



Federal Bids

North American Industry Codes

- NAICS stands for North American Industry Classification System.
- Ensure you have all the codes that your firm works in.
- Janitorial Services is 561720 but maybe you also do carpet cleaning which is 561740 and or other services to Bldgs 561790 if you only list 561720, then you will miss these other codes.

Federal Set Asides

- 8(a) Actions for firms in the 8a program
- Service Disabled Veteran (SDVOSB)
- Women Owned SB (WOSB) & (EDWOSB)
- Hubzone
- Small Business (SB)
- Full and Open

Solicitation Numbers

- **VA119A16R0349**
- **VA119A:** The first 6 positions identify the agency issuing the document.
- **16:** The fiscal year, fed's year starts Oct 1 to Sept 30th. Most spending is in QTR's 3 & 4
- **R:** The single alpha character identifies the type of solicitation. B is for IFB, P is Purchase Order, C is Contract, Q is RFQ,

Solicitation Numbers

- **VA119A16R0349**
- **0349:** Last 4 positions ID the sequential order number.
- Bids with an alpha Q or T are requirements under \$100K. Usually T bids do not have technical data packages.
- Z's are special and will require approval from DCMO. Deputy Chief Management Officer DOD.

Sources Sought (SS)

- Sources Sought are gold mines. This is where the government is asking industry for information. This is also a time where you can talk to a person and discuss items. You may also be able to drive which type of set aside they may use. Ensure you always have all your NAICS codes in the FBO search engine. Once RFP's and RFQ's go out the government will not discuss items with you.

Types of Bids/Solicitations

- Request for Proposal (RFP) An RFP is a negotiated contract. There will be discussions, and the bidder may get the opportunity to change bid pricing, technical requirements, etc.
- Request for Quote (RFQ) An RFQ is a request for information that may include price, but is not a binding contract or document.

R--VECTOR

Solicitation Number: VA119A16R0349

Agency: Department of Veterans Affairs

Office: VA Center for Acquisition Innovation (Frederick)

Location: VA CAI Frederick

- Pay close attention to Response date: January 18, 2017 and time which was
- March 14, 2017 at 10:00 am eastern time, beware of time zones.
- Set Aside: Service Disabled Veteran Owned Small Business, if your not a Disabled Veteran, then you can not bid on this action. Learn your set-asides.
- Hyper links store most of the information, make sure you look at each link.
- After reading every link, we find that this estimated award date has been pushed to mid/end of 4th quarter.
- Ensure you understand the requirements and the FAR clauses as there will be many.
- Ensure you understand the performance work statement (PWS)
- Google any acronyms you don't understand
- Think like the government: The feds use NAICS codes, ensure you understand all the NAICS that your firm provides.

STRATEGIC

ACQUISITION CENTER

VA



U.S. Department
of Veterans Affairs

VECTOR

Veteran **E**nterprise **C**ontracting for **T**ransformation and **O**perational **R**eadiness

Contracting Officer: Terrie Bloom
Contract Specialist: Josh Dean
Program Manager: Sean Morgan

Strategic Acquisition Center, Frederick, MD

ENTERPRISE-WIDE STRATEGIC SOURCING VEHICLE PROVIDING PROFESSIONAL SUPPORT SERVICES.*

- Total Service Disabled Veteran Owned Small Business Set-Aside
- Target Award: Mid March 2017
- Multiple Award IDIQ (FFP and LH type task orders)
- NAICS Code: 541611 – Administrative Management and General Management Consulting Services
- Anticipate 7 Service Groups
- Anticipate 10 or more Contractors per Service Group
- Contract Length: 10 years (Base of five years plus a five-year option)
- \$25B Ceiling
- On/Off Ramping of Awardees Based on Yearly Size Re-Certification
- Streamlining Techniques will be used for Proposal Preparation and Evaluation

*All concepts, dates, and figures introduced here are notional and are subject to change.

Timeline (Estimated)

- **Solicitation Release:** Mid December 2016
- **Proposals Due:** Mid January 2017
- **Award Date:** Mid March 2017

- **Off Ramping**

- A contractor may be off ramped if it outgrows the SDVOSB size status.
- A contractor may be off ramped if it does not propose on task orders.

- **On Ramping**

- Contractors may be on ramped if a determination is made that additional competition would be beneficial to the Government.

Anticipated Service Groups

- **Service Group 1 – Oversight**
 - Program and Project Management
 - Strategic Planning
 - Performance Measurement
- **Service Group 2 – Improvement**
 - Business Process Reengineering, Improvement and Management
 - Change Management and Transition
 - Quality Measurement
 - Data Governance
- **Service Group 3 – Analyses**
 - Studies/Surveys
 - Statistical and Actuarial Analysis
 - Management Analysis
 - Records Information Management
 - Financial and Business Performance Auditing

Anticipated Service Groups

- **Service Group 7 – Human Resources and Staffing**
 - Position Description Development
 - Personnel Transaction Support
 - Manpower Surveys
 - Collective Bargaining Analysis and Assessments

- **VetBiz Verified**

SDVOSBs that are not verified in VetBiz at time of proposal submission will be excluded from consideration immediately (Per VAAR 819.7003 Eligibility).

- **NAICS in SAM.gov**

SDVOSBs that do not have the required NAICS code in SAM (System for Award Management) will be excluded from consideration immediately.

- **Proposal in All Task Areas**

SDVOSBs that do not propose on all task areas within a Service Group will be excluded from consideration immediately.

- **Tiered Evaluation Approach**

(Note: This will also be a mandatory evaluation factor in all subsequent task orders. “Teaming” includes Joint Ventures.)

- SDVOSBs that team/subcontract with ONLY SDVOSB/VOSB contractors will be evaluated first.
- SDVOSBs that team/subcontract with ONLY SDVOSB/VOSB/SB contractors will be evaluated second.
- SDVOSBs that team/subcontract with SDVOSB/VOSB/SB/LB will be evaluated last.

Teaming and Subcontracting Proposal Requirements

- An offeror may only submit one proposal as a prime in each Service Group.
- An offeror may not be a prime AND a subcontractor in the same Service Group.
- An offeror may be a prime in one Service Group and a subcontractor in a different Service Group, but not both.
- Subcontractors cannot be proposed on multiple proposals in any one Service Group.

- **Technical Proposal**

- Offerors will be provided with a Technical Proposal Worksheet that **MUST** be utilized.
- Worksheet will include interview type questions.
- A separate Technical Proposal Worksheet will be provided for each service group.
- Offerors will address only the questions on the worksheet within the page limits specified. Additional information will not be considered.

- **Pricing Proposal**

- Offerors will be provided with a Pricing Worksheet.
- Offerors that do not submit a fully completed worksheet will not be considered for award.
- Pricing worksheet includes estimated quantities for each labor category. The total quantities times labor rates will be used for evaluation in each Service Group.

Common Government Forms Are On Line

- DD Form 1707: Information to Offerors or Quoters, used by DOD.
- SF Form 33: Solicitation, Offer and Award
- SF Form 26: Award/Contract
- SF Form 30: Amendment of Solicitation/Modification of Contract
- SF Form 18: RFQ
- SF Form 1449: Solicitation/Contract

Find out the needs and spec's

- The first and most important sections are
- Supplies or Services and Prices/Costs and Instructions, conditions, and Notices to Offerors, this will be on the hyper links.
- Read everything, do not skip anything as each document may hold key information.

Assess the Evaluation Factors

- These sections tell you which factors the gov is going to use in evaluating the bids and making its decision for award, such as key personnel, technical capability, or financial or transportation recourses.
- Read everything, do not skip anything as each document may hold key information.

Determine the general specific requirements of the contract

- This section will give you specific performance work statements (PWS) or statement of work (SOW). Are you sure you can fulfil this action.
- It is imperative that your read all the sections carefully.

Technical and Special Requirements

- This section will provide all the technical requirements on which you need to perform.
- Any special shipping or packing requirements may be here, many bids are lost here. You have no idea what the gov is going to do with your product, they may drop it into a war zone, or from 30,000 feet in the air.
- It is imperative that your read all the sections carefully.

Read the Certification Provisions

- This section will tell you if any special certifications are required, such as clearances to enter classified spaces. Base entry requirements, if you have 5 trucks entering a military base, then you will need to get access for both vehicles and people.
- It is imperative that you read all the sections carefully.

What to do before you start Writing

- Read the RFP again

Make an outline of the RFP by section and decide who is responsible for which part and by which date.

Create a proposal calendar with timelines, milestones, and due dates.

Review the evaluation criteria and ensure you understand it.

What to do before you start Writing

- Is the proposal formatted according to instructions?
- Is the project solution presented in the proposal plausible?
- Is the proposal organized and is it responsive to the basic requirement?
- Are the basic requirements in the RFP followed?

What to do before you start Writing

- Is the delivery schedule acceptable?
- Does your firm demonstrate the capability to perform this action?
- Do you have the related experience?
- Do you have past performance history?
- Is your firm financially stable?
- Are the costs reasonable?

What to do before you start Writing

- Is your costing method credible? This is where many bids are lost. You must be able to provide how you came up with costs and overhead.
- Are you company's personnel resources adequate?
- Do you have a bill of materials?
- Have you read the evaluation factors again?

Tips

- Only give the gov what they ask for, if they ask for 5 items, don't give them 6. This is hard as you will want to give them more info, but don't. Following directions is important.
- If you have a question on and bid, call and ask. If they make a change, they will post it to the original bid.
- Read everything, do not skip anything as each document may hold key information.

Tips

- Write your proposal like a sales document. Your proposal must sell your company's ability to meet the requirements.
- Demonstrate a complete understanding of the stated requirement or problem. This can be a challenge, but it is your responsibility to demonstrate your understanding of the requirement.

Tips

- Plan with PTAC early so they can help you write this. The earlier the better but at least 2 weeks before close.
- Demonstrate that you are qualified. This means you need to demonstrate your understanding of the problem and make sure you show how your staff's qualifications, and facilities and or equipment can meet the requirements.

Tips

- Show your past performance, give examples of contract performance.
- Respond to the stated evaluation criteria, ensure you follow step by step this section as this is where you can be deemed technically unacceptable.
- Follow the required format.
- Use a consistent writing style

Tips

- Proofread and critique your proposal
- Provide clear explanations
- Get help from PTAC and have them review your proposal
- Keep a database for each proposal listed by agency, as every agency will be different.
- Make plans for an oral presentation.
- Attend any site walks or meetings.

Tips

- Ensure you understand all the FAR clauses.
- The Federal Acquisition Regulation is the main regulation for federal contracting, but it is not the only one. Agencies like DOD have their own that augment the FAR, ensure you understand all the clauses. Start by reading all the clauses you agreed to on your SAM account.

After the Bid

- Contract the agency 5 days after bid closing to get the expected award date, as it may take time for the evaluation process.
- If you find out you did not get the award ensure you contact the agency within 3 days after award to ask for a debrief. Most contracting officers will give this either over the phone, letter or in person. Always ask how you can better your firm for the next action.

Advice from Contracting Officer's

- Ensure your SAM account is current, no award can be made if your account is expired. Many CO's are using the info in SAM and if it's not current, they cant reach you and could move on.
- Construction bids: Provide on the proposal the break down of pricing. Each major item should have description, pricing. List sub's charges, labor, bonding, overhead, taxes, profits.

Advice from Contracting Officer's

- Do not cut and paste from other proposals and piece together your bid. Many mistakes are made and you are deemed unacceptable.
- Offer a low risk solution in your technical approach if you are requested to provide one.
- Let the agency know that you understand the potential obstacles that you may encounter during the project and how your firm will mitigate them.

Get Help Early

- Contact your PTAC rep early
- Ensure all your certifications are current.
- Google and YouTube have just about all the answers.
- Don't forget legal advice if needed.
- Contact PTAC