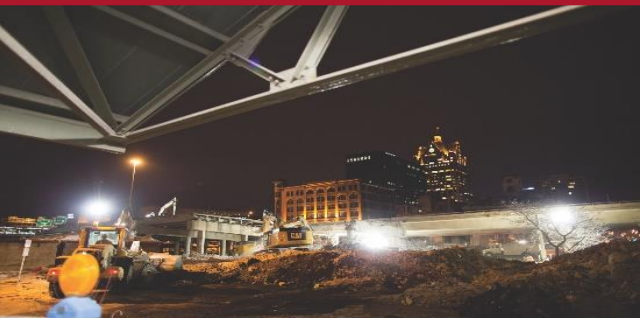


FEDERAL PROCUREMENT METHODS ACQUISITION HOUR WEBINAR

NOVEMBER 12, 2019



WEBINAR ETIQUETTE

PLEASE

- Log into the GoToMeeting session with the name that you registered with online
- Place your phone or computer on MUTE
- Use the CHAT option to ask your question(s).
 - We will share the questions with our guest speaker who will respond to the group

THANK YOU!

ABOUT WPI SUPPORTING THE MISSION

**Celebrating 32 Years of
serving Wisconsin Business!**

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

- **INDIVIDUAL CONSELING** – At our offices, at clients facility or via telephone/GoToMeeting
- **SMALL GROUP TRAINING** – Workshops and webinars
- **CONFERENCES** to include one on one or roundtable sessions

Last year WPI provided training at over 100 events and provided service to over 1,200 companies

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 (MATC)*

▪ CAMP DOUGLAS

- *Juneau County Economic Development Corporation (JCEDC)*

▪ STEVENS POINT

- *IDEA 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*

▪ LADYSMITH

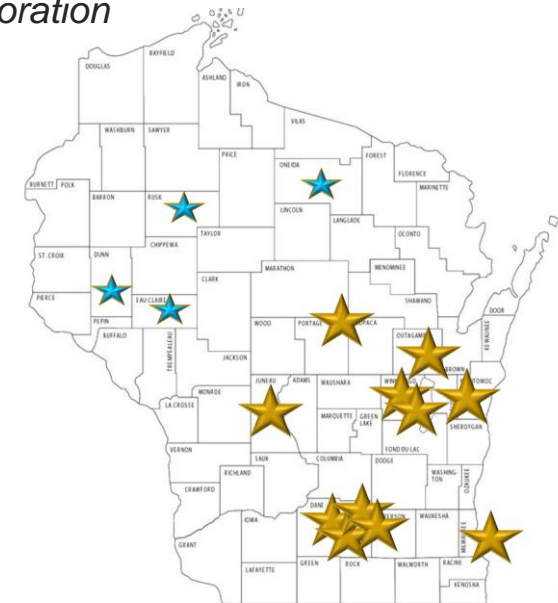
- *Indianhead Community Action Agency*

▪ RHINELANDER

- *Nicolet Area Technical College*

▪ GREEN BAY

- *Advance Business & Manufacturing Center*





Search ...

BLOG SERVICES ABOUT **CLIENT PORTAL** SPONSORSHIP CONTACT



- EVENT CALENDAR
- FEDERAL GOVERNMENT
- STATE & LOCAL GOVERNMENT
- GRANTS
- SUCCESS & AWARDS
- FAQS

CURRENT EDITION OF THE WPI NEWSLETTER

www.wispro.org

UPCOMING EVENTS

- WED 21** Acquisition Hour: Government Property Management for Federal Contractors and Subcontractors
August 21 @ 12:00 pm - 1:00 pm
- THU 22** Advancing Cybersecurity in the Industry, Energy, Water Nexus – Oshkosh, WI
August 22 @ 9:00 am - 3:00 pm
Oshkosh WI
- THU 22** NDIA Great Lakes Chapter 10th Anniversary – Milwaukee, WI
August 22 @ 12:30 pm - 7:30 pm
Brookfield Wisconsin
- SEP 11** Acquisition Hour: The End of the Fiscal Year is Here – What is Hot and What is Not
September 11 @ 12:00 pm - 1:00 pm

[View More...](#)

CURRENT OPPORTUNITIES (1)

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](#)

WHAT WE WILL COVER TODAY

- Sealed Bidding
- Competitive Negotiations
- Simplified Acquisitions
- Commercial Items Acquisitions
- Exercising Options

SEALED BIDDING – FAR PART 14

SEALED BIDDING

A method of contracting where contracts are awarded to:

- The LOWEST PRICED
- RESPONSIVE BID
- Submitted by a RESPONSIBLE BIDDER (FAR 14.103(d))

SEALED BIDDING PROCESS

- Publication of the Invitation for Bids (IFB) Solicitation
- Submission of Bids and Public Bid Opening
- Evaluation of Bids and Contract Award

THE IFB SOLICITATION

- Solicitation / Contract from
- Item(s) to be priced
- Descriptions/ Specifications/ Statement of Work
- Solicitation Provisions
- Contract Clauses

THE IFB SOLICITATION

- Describes all government requirements.
- Specifies whether bids must be firm fixed prices (FFP) or firm-fixed-prices with economic price adjustment (FFP w/ EPA).
- May request bid guarantees or specific responsibility information.

BID SUBMISSION

- Bids must be submitted
 - (1) using the designated method(s),
 - (2) to the proper place, and
 - (3) at (or prior to) the designated time.
- Bid constitutes a firm offer.
- Bids remain unopened and secure until the public bid opening.

EVALUATING BIDS - RESPONSIVENESS

RESPONSIVE BID - a bid which unequivocally offers to provide all supplies and services IAW the solicitation.

- Bid completely filled out IAW with the IFB's instructions
- No exceptions taken
- Nothing changed or crossed out
- All material amendments acknowledged

RESPONSIBILITY

RESPONSIBLE BIDDER – a bidder capable of meeting all contract requirements and eligible to receive an award.

- Has financial resources
- Has satisfactory past performance and
- Has satisfactory integrity and business ethics
- Has the organization, experience, technical skills, and facilities

EVALUATING BIDS -PRICE

The Contracting Officer evaluates the price and price related factors

- Evaluates total price of base requirement and options
- Checks for unbalanced pricing
- Must determine if the pricing is reasonable

AWARD

- Award -to the lowest priced, responsive, responsible bidder.
- Award is made without discussions.
- A binding contract is formed when the Contracting Officer accepts and signs the submitted bid.

NEGOTIATED PROCUREMENTS USING FAR PART 15

TOPICS WE WILL DISCUSS

- The Request for Proposal (RFP) Solicitation
- Award without Discussions
- Establishment of Competitive Range
- Discussions
- Final Proposal Revisions
- Award

NEGOTIATED PROCUREMENTS (FAR PART 15)

- Used when sealed bids are not appropriate
- Award based upon evaluation of both price and non-price factors
- More complex and time consuming than sealed bidding

THE REQUEST FOR PROPOSAL - GENERALLY

- Solicitation /Contract form
- Item(s) to be priced
- Descriptions/ Specifications/ Statement of Work
- Contract Clauses
- Instructions to Offerors
- Evaluation Criteria and their relative importance

RFP – INSTRUCTIONS TO OFFERORS

- Describes what information offerors should provide in their proposals
- Often dictates format, page limits, paper size, font size, organization, and content.
- Proposals should strictly comply with these instructions and limitations

RFP – EVALUATION CRITERIA/FACTORS

- Describe what government will evaluate to determine award.
- All significant factors and sub-factors that will be identified.
- Relative importance of each listed factor and sub-factor will be identified.

RFP – BEST VALUE CONTINUUM

- Lowest Priced Technically Acceptable
- Cost/Technical Trade Off Process
- Highest Technically Rated Proposal at a Reasonable Price

COST TECHNICAL TRADE-OFF

- RFP discloses whether the non-price factors when combined are
 - (1) more important than price
 - (2) approximately equal to price or
 - (3) significantly less important than price.

RFP - DISCUSSIONS

- If RFP states the Government intends to award without discussions, make initial offer your best offer.
 - ❖ However Government may later change its mind
- If RFP states the Government intends to award after holding discussions, then discussions will be held.

RFP – COMPETITIVE RANGE

- Comprised of the highest rated proposals
- Offerors excluded from the Competitive Range will be promptly notified.
- Offerors excluded can request a pre-award debriefing within 3 days after notification.

RFP – FINAL PROPOSAL REVISIONS

- When all rounds of discussions are concluded, final proposal revisions will be requested.
- In your final proposal revision, you should correct the identified deficiencies and weaknesses, if possible.

RFP – AWARD/SOURCE SELECTION DECISION

- Award is made when the Government accepts the proposal.
- Contractor's proposal becomes part of the contract.
- Notice of Award is provided to unsuccessful Offerors.
- Unsuccessful Offeror may request a post-award debriefing.

SIMPLIFIED ACQUISITIONS

SIMPLIFIED ACQUISITION PROCEDURES

There are three major categories

- Micro-Purchases
- Standard Simplified Acquisitions
- Commercial Item Simplified Acquisition

MICRO-PURCHASES (\$10,000 OR LESS)

- Competition is not required for a micro-purchase if the price is reasonable
- To the maximum extent practicable, awards distributed equally among qualified contractors.
- Oftentimes, Government-wide Purchase Card is used.

REQUESTS FOR QUOTATIONS (RFQs)

- An RFQ uses simplified acquisition procedures.
- Can be used for
 - Commercial Item procurements under \$7,000,000
 - Construction and non-commercial Services and Supplies under the Simplified Acquisition Threshold (SAT), currently \$250,000 for most agencies.

PUBLICIZING SIMPLIFIED ACQUISITIONS-

- Actions less than \$15,000 - No publicizing requirements
- Actions between \$15,000 up to \$25,000 - Agencies “display” a synopsis or solicitation for at least 10 days.
- Actions between \$25,000 - \$250,000 (non-commercial item) - Agencies normally:
 1. synopsise the requirement in Beta.Sam.Gov for at least 15 days, and then
 2. post the RFQ to Beta.Sam.Gov for a reasonable time
(numerous exceptions may apply)

RFQ – EVALUATION

RFQs must state the evaluation criteria to be used in determining award.

- Relative Importance might not be identified
- Formal evaluation plans, discussions, and scoring of quotations are not required.

QUOTATIONS

- The Vendor's response to RFQ is "Quotation" or a "Quote." Not an "Offer".
- A Quotation cannot be just "accepted" by the government. Instead..
 1. Government makes a selection
 2. Government issues an Order to selected vendor. (The order is the Government's Offer).

REQUESTS FOR QUOTATIONS

- A contract is formed when the Vendor accepts the Government's Order either
 1. in writing, or
 2. Proceeding with the work until substantial performance has occurred
- The Government can withdrawal, amend, or cancel its Order at no cost by sending written notice prior to Vendor acceptance.

REQUESTS FOR QUOTATIONS

- Government can both solicit and receive new quotes any time prior to contract formation
- The Government must consider all timely submitted quotes.
- The Government need not consider a quote received after an Order has been sent to a selected Vendor

COMMERCIAL ITEMS

COMMERCIAL ITEMS – DEFINITION FAR 2.101

Extreme simplification ...

Any item or service, other than real property, that is sold or offered for sale to the general public.

COMMERCIAL ITEMS – DOES NOT INCLUDE

- Real Property
- Construction
- Items that have not yet been developed
- Items that were developed using government funds and are used exclusively by government.
 - Note – this list may not be all inclusive

COMMERCIAL ITEMS – SIMPLIFIED

An RFQ can be used for

- Commercial Item procurements (Service and Supply) estimated to be under \$7,000,000

PUBLICIZING COMMERCIAL ITEMS OVER \$25,000- SIMPLIFIED

For Commercial Items over \$25,000, the CO has two simplified options for publicizing contract actions.

- Combined Synopsis/Solicitation
- Shortened timeframe for Synopsis and Solicitation

OPTIONS

OPTIONS

- Option - a unilateral right of the government to extend the contract or to purchase additional services or supplies.
- Option must have been evaluated in the initial competition
- Contracting Officer must provide written notice of intent to exercise the option

RESOURCES

RESOURCES

- FAR: <https://www.acquisition.gov/?q=browsefar>
- Beta.sam.gov: <https://beta.sam.gov/>
- Wisconsin Procurement Institute
 - Phone: 414-270-3600 www.wispro.org

UPCOMING TRAINING - EVENTS

ACQUISITION HOUR LIVE WEBINARS SERIES

- November 12, 2019

Procurement Methods

[CLICK HERE](#) for additional information – presented by Helen Henningsen, Wisconsin Procurement Institute (WPI)

- November 19, 2019

The Future of SAM.gov

[CLICK HERE](#) for additional information – presented by Kim Garber, Wisconsin Procurement Institute (WPI)

- December 3, 2019

Types of Federal Contracts

[CLICK HERE](#) for additional information
Presented by Marc Violante, Wisconsin Procurement Institute (WPI)

- December 10, 2019

Cyber Trends, Threats and the Evolving Hacker's Marketplace

[CLICK HERE](#) for additional information
Presented by Marc Violante, Wisconsin Procurement Institute (WPI)

« All Events

12TH ANNUAL END OF YEAR FEDERAL CONTRACTOR UPDATE – OSHKOSH, WI

January 23, 2020

Details

Date:
January 23, 2020
Event Categories:
Conference, WPI Events

Organizer

Cassie Hutzler
Phone:
[\(414\) 270-3600](tel:(414)270-3600)
Email:
cassieh@wispro.org

Additional Information

Presented By
National Contract Management
Association (NCMA) WI Chapter
Wisconsin Procurement Institute (WPI)

SAVE THE DATE!

Join Wisconsin's Federal contractors for a series of briefings focusing on changes and challenges!

Topics this year will include:

- Contract Management Update
- Federal Case Law Updates
- FAR and DFAR Updates
- Security and Cyber Updates
- Small Business Program Updates
- And more!

Registration coming soon

Venue

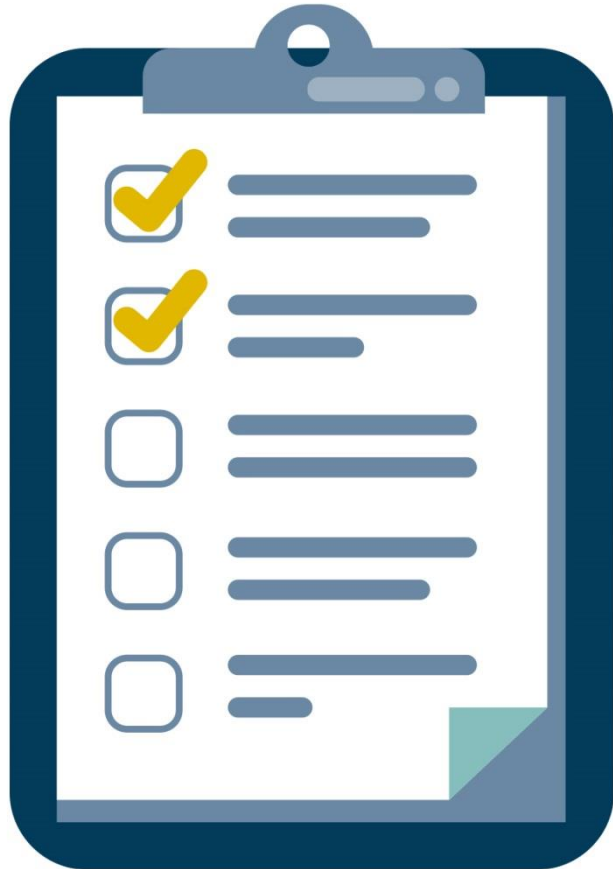
La Sure's Hall Banquets & Catering
3125 S Washburn St
Oshkosh, WI 54904 United States
[+ Google Map](#)



QUESTIONS?



SURVEY



CONTINUING PROFESSIONAL EDUCATION



CPE Certificate available, please contact:

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