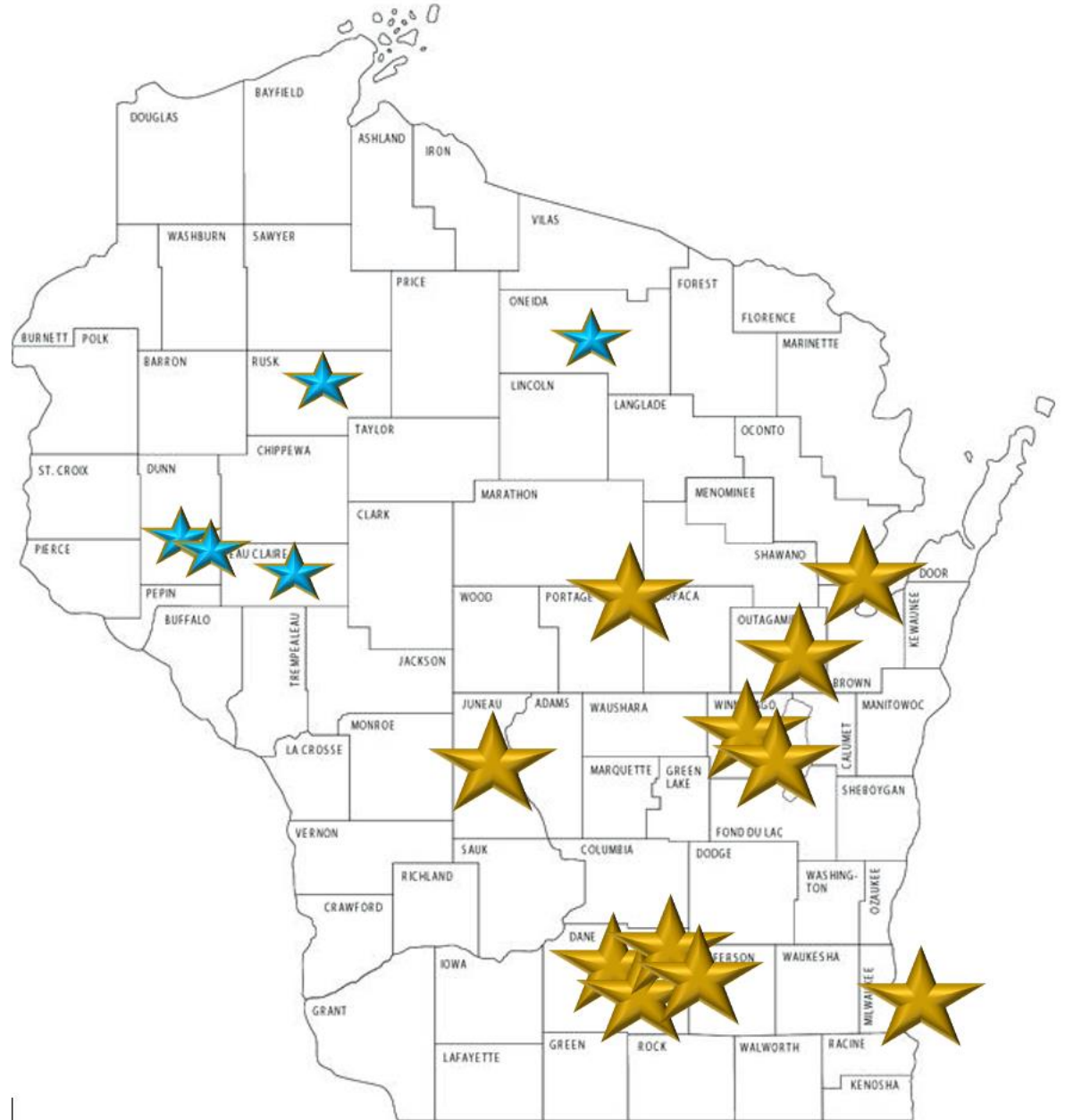
Assists businesses in creating, development and growing their sales, revenue and jobs through Federal, state and local government contracts.

Serving Wisconsin  
businesses for 31 years!

*WPI is a Procurement Technical Assistance Center (PTAC) funded in part by the Defense Logistics Agency (DLA), WEDC and other funding sources.*

## WPI OFFICE LOCATIONS

- MILWAUKEE – *Technology Innovation Center*
- MADISON –
  - *FEED Kitchens*
  - *Dane County Latino Chamber of Commerce*
  - *Wisconsin Manufacturing Extension Partnership (WMEP)*
  - *Madison Area Technical College*
- CAMP DOUGLAS– *Juneau County Economic Development Corporation (JCEDC)*
- STEVENS POINT – *IDEA Center*
- GREEN BAY - *Advance Business & Manufacturing Center*
- APPLETON – *Fox Valley Technical College*
- OSHKOSH –
  - *Fox Valley Technical College*
  - *Greater Oshkosh Economic Development Corporation*
- EAU CLAIRE – *Western Dairyland*
- MENOMONIE
  - *Dunn County Economic Development Corporation*
  - *UW Stout - Manufacturing Outreach Center*
- LADYSMITH – *Indianhead Community Action Agency*
- RHINELANDER – *Nicolet Area Technical College*



Search ...



EVENT CALENDAR

FEDERAL GOVERNMENT

STATE & LOCAL GOVERNMENT

GRANTS

SUCCESS & AWARDS

FAQS

**CURRENT EDITION OF THE WPI NEWSLETTER**

**www.wispro.org**



## UPCOMING EVENTS

WED  
24

**Acquisition Hour: The End of the Fiscal Year is Here: What is Hot and What is Not**

July 24 @ 12:00 pm - 1:00 pm

TUE  
30

**13th Annual Wisconsin Government Opportunities Business Conference (GOBC) In Partnership with Volk Field ANG and Fort McCoy – Camp Douglas, WI**

July 30 - July 31

Camp Douglas WI

AUG  
07

**Acquisition Hour: The NEW WAWF – The Procurement Integrated Enterprise Environment (PIEE)**

August 7 @ 12:00 pm - 1:00 pm

AUG  
21

**Acquisition Hour: Government Property Management for Federal Contractors and Subcontractors**

August 21 @ 12:00 pm - 1:00 pm

[View More...](#)

## CURRENT OPPORTUNITIES (3)

# WHY CONTRACT AWARDS ARE LOST

- Instructions were not followed
- Response was late or sent to the wrong place
- Response was poorly organized or too hard to follow
- Incumbent submitted no technical response
- Response made exceptions to the terms or conditions
- Response did not demonstrate understanding the requirement
- Respondent did not acknowledge solicitation amendments

**ALL MIGHT HAVE WON IF RESPONSE WAS DONE AS REQUIRED**

# SOLICITATION TYPES

# WHAT TYPE OF DOCUMENT IS USED

- Request For Information (RFI)
  - Sources Sought, Is not a solicitation, Used for Market Research, Typically followed by a solicitation
- Request For Quotation (RFQ)
  - Simplified Procurement, Simple Evaluation based on Factors in Solicitation
- Invitation For Bid (IFB)
  - Sealed Bid, Public Bid Opening, Awarded to Lowest Price, Responsible, Responsive Bidder
- Request For Proposal (RFP)
  - Negotiated Procurement, Complex Evaluation based on Evaluation Factors in Solicitation

# CONTRACT TYPES

# WHAT CONTRACT TYPE WILL BE AWARDED

- Fixed-Price
- Cost-Reimbursement
- Incentive Contracts
- Indefinite-Delivery Contracts
- Time-and-Materials
- Labor-Hour

# SOLICITATION EVALUATION

# HOW WILL RESPONSES BE EVALUATED

The type of solicitation document and type of contract will impact how responses will be evaluated.

- Award to lowest price
- Award to best value
- Award to lowest price technically acceptable (LPTA)

# THE BASICS

# SOLICITATION TIPS

- Read the solicitation document including all exhibits, and attachments
- Understand the specific contract requirements, evaluation process, and number of awards being made
- Develop a strategy, are you going for lowest price or high differentiated with value added services
- Draft a time line for proposal submission
- Ask questions by question due date in document
- Note submission requirements and page limitations
- Know the dollar thresholds outlined in the FAR

# RESPONSE TIPS

- Do not rephrase the requirement address how the proposal intends to meet the requirement
- Assume government has no prior knowledge of your abilities and experience even if you are the incumbent
- Submit proposal in media requested, and include the number of copies requested
- Narrative response to non-priced evaluation factors should be in the same order as outlined in the solicitation

# MORE RESPONSE TIPS

- Use the forms and documents provided. Do not make changes to the government forms.
- Give the government what they are asking for not what you want to provide
- To avoid math errors have someone other than the price preparer manually check proposal pricing on a calculator
- Have an independent party perform a final check of the proposal

# PREPARING YOUR RESPONSE

- Is it in the correct format?
- Is it organized and easy to read and follow?
- Is your solution workable?
- Did you demonstrate your ability to perform?
- Did you present an acceptable delivery schedule?
- Did you offer a reasonable price?
- Did you sign the response and sign and acknowledge all amendments?
- Do you have great and relevant past performance?

# DELIVERY INSTRUCTIONS

- On-line submissions
  - Register your firm and ensure you are able to post your response on the website
  - If permitted do a test
  - Submit 24 hours before due date and no later than 5pm the day before
  - Print out a copy of the delivery notification/receipt
- Look for and follow any special hand carry instructions
  - Prepare delivery receipt to obtain signature, date, and time of delivery from person accepting the response
- Email
  - Submit 24 hours before due date and no later than 5pm the day before
  - Use read receipt

# WHAT TO KNOW ABOUT DOD

# RESPONDING TO SOLICITATIONS POSTED IN DIBBS

- RFO: Respond in Dibbs (If it is a automated award, a preset range is used to evaluate the proposal and evaluation begins at 3 pm EST 3 days after the solicitation is posted and everyday thereafter at 3 pm until awarded.)
- RFP: Respond per instructions in box 9
- Understand the requirements in the solicitation and in the Master Solicitation which is incorporated into the solicitation
- **The Master Solicitation** incorporates **Procurement Notes, FARS, & DFARS** (other Procurement notes, FARS & DFARS, and **Quality Notes** incorporated from the **DLA Technical & Quality Master List of Requirements** can be incorporated into your solicitation)
- The **Master solicitation** provides information on how the solicitation is evaluated & items that will make your response ineligible for award

# DEFENSE LOGISTIC AGENCY MASTER SOLICITATION FOR AUTOMATED SIMPLIFIED ACQUISITIONS (REVISION 53) DECEMBER 20, 2018

10. PLEASE FURNISH QUOTATIONS TO THE  
ISSUING OFFICE IN BLOCK 5 ON OR  
BEFORE CLOSE OF BUSINESS (Date)

2016 JUN 29

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 5. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.

11. SCHEDULE (See Continuation Sheets)

#### POC INFORMATION:

WHEN TECHNICAL DATA IS PROVIDED IT MUST BE OBTAINED AT <https://pcf1.bsm.dla.mil/cfolders>. DISCREPANCIES FOUND IN TECHNICAL DATA PROVIDED, SUBMIT REQUEST TO THE DLA CUSTOMER SERVICE WEBSITE: <https://www.pdmd.dla.mil/cs/>

ALL OTHER QUESTIONS (SOLICITATION REQUIREMENTS, ITEM DESCRIPTION, AWARD CHOICE, ETC.), PLEASE CONTACT THE BUYER SHOWN ABOVE.

QUESTIONS REGARDING OPERATION OF THE DLA-BSM INTERNET BID BOARD SYSTEM SHOULD BE E-MAILED to [DibbsBSM@dlamail](mailto:DibbsBSM@dlamail)

FOR IMMEDIATE ASSISTANCE, PLEASE REFER TO THE FREQUENTLY ASKED QUESTIONS (FAQS) ON BSM DIBBS AT:  
<https://www.dibbs.bsm.dla.mil/Refs/help/DIBBSHelp.htm> OR PHONE 1-855-DLA-0001 (1-855-352-0001).

#### MASTER SOLICITATION

THIS SOLICITATION INCORPORATES THE TERMS AND CONDITIONS SET FORTH IN THE DLA MASTER SOLICITATION FOR EPROCUREMENT AUTOMATED SIMPLIFIED ACQUISITIONS (PART 13) REVISION 32 (MARCH 9, 2016) WHICH CAN BE FOUND ON THE WEB AT:  
[http://www.dla.mil/Portals/104/Documents/J7Acquisition/Master\\_Solicitation\\_REV\\_32\\_MAR\\_16.pdf](http://www.dla.mil/Portals/104/Documents/J7Acquisition/Master_Solicitation_REV_32_MAR_16.pdf)

# DLA/DIBBS RESPONSE

- You must register in Dibbs – currently you sign in and then the Gov't will send you a post card with a temporary password (allow time for this process)
- Make sure your SAM registration is active
- Register for c-folders to view drawings
- JCP registration is mandatory to view some drawings
- Joint Certification Program allows access to secure drawings and outlines how the documents must be handled w/ subcontractors and within your facility.

# DLA

- **JCP Certification is needed if you wish to actively pursue other and/or future prospects:**
- Through DIBBS
- FedBizOpps, etc.
- **Certification is often mandated to:**
- Attend Bid conferences
- Participate in meetings
- Obtain Request for Proposal (RFP) details
- Proceed on Directly Arranged Visits (DAV)

# DLA/DIBBS RESPONSE

- Remember to include packaging costs & freight if applicable in your submitted price unless the contract requirements change, your price will not be adjusted
- Include time for packaging, inspection (if I & A at origin) and if FOB destination, transportation time to destination in your quoted leadtime
- Late shipments may impact your Risk rating (CPARS (Contractor Performance Assessment Reporting System) & SPRS (Supplier Performance Risk System)) which can impact future awards

# DLA/DIBBS RESPONSE

- **Co3 – Contractor Retention of Supply Chain Traceability Documentation (Sept 2016)**
  - Applies to all solicitations and awards where you are not the manufacturer
  - **Contractor has or will have prior to delivery evidence that they are providing the item that is from the approved manufacturer and conforms to the technical requirements**
  - Retain documented evidence (supply chain traceability documentation)
  - The retention period is five years after final payment under this contract.
  - Describes minimum requirements & gives a link to examples of acceptable documentation
  - Failure to comply or unacceptable documentation can result in the cancellation of undelivered orders or rejection of delivered supplies

# WHERE TO LOCATE OPPORTUNITIES

# FEDERAL SOLICITATIONS

- Federal Business Opportunities (FedBizOpps) FBO website - <https://www.fbo.gov/>
- DLA Internet Bid Board System (DIBBS) website - <https://www.dibbs.bsm.dla.mil/>
- Navy Electronic Commerce Online (NECO) website - <https://www.neco.navy.mil/>
- FedConnect website - <https://www.fedconnect.net/FedConnect/default.htm>
- Unison website - <https://www.unisonglobal.com/product-suites/acquisition/sourcing/marketplace/>



# QUESTIONS?

# PRESENTED BY

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