



A Procurement Technical
Assistance Center (PTAC)

HOW TO QUICKLY ANALYZE FEDERAL SOLICITATIONS ACQUISITION HOUR WEBINAR

April 21, 2020



WHAT WE WILL COVER TODAY

- Locating Opportunities
- Types of Solicitations
- Review of the Beta.SAM.Gov Announcement
- Review of the Solicitation
- Go/No Go Decision

LOCATING OPPORTUNITIES

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

LOCATING FEDERAL OPPORTUNITIES

- Beta.Sam.Gov: <https://beta.sam.gov/>
 - Sources Sought/Requests For Information
 - Presolicitation Notices
 - Solicitations

beta.SAM.gov | Home

General Services Administration [US] https://beta.sam.gov/

SAMbeta.GOV

Contract Opportunities ▾ I'm looking for... Search

Welcome

This will be the official U.S. government website for people who make, receive, and manage federal awards.

100% FREE TO USE
Official U.S. Government Website
100% FREE TO USE

What Can I Do Here?

Contracting

Contract Data Reports (FPDS Reports)
FPDS.gov Reports has been added to beta.SAM.gov.

- About Contract Data Reports

Type here to search

3:03 PM 3/30/2020

TYPES OF SOLICITATIONS

TYPES OF DOCUMENTS

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

SOURCES SOUGHT ANNOUNCEMENTS (SSN)AND REQUEST FOR INFORMATION (RFI)

- They are not solicitations
- Government uses these 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

REVIEW OF THE BETA.SAM.GOV ANNOUNCEMENT

PRE-SOLICITATION NOTICES

- The Pre-solicitation Notice - a declaration/synopsis posted on <https://beta.sam.gov> notifying the market that a solicitation is going to be issued.
- It is generally posted 15 days in advance of the solicitation document. Timeframe may be shorter for commercial items.
 - Note -in some smaller commercial item procurements the synopsis and solicitation are combined.
- The primary purpose is to improve small business access to acquisition information and enhance competition by identifying contracting and subcontracting opportunities.

REVIEW BETA.SAM.GOV ANNOUNCEMENT

Scan the Pre-Solicitation Announcement to locate


- Response Date – *Do you have time to submit a thorough response?*
- Set Aside – *Is the government going to use a set-aside and if so will you qualify?*
- NAICS Code – *Is this NAICS code in your SAM registration?*
 - You can add a NAICS code to your SAM registration
- Contract Dollar Range – Generally used in construction – *Can you support this large of a contract? Or is the dollar amount too small to make a reasonable profit?*

beta.SAM.gov

General Services Administration [US] <https://beta.sam.gov/opp/fb486eaa30744083a8383293a8eba5be/view?keywords=%22presolicitation%22>

SAM GOV

Follow



Z--Great Smoky Mtns CHIMNEY'S PICNIC AREA PAVING

Contract Opportunity

- General Information
- Classification
- Description
- Attachments/Links
- Contact Information
- History

What you think matters!

Provide Feedback

ACTIVE Contract Opportunity

Notice ID
140P5320R0014

Related Notice

Department/Ind. Agency
INTERIOR, DEPARTMENT OF THE

Sub-tier
NATIONAL PARK SERVICE


Office
SER NORTH MABO (53000)

General Information

Contract Opportunity Type: Presolicitation (Original)

beta.SAM.gov

General Services Administration [US] https://beta.sam.gov/opp/fb486eaa30744083a8383293a8eba5be/view?keywords=%22presolicitation%



General Information

Contract Opportunity Type: Presolicitation (Original)

All Dates/Times are: (UTC-04:00) EASTERN STANDARD TIME, NEW YORK, USA

Original Published Date: Apr 14, 2020 08:32 am EDT

Original Response Date: Apr 30, 2020

Inactive Policy: Manual

Original Inactive Date: May 17, 2021

Initiative:

- None

Classification

Original Set Aside: Total Small Business Set-Aside (FAR 19.5)

Product Service Code: Z - MAINT, REPAIR, ALTER REAL PROPERTY

NAICS Code: 324121 - Asphalt Paving Mixture and Block Manufacturing

Place of Performance:

Description

THIS IS A PRE-SOLICITATION NOTICE ONLY. The National Park Service (NPS), Great Smoky Mountains NP (GRSM) will be contracting for repairing and resurfacing asphalt pavement roads, which include roadway milling, roadway paving with separate binder and surface courses, paved drainage swale installation, and draining structure and pipe install projects. Located at Chimney Picnic Area. The Chimneys Picnic Area is located on Highway 441 (Newfound Gap Road) approximately 3 miles southeast of the Sugarlands Visitors Center in Gatlinburg.

Contract Opportunity


- General Information
- Classification
- Description
- Attachments/Links
- Contact Information
- History

What you think matters!

[Provide Feedback](#)

beta.SAM.gov

General Services Administration [US] https://beta.sam.gov/opp/fb486eaa30744083a8383293a8eba5be/view?keywords=%22presolicitation%



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REVIEW OF THE SOLICITATION

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), Performance Work Statement (PSW), Statement of Objectives (SOO), or Specifications ;
 - May follow behind Table of Contents,
 - May be an attachment,
 - For construction includes specifications and drawings,
 - Section C under Uniform Contract Format

HOW TO LOCATE THE SOLICITATION SECTIONS

- Contract Type –
 - May state in FAR 52. 216 – Type of Contract,
 - May be on cover page or in Beta.Sam announcement,
 - may be included in first part of SOW
- Contract Type can inform on how contract will be priced (ex. Firm fixed price, cost reimbursement, time and materials)
- Contract Type can inform about the the government's promise (ex. requirements, indefinite delivery indefinite quantity, definite quantity.)

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, Section B under Uniform Contract Format
- Method of Award – May be part of price schedule or actual requirements, Section M under Uniform Contract Format
- Evaluation Factors – Section M under Uniform Contract Format

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

ITEMS THAT MAY BE FOUND 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?*
- Review Response Date – *Do you have time to submit? How long would it take to put together a competitive proposal? Is the NAICS code in your SAM registration?*

COMMON FORMS

- Standard Form (SF) 18 – Request for Quotation
- Standard Form (SF) 33 – Solicitation, Offer and Award
- 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

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NO.	PAGE 1 OF 46
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NO.	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME Omar A. Cante		b. TELEPHONE NO. (No Collect Calls) 414-844-4861	
9. ISSUED BY Department of Veterans Affairs Great Lakes Acquisition Center (GLAC) 115 S 84th Street, Suite 101 Milwaukee WI 53214-1476		CODE 36C252		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input checked="" type="checkbox"/> SET ASIDE: 100 % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> EDWOSB <input checked="" type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8(A) NAICS: 339113 SIZE STANDARD: 750 Employees	
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>	
15. DELIVER TO Tomah VA Medical Center 500 E Veterans Street Bldg. 402A Tomah WI 54660-3105		CODE 36C252		16. ADMINISTERED BY Department of Veterans Affairs Great Lakes Acquisition Center (GLAC) 115 S 84th Street, Suite 101 Milwaukee WI 53214-1476	
17a. CONTRACTOR/OFFEROR CODE FACILITY CODE		18a. PAYMENT WILL BE MADE BY Department of Veterans Affairs Financial Services Center PO Box 149971 Austin TX 78714-9971 PHONE: 877-353-9791 FAX: 512-460-5540		CODE 36C252	
TELEPHONE NO. DUNS: DUNS+4:		17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM	

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<p>DESCRIPTION: Sterile Storage Cabinets See continuation pages...</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)
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<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 type="checkbox"/> ARE <input checked="" 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) Daniel Rasmussen	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

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
- Cost Reimbursement
- Indefinite Delivery
- Time and Materials
- Incentive

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 the Government make an award?

- Lowest price responsive, responsible bidder – usual method for IFBs
- Lowest price, technically acceptable (LPTA) – RFPs and RFQs
- Price/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 DECISION

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

- Acquisition.gov is: <https://www.acquisition.gov/>
- Beta.SAM website - <https://beta.sam.gov>
- Wisconsin Procurement Institute
 - Phone: 414-270-3600
 - www.wispro.org



QUESTIONS?

CONTINUING PROFESSIONAL EDUCATION



CPE Certificate available, please contact:

Benjamin Blanc

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PRESENTED BY

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