



Acquisition Hour: How to Quickly Analyze Solicitations

October 11 | 1:00 – 2:00 pm
Presented by Carol Murphy, WPI



Webinar Etiquette

PLEASE

§ Log into the GoToWebinar session with the name that you registered with online

§ Place your phone or computer on MUTE

§ Use the QUESTIONS option to ask your question(s).

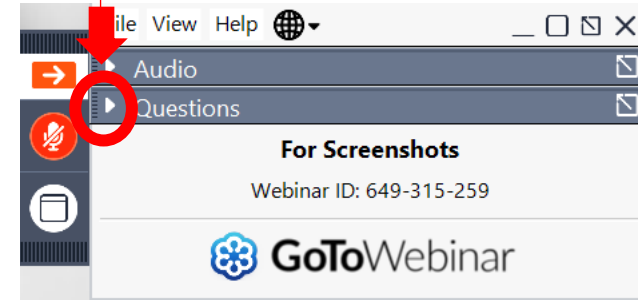
§ We will share the questions with our guest speaker who will respond to the group

THANK YOU!



OPENING THE QUESTIONS BOX

Click here to access
within the Control Panel



USING THE QUESTIONS BOX

Type questions
here at any time
during a
presentation



Click Send when ready to submit a question



WPI is Wisconsin's APEX ACCELERATOR

The APEX Accelerators program, under management of the Department of Defense (DOD) Office of Small Business Programs (OSBP), plays a critical role in the Department's efforts to identify and engage with a wide range of businesses entering and participating in the defense supply-chain. The program provides the education and training that all businesses need to participate to become capable of participating in DOD and other government contracts.

WPI provides services to all of Wisconsin's 72 counties

- Individual counseling at our offices, client's facility or virtually
- Small group training – webinars and workshops
- Conferences including one on one buyer meetings – Marketplace, The Contracting Academy, Small Business Academy, Wisconsin Federal Contractor Forum, Acquisition Hour, Cyber Fridays, DOD Roadmap series, Government Opportunities Business Conference, End of Year Federal Contractor Update, Annual DOD Contract Management Update, Evening FAR sessions and more.....

www.wispro.org

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)*

§ ASHLAND

§ *Ashland Area Development Corporation*

§ CAMP DOUGLAS

§ *Juneau County Economic Development Corporation (JCEDC)*

§ EAU CLAIRE

§ *Western Dairyland*

§ FOND DU LAC

§ *Envision Greater Fond du Lac*

§ GREEN BAY

§ *NWTC Startup Hub*

§ LACROSSE

§ *Veterans in Professions*

§ MANITOWOC

§ *Progress Lakeshore*

§ OSHKOSH

§ *Greater Oshkosh Economic Development Corporation*

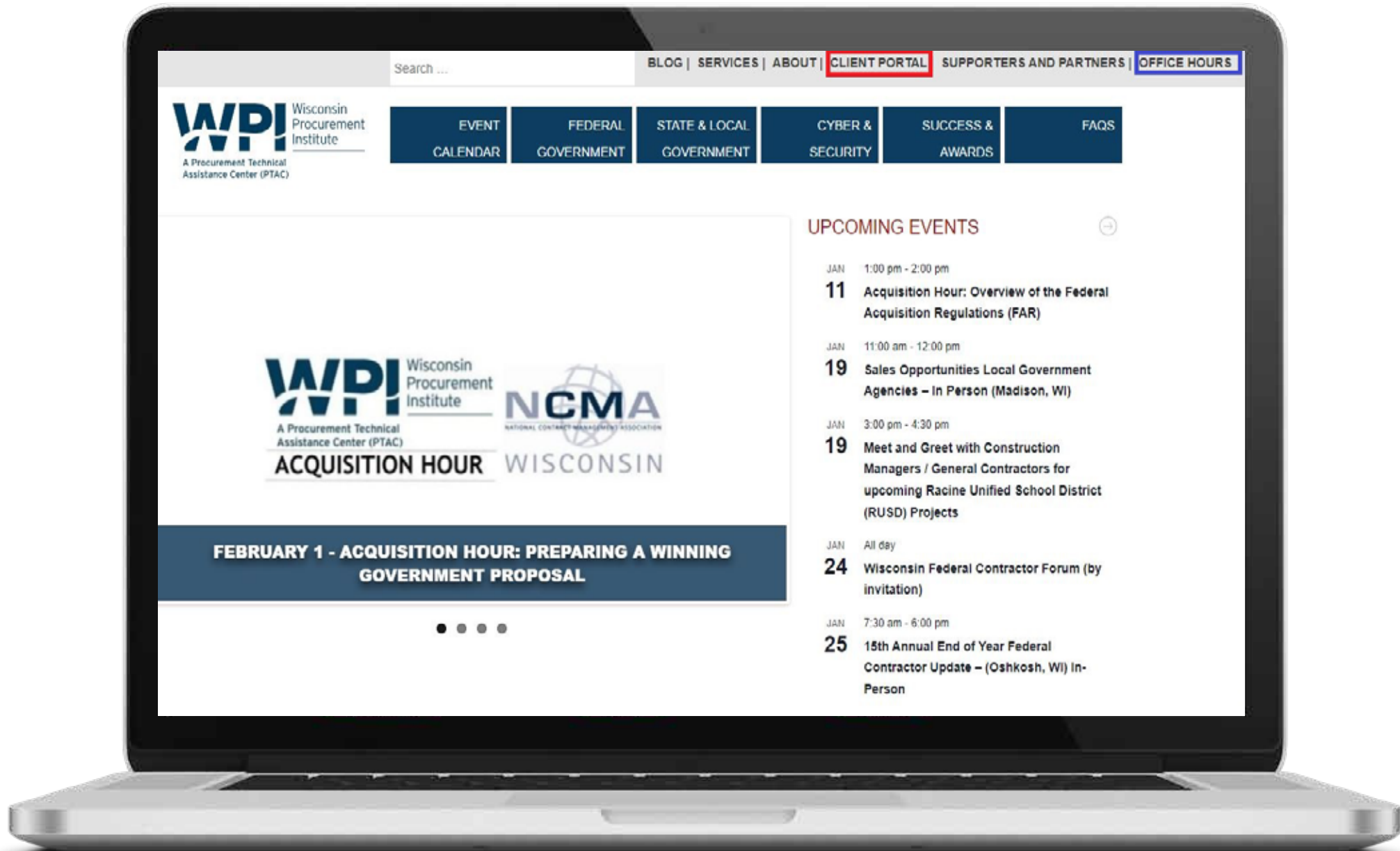
§ RHINELANDER

§ *Nicolet Area Technical College*

§ SUPERIOR

§ *Small Business Dev Center;
UW Superior*





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- FAQS



FEBRUARY 1 - ACQUISITION HOUR: PREPARING A WINNING GOVERNMENT PROPOSAL

UPCOMING EVENTS

- JAN 1:00 pm - 2:00 pm
11 Acquisition Hour: Overview of the Federal Acquisition Regulations (FAR)
- JAN 11:00 am - 12:00 pm
19 Sales Opportunities Local Government Agencies – In Person (Madison, WI)
- JAN 3:00 pm - 4:30 pm
19 Meet and Greet with Construction Managers / General Contractors for upcoming Racine Unified School District (RUSD) Projects
- JAN All day
24 Wisconsin Federal Contractor Forum (by invitation)
- JAN 7:30 am - 6:00 pm
25 15th Annual End of Year Federal Contractor Update – (Oshkosh, WI) In-Person

WHAT WE WILL COVER TODAY

- Locating Opportunities
- Types of Solicitations
- Review of the 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 700 websites including federal, state and local
- Matches keywords based on contractor's capabilities
- Contact WPI to set up

LOCATING FEDERAL OPPORTUNITIES

- SAM.gov: [SAM.gov | Home](#)
 - Sources Sought/Requests For Information
 - Presolicitation Notices
 - Solicitations

← Sign In

Home Search Data Bank Data Services Help



Official U.S. Government Website
100% Free

The Official U.S. Government System for:

Contract Opportunities

Contract Data

(Reports ONLY from fpds.gov)

Wage Determinations

Federal Hierarchy

Departments and Subtiers

Assistance Listings

Entity Information

Entities, Disaster Response Registry,
Exclusions, and Responsibility/
Qualification (was fapiis.gov)

Entity Reporting

SCR and Bio-Preferred Reporting

Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

Get Started

Renew Entity

✓ Check Entity Status

Already know what you want to find?

Select Domain...

e.g. 1606N020Q02



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 SAM.GOV ANNOUNCEMENT

PRE-SOLICITATION NOTICES

- The Pre-solicitation Notice - a declaration/synopsis posted on [SAM.gov | Home](https://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 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?*



**US Army Corps
of Engineers®**

Contract Opportunity

General Information

Classification

Description

Attachments/Links

Contact Information

History

Award Notices

Follow

Download

Lock and Dam 9 Auxiliary Lock Bulkhead Slot Construction



Note: There have been new actions to this contract opportunity. To view the most recent action, please click [here](#).

ACTIVE

Contract Opportunity

Notice ID

W912ES23B0007

Related Notice

W912ES23B0007

Department/Ind. Agency

DEPT OF DEFENSE

Sub-tier

DEPT OF THE ARMY

Major Command

USACE

Sub Command

MVD

Office

W07V ENDIST ST PAUL

General Information

Contract Opportunity Type: Solicitation (Original)

All Dates/Times are: (UTC-05:00) CENTRAL STANDARD TIME, CHICAGO, USA

Original Published Date: Aug 08, 2023 02:39 pm CDT

Original Date Offers Due: Sep 07, 2023 02:00 pm CDT

Inactive Policy: Manual

Original Inactive Date: Oct 31, 2023

Initiative:

- None

Classification

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

Product Service Code: Z2KA - REPAIR OR ALTERATION OF DAMS

NAICS Code:

- 237990 - Other Heavy and Civil Engineering Construction

Place of Performance:

Eastman , WI

USA

Description

The U.S. Army Corps of Engineers, St. Paul District has a requirement entitled: Lock and Dam 9 (LD9) Auxiliary Lock Bulkhead Slot Construction

This marine construction project requires a Contractor to create bulkhead recesses for the auxiliary lock bay closure of LD9 upstream of the existing auxiliary miter gates. The bulkhead recesses will consist of structural steel and concrete. The LD9 auxiliary lock bay is located to the riverside of the main lock, which is located on the Wisconsin side of the Mississippi River near Lynxville, WI (Crawford County) and is accessible from Wisconsin State Highway 35.

This Invitation for Bid (IFB) is 100% set aside for small business and solicited in accordance with FAR Part 14 Sealed Bidding procedures.

The North American Industry Classification System (NAICS) code for this project is 237990 Other Heavy and Civil Engineering Construction, with a small business size standard of \$45.0 Million.

The anticipated magnitude of construction is between \$1,000,000 and \$5,000,000 and the contract will require 100% performance and payment bonds.

See attached W912ES23B0007 PLANS and SPECS dated 08 August 2023, or as amended, for full project details.

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 SAM.gov 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 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 <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER 0011948649	PAGE 1 OF 86
2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER W911SA23Q3097	6. SOLICITATION ISSUE DATE 15-Sep-2023	
7. FOR SOLICITATION INFORMATION CALL:	a. NAME KRISTINE SCHOLZ		b. TELEPHONE NUMBER (No Collect Calls) 608-388-1253	8. OFFER DUE DATE/LOCAL TIME 10:00 AM 29 Sep 2023	
9. ISSUED BY MICC - FT MCCOY BLDG 1108 SOUTH R ST FORT MCCOY WI 54656-5153 TEL: FAX: (608) 388-3798	CODE W911SA	10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: _____ % 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 NAICS: 113310 <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8(A) SIZE STANDARD: 500			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE	12. DISCOUNT TERMS		<input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	13b. RATING	
15. DELIVER TO DIRECTORATE OF PUBLIC WORKS DIRECTORATE OF PUBLIC WORKS 2171 S 8TH AVE FORT MCCOY WI 54656 TEL: FAX:			16. ADMINISTERED BY	CODE	
17a. CONTRACTOR/OFFEROR	CODE	FACILITY CODE	18a. PAYMENT WILL BE MADE BY		
TELEPHONE NO.			CODE		
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER			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
SEE SCHEDULE					
25. ACCOUNTING AND APPROPRIATION DATA				26. TOTAL AWARD AMOUNT (For Govt. Use Only)	
<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 <i>(TYPE OR PRINT)</i>	30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER <i>(TYPE OR PRINT)</i> 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

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

RESOURCES

Acquisition.Gov

<https://www.acquisition.gov/>

SAM.Gov

[SAM.gov | Home](https://sam.gov)

Wisconsin Procurement Institute - Phone: 414-270-3600

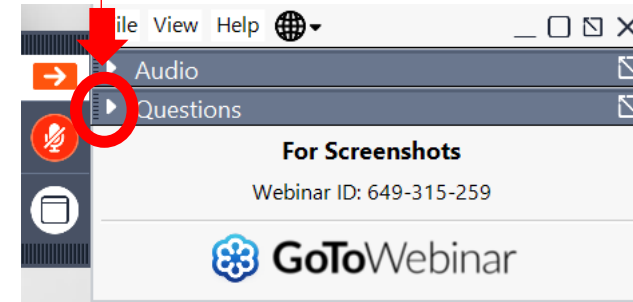
www.wispro.org

QUESTIONS?



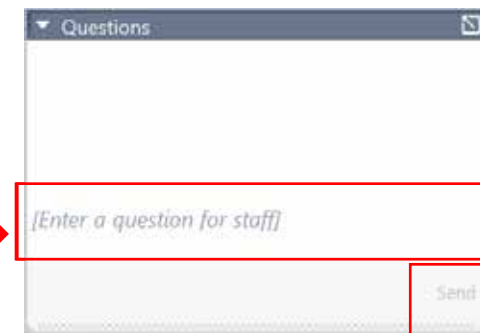
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UPCOMING TRAINING - EVENTS

ACQUISITION HOUR LIVE WEBINAR SERIES

- October 11
How to Quickly Analyze Solicitations
- October 17
Preparing for One-on-One Buyer Meetings
- October 18
Certifications for Veteran Owned Businesses
- November 8
Preparing for One-on-One Buyer Meetings
- November 15
Preparing a Winning Government Proposal

...More information and registrations at wispro.org/events

GOVERNMENT CERTIFICATION WORKSHOPS

- October 12
Federal Certifications
- October 26
Local Certifications
- November 30
State Certifications



MATC Goodman-South Campus
2429 Perry Street, Madison, WI 53713

...More information and registrations at wispro.org/events

CYBER FRIDAY LIVE WEBINAR SERIES

- October 20
NIST SP 800.171 – 3.7 Maintenance and 3.8 Media Protection
- October 27
NIST SP 800.171 – 3.9 Personnel Security and 3.10 Physical Protection
- November 3
NIST SP 800.171 – 3.11 Risk Assessment and 3.12 Security Assessment
- November 9 (Thursday)
NIST SP 800.171 – 3.13 System and Communications Protection and 3.14 System and Information Integrity

PRESENTED BY



Registration Now Open



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Contracting
Academy**

Developing and Growing Government Contractors

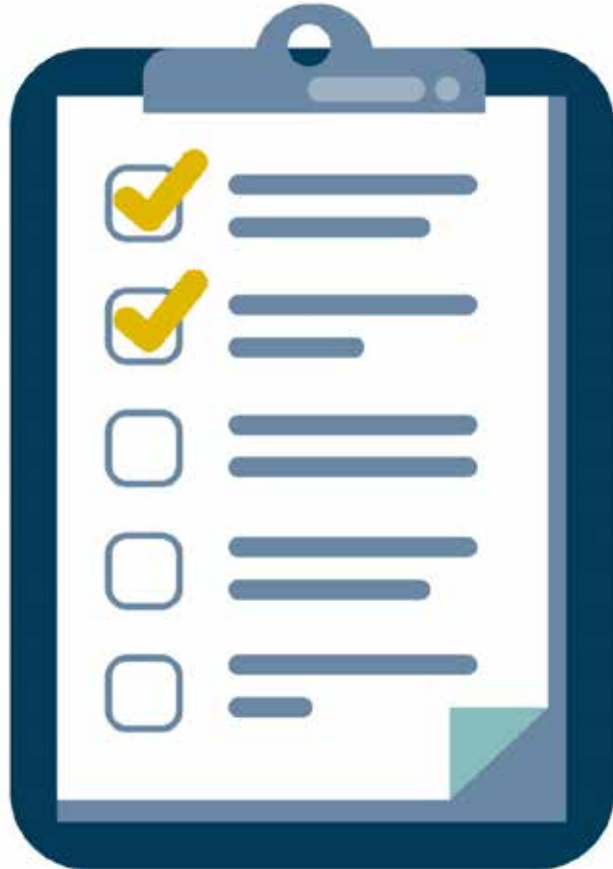


December 5-7, 2023

MarketplaceWisconsin.com

October 11, 2023

SURVEY



CONTINUING PROFESSIONAL EDUCATION



This webinar is eligible for 1 CPE credit.
For a certificate of this credit please contact:

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jackl@wispro.org

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