Welcome
Proposal Preparation for Government Contracting
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Cross Timbers Procurement Technical Assistance Center

&

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Agenda

- Who Can Bid/Offer on Government Contracts
- How to get started
- The solicitation
- Your Proposal
- Sources Sought & Request for Information (RFI)

A Recorded version of this Presentations along with this Power Point may be downloaded From our Website: www.uta.edu/crosstimbers
Who Can Bid/Offer on Federal Government Contracts?

- System for Award Management (SAM) active
- Past Experience similar in Size & Scope of solicitation requirements (Commercial or Government)
- Financials required by the solicitation
- Past Performance acceptable to the government
- Fair & Reasonable Pricing
- Can show deliverables on Past Experience
- In business at least two years
Who Can Bid/Offer

Anybody...

However, Companies in Business for more than two years and financially healthy have a higher probability of success

Learn Before You Leap
Federal Acquisition Regulation (FAR) 9.103(b) requires contracting officers make an “affirmative determination” of responsibility BEFORE making a contract award. The general standard a contractor must meet to be considered responsible are offered in FAR 9.104-1. (seven are given) Start-up companies must meet these two requirements for a contract award to be made:

1. Contractors must show **financial responsibility** which means they can keep the company running for at least the first 30 days after contract award.

**Products:** Purchase of the product and delivery costs will probably be your responsibility. The government may not pay until 30 days after delivery.

**Service (Includes Construction):** Contractor invoices after 30 days of performance. The, contractors bills the government and the government may not pay for an additional 30 days.
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2. Contractors must show **satisfactory performance** on projects similar in size and scope of the project they are seeking. Normally the solicitation will ask for three to five similar projects that have been completed or substantially completed within the past five years.
Where to Start

• After you retrieve the solicitation:
  • Count the Pages
  • Check Due Date and Due Time
  • **Read** the Solicitation Several Times
  • Highlight what needs to go into your response
  • **Understand** the Requirements (Both what goes into YOUR proposal and what the Requirements are) (I.e. Statement of Work, How to submit Electronic Invoices, How to Assemble YOUR Proposal, etc.)
  • **Follow** the Instructions! Find out what they want and give it to them!
Source Selection Evaluation Board (SSEB)

• Purpose: To Insure Source Selection Process Delivers Quality and Timely Products and Services to the Warfighter and the Nation at the Best Value to the Taxpayer

• SSEB members are frequently organized into functional teams corresponding to specific evaluation criteria (e.g., Technical Team, Cost/Price Team, Past Performance Team, Small Business Team).

• The solicitation may prescribe minimum "go/no go" or "pass/fail" gates as criteria that an offeror's proposal must meet before advancing in the proposal evaluation process.

The Solicitation

Look for those things that needs action NOW such as:

• Pre-Proposal Conference
• Are Evaluations needed?
• Email Bond company the Solicitation number
• Email Insurance company, Insurance Requirements (Cut & Paste)
• Due Date & Time (Delivery Method)
Proposal Assembly

• Make your Proposal as Simple as Possible for SSEB to find Info
• Solicitation will give you the Format for your Proposal
• You Proposal MAY follow an Outline like this:
  • Past Experience
  • Past Performance
  • Organization and Personnel
  • Implementation Plan
  • Small Business Utilization
  • Cost/Price Proposal
Proposal Assembly (Usually Volumes)

• Cover Letter: (First Page in all Binders)
• Table of Contents/Title Page: (Usually Second Page in all Binders)
• Volume Table of Contents with page numbers (They may call it INDEX)
• Section Table of Contents with page numbers
• Copy and Paste the Proposal Format directly from the Solicitation and provide your Information directly under each paragraph (Note: Information should be in the same order as the paragraph)
Uniform Contract Format

Solicitation Offer and Award form:
• Shows due time and due date
• Requires contractor info
• Acknowledge of Amendments (i.e. Number and Date)
• Misc. Other info
• Font
• Charts
It’s All About You!

• Each Proposal is Different
• Do not Rely on any Template
• Read the Solicitation front to back at least three times
• Highlight Important Requirements
• Binder Cover Page and Spine
Sources Sought and Request for Information (Market Research)

Wanting info on your company such as:

- Socioeconomic Status
- Do you sell the same or similar products or service they need?
- DUNS Number (SAMMI) & Cage Code
- Point of Contact (POC)
- Taxpayer Identification Number (TIN)
- Company Capabilities
- Financial Capability
- Etc.
Rules, Regulations & The Law

Definitions for more than 1,500 words, terms and phrases

On-Line Access: www.acquisition.gov/far/

amazon.com

Rules, Regulations, & The

Published Daily in Federal Register

The KO’s Bible
Where to go for more Information

• **UTA Cross Timbers:**
  www.uta.edu/crosstimbers  Click on [Request for Assistance Form](#) (Watch Calendar for Workshops and Events)

• **Small Business Association (SBA):**
  www.sba.gov/  Click on [Federal government contracting](#)

• **General Services Administration (GSA):**
  www.gsa.gov:  Click on Small Businesses

*Note: Check with Cross Timbers BEFORE paying for Government Contracting Services*
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To Request our Services:
www.uta.edu/crosstimbers