Understanding Federal Solicitations

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Government Contract Assistance Program - GCAP
Agenda

- GCAP, Oregon’s PTAC - Who we are and what we do?
- Understanding Important Terminology
- How the Federal Government identifies your product or service
- Finding the solicitation
- Forms used
- Understanding the solicitation
- Preparing to respond
GCAP
The Government Contract Assistance Program

- Oregon’s Procurement Technical Assistance Program - www.gcap.org
- Nation-wide network of PTACs
- Funded by DLA and Business Oregon
- Managed by OEI, Inc
- Counselors across the State
- Over 30 years of service to Oregon businesses
- Includes a partnership with the Hispanic Metropolitan Chamber of Commerce in Portland

This Procurement Technical Assistance Center is funded in part through a cooperative agreement with the Defense Logistics Agency.
GCAP Services: Counseling and Training

Helping Oregon Businesses...
- Understand the Federal Market
- Find leads (GCOM) and matching capabilities with opportunities
- Obtain registrations and certifications
- Understand regulations and procedures
- Market goods and services to agencies

Training and Workshops
- Basics of Government Contracting
- Understanding General Services Administration - GSA Contracting
- Understanding Solicitations, Bids and Proposals
- Registrations and Certifications
- Marketing to Government
Important Terminology

- **FBO** - Federal Business Opportunities: [www.fbo.gov](http://www.fbo.gov) open market opportunities over $25,000
- **Special Notice** - Announcements such as conferences, meetings, draft specs, pre-bid/pre-proposal conferences
- **Sources Sought** - Government agency seeking possible sources for a project
- **Pre-solicitation** - Advanced notice of solicitation, may be required by FAR.
- **Solicitation** - Request to submit offers or quotes
- **Sole Source** - Use of only one source, after market research to back up decision
Important Terminology

- **Award** - Notice of acceptance of bid, proposal or quote. Source has been found to be responsive and responsible
- **Request for Quotes** - Estimated under Simplified Acquisition threshold (under $150,000) under FAR Part 13. Most flexibility to Contracting Officer
- **Invitation for Bid** - Typically sealed bidding, FAR Part 14. Usually award based on price and price factors
- **Request for Proposal** - Used in negotiated procurements using FAR Part 15. Awards usually made based on “best value” where non price factors such as past performance and experience are evaluated along with price. Price in usually not the sole determining factor.
  - RFP is what we will concentrate on today
How the Federal Government Identifies your Product or Service

- **NAIC** - North American Industry Classification System, used by the Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. economy. [https://www.census.gov/eos/www/naics/](https://www.census.gov/eos/www/naics/)
  
  **EXAMPLE**: 541330 Engineering Services

- **PSC** - Product and Service Codes - Product and service codes are used by the United States Government to describe products and services and research and development. Letters = services & Numbers = products
  
  **EXAMPLE**: C - Architect and engineering services
Find an OPEN MARKET lead at FedBizOPPs
Common Forms used in Federal Solicitations

- SF 18 - Used for RFQs
- SF 33 - Services and Commodities
- SF 330 - Used for Architect and Engineering services
- SF 1442 - Construction
- SF 1449 - Commercial Items
Uniform Contract Format
Major Parts of the RFP/Solicitation

- Part I
  - The Schedule (A - H)

- Part II
  - Contract Clauses (I)

- Part III
  - List of Documents, Exhibits, and Other Attachments (J)

- Part IV
  - Representations and Instructions (K - M)

- Don’t expect uniformity or consistency across all federal agencies. FAR 14.201 “Bidders” (RFQ) & FAR 15.201 “Offerors” or “Respondents” (RFP)
Part I: The Schedule

- Section A - Government Solicitation Contract Form (SF33, SF1442, SF1449)
- Section B - Supplies or Services - Prices/Costs/Options
- Section C - Descriptions/SOW or PWs
- Section D - Package and Markings
- Section E - Inspection and Acceptance
- Section F - Delivery and Performance
- Section G - Contracting Administration Data
- Section H - Special Contract Requirements
Part II

- Section I - Contract clauses by reference
Part III
Documents, Exhibits, and other Attachments

- Section J - List of Attachments
Part IV
Representations and Instructions

- Section K - Representations, Certifications, and other statements
- Section L - Instructions, conditions, and notices to offerors, proposal prep
- Section M - Evaluation Criteria/factors for award
READ, READ, READ and understand the **entire** solicitation
Areas to Review First
Determine Bid no Bid

- **Section A - Contract Form**
  - Solicitation number, contact information, due date, NAICs, set aside, method (RFQ, IFB, RFP)

- **Section L - Instructions Conditions**
  - Instructions for proposal completion - page limit/font/format, submission requirements, site visit (could be mandatory)

- **Section M - Evaluation Criteria/Factors for Award**
  - Adherence to Section L, most important award factor - price, past performance, best value to the government. Can you win?

- **Section C - Descriptions/SOW**
  - Description of work or product, who supplies what, price range (maybe), note every “shall” or “must”. Can you or your team meet all requirements

- It is extremely important to read the entire solicitation and have a clear understanding of all requirements
Examples of Solicitations

- 14L4319Q0040 - Mountain of the Rogue Train Construction, BLM Medford
- 12046W19R0005 - Timberline Lodge Hydrant Loop Replacement
- FA8201-19-R-0001 - Hill A-E19
  - Request for Qualifications
  - SF330
Preparing to Respond

- Highlight the “Shall”, “Will”, “Must” to understand the SOW and the entire solicitation. Understand what is expected of you
  - Examples

- One way to track: Compliance Matrix
  - Example

- Prepare your questions
  - You can question the specs - put your questions in writing

- Create a timeline - starting from the due date and count back
  - Gant Chart
    - Example
## Compliance Matrix

**Proposal:**

**Date:**

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<th>Proposal Response</th>
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START WITH DUE DATE

Due Date: X
How Will PTAC Assist?

- Providing leads
- Search and highlight the “Shall” “will” “must”
- Create compliance matrix
- Careful review of solicitation
- Reviews throughout the process for proposal and final review before submitting
- Understanding forms, registrations, certifications
Questions and Discussion