




TGI APEX Accelerator Responding to RFIs, RFPs and RFQs

RFIs, RFQs and RFPs

- What are they?
- Where do you find them?
- How do you respond to them?

TODAY'S DISCUSSION IS LIMITED TO:
FEDERAL CONTRACTS
APPROPRIATED FUNDS
PURCHASES UNDER the FEDERAL
ACQUISITION REGULATION

How are contracts formed?

- Offer
 - Acceptance
 - Consideration
- 
- **Market Research** seeks information only
 - **Solicitations** seek offers or quotes
 - Some awards are made on purchase orders

Opportunity Announcement Documents



- **Market Research**
 - **RFI** (Request for Information): Formal process for gathering information from potential suppliers of a good or service.
 - **Sources Sought**: A notice to solicit interest in a project under consideration – Market Research
 - **Market Survey**: Another type of RFI – FAA usually uses this term
 - **SIR**: Presolicitation Screening Information Request used to find qualified sources – FAA uses 'SIR'
- **Solicitations**
 - **RFQ** (Request for Quote): Solicitation to contractors and suppliers to submit price quotes for a particular good or service.
 - **RFP** (Request for Proposal): Announces an acquisition (contract) opportunity.

Market Research

RFI, Sources Sought, Market Survey, or SIR

- Not a solicitation
- There will not be an award
- May be used to gauge whether or not to use a set-aside
- Does not require pricing
- Some include a SOW
- No standard format
- May require submission of a Capabilities Statement
- May include Draft Statement of Work or Draft RFP

Requests for Information

- To obtain market information
- No standard format prescribed
- Provides an overview of the requirement
- May include questions for industry
- May ask for pricing

Excerpt

This is a Sources Sought notice for the NHLBI Internal Communication Services requirement. This is NOT a solicitation for proposals, proposal abstracts, or quotations. The purpose of this notice is to obtain information regarding the availability and capability of qualified business sources for the proposed acquisition. Your responses to the information requested will assist the Government in determining the appropriate acquisition method, including whether a set-aside is possible.

Sample Request for Information – What do they need from you?

- ✓ Seeking information from qualified, experienced, and interested vendors
- ✓ Who are you?
 - ✓ Send company information
- ✓ How long would you need to prepare an offer?
- ✓ Do you have an idea for improvement?
- ✓ How to send the information
- ✓ Not a firm requirement – no contract

Description

1. This is a RFI notice only. This RFI is issued for the purpose of market research in accordance with FAR Part 10.

The 99th Contracting Squadron is seeking market information from qualified, experienced and interested vendors who can supply the items and perform services outlined below and in the attached draft Performance Work Statement (PWS) for 57 OG Advanced Capabilities Pod (ACaP) Systems Technical support and maintenance.

2. Request interested firms respond to the following:

- a. Identify your firm's information (name, address, phone number, CAGE code).
- b. Identify if your company is a large or small business. If applicable, identify what small business program(s) (i.e. SBA Certified 8(a), Service Disabled Veteran Owned, HubZone, etc.) your company is certified as.
- c. Identify the appropriate amount of calendar days required to respond to a RFP.
- d. What is the timeframe needed from time of award to transition and begin new service.
- e. Any other comments, feedback or response on how to improve this requirement is highly encouraged.
- f. The Government wants to ensure transparency of this process and ensure interested firms are provided the same information. If your firm has a question regarding this RFI, can the Government post your firm's questions, along with the Government's response, in FedBizOpps, GSA, etc. (your firm's name will not be disclosed to the public)?

3. Only electronic responses will be accepted. Please send responses via email to the primary point of contact, Rachel Tilley, at rachel.tilley.1@us.af.mil, no later than Friday, 26 January 2024, 10:00 am Pacific Time. Earlier submission is highly encouraged.

4. This RFI notice is issued for planning purposes only. Responses to this notice will assist the Government in identifying potential sources and determining if a set-aside of the solicitation is appropriate. This notice does not obligate the Government to award a contract, nor does it obligate the Government to pay for any bid/proposal preparation costs.

5. If you have any questions, please feel free to contact the Contracting Officer, Rachel Tilley, at (702) 652-3366 or rachel.tilley.1@us.af.mil.

Sources Sought Example – What do you send? How do you send it?

- ✓ Who are you?
 - ✓ Company information
 - ✓ Include specifics like CAGE
 - ✓ Point of Contact
 - ✓ Designations & Certifications
 - ✓ NAICS Codes
- ✓ How to send the information

Follow the Instructions

SOURCES SOUGHT

This is a Sources Sought Notice ONLY. The U.S. Government has a requirement to provide digital licenses and data hosting to access AEON software for The Jefferson Library, at West Point, NY in accordance on a small business set-aside basis, provided 2 or more qualified small businesses respond to this sources sought synopsis with information sufficient to support a set-aside. Be advised that the U.S. Government will not be able to set aside this requirement if 2 or more small businesses do not respond with the information to support the set-aside. We encourage all small businesses, in all socioeconomic categories (including, 8(a) Business Development Program, Small Disadvantage Business, Historically Underutilized Business Zone, Service-Disabled Veteran-Owned, Women-Owned Small Business concerns), to identify their capabilities in meeting the requirement at a fair market price.

All interested parties must provide the following data with their responses:

Name of the firm, point of contact, phone number, email address, DUNS number, CAGE code, a statement regarding small business status (including small business type(s)/certifications(s) such as SDB, 8(a), HUBZone, SDVOSB, WOSB, etc.) and the corresponding NAICS code. Name of the firm, point of contact, phone number, email address, DUNS number, CAGE code, a statement regarding small business status (including small business type(s)/certifications(s) such as SDB, 8(a), HUBZone, SDVOSB, WOSB, etc.) and the corresponding NAICS code.

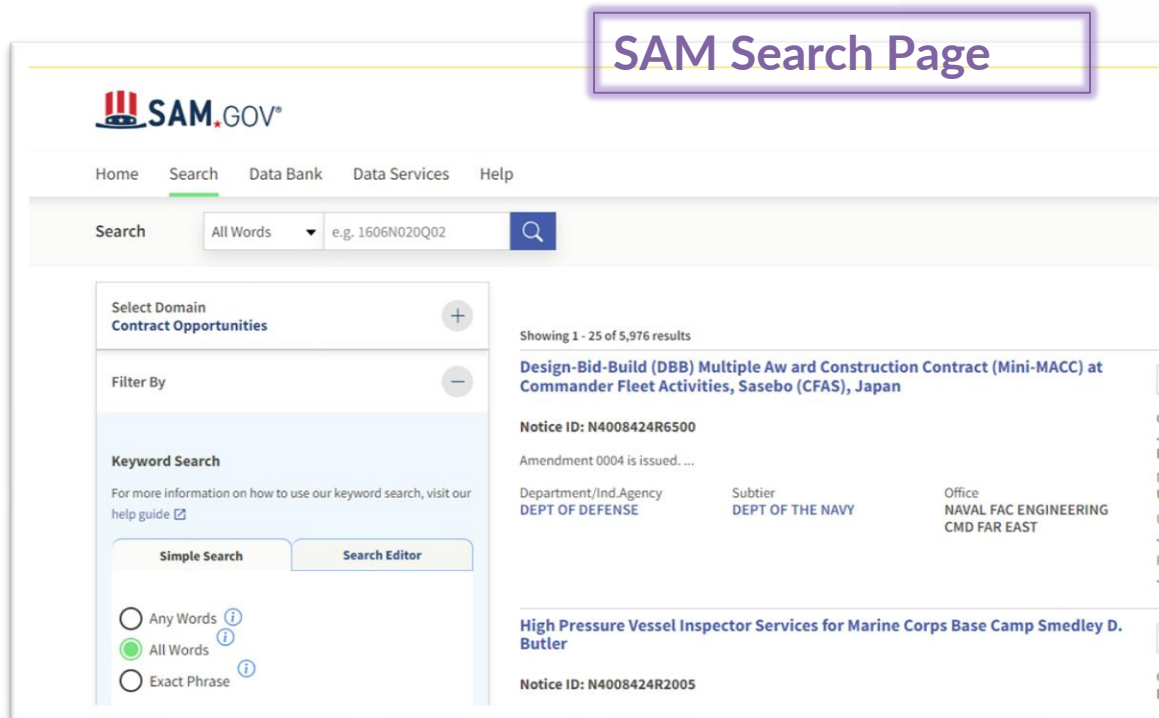
This notice is issued solely for information and planning purposes – it does not constitute a Request for Quote (RFQ)/Invitation for Bid (IFB)/Request for Proposal (RFP) or a promise to issue an RFQ, IFB or RFP in the future. This notice does not commit the U.S. Government to contract for any supply or service. Further, the U.S. Government is not seeking quotes, bids or proposals at this time and will not accept unsolicited proposals in response to this sources sought notice. The U.S. Government will not pay for any information or administrative costs incurred in response to this notice. Submittals will not be returned to the responder. Not responding to this notice does not preclude participation in any future RFQ or IFB or RFP, if any is issued. If a solicitation is released, it will be synopsized on the Governmentwide Point of Entry. It is the responsibility of potential offerors to monitor the Governmentwide Point of Entry for additional information pertaining to this requirement. The anticipated NAICS code(s) is 518210 – Computing Infrastructure Providers, Data Processing, Web Hosting, and Related Services with a size standard of \$40 million.

Finding Market Research Notices on SAM

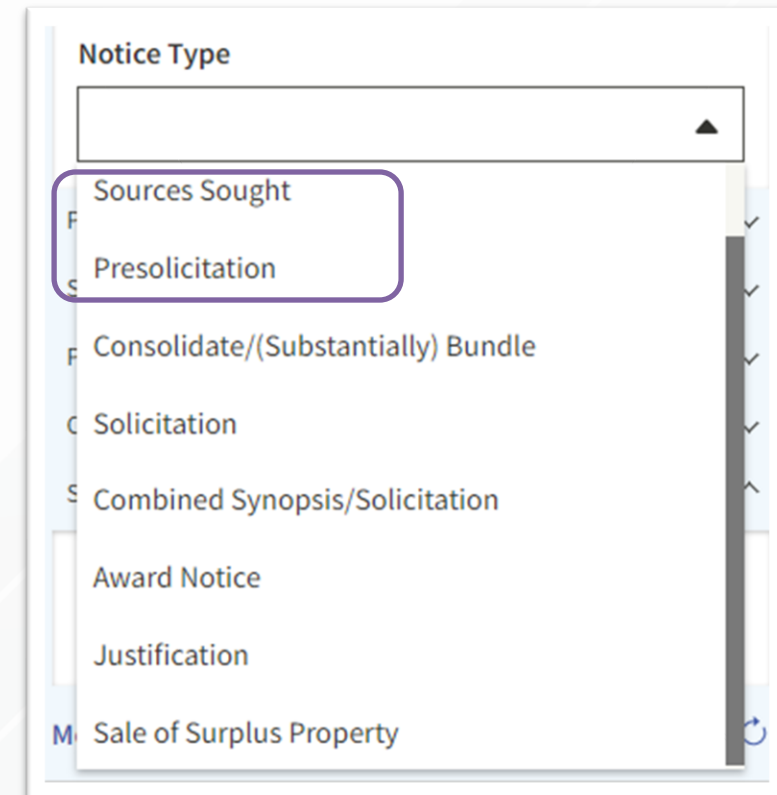
- Requests for Information
- Sources Sought Notices

- ✓ Look for “Sources Sought”
- ✓ Look for “Presolicitation”

SAM Search Page



The screenshot shows the SAM Search Page interface. At the top, there is a navigation bar with links for Home, Search, Data Bank, Data Services, and Help. Below this is a search bar containing the text "e.g. 1606N020Q02". To the left of the search bar is a "Select Domain" dropdown menu set to "Contract Opportunities" and a "Filter By" section. Below the filter by section is a "Keyword Search" area with a "Simple Search" button and radio buttons for "Any Words", "All Words", and "Exact Phrase". The main content area displays search results, including a notice for "Design-Bid-Build (DBB) Multiple Award Construction Contract (Mini-MACC) at Commander Fleet Activities, Sasebo (CFAS), Japan" with Notice ID N4008424R6500, and another notice for "High Pressure Vessel Inspector Services for Marine Corps Base Camp Smedley D. Butler" with Notice ID N4008424R2005.



The screenshot shows a dropdown menu for "Notice Type". The menu is open, displaying a list of notice types. A purple box highlights the "Sources Sought" and "Presolicitation" options. The other options in the list are "Consolidate/(Substantially) Bundle", "Solicitation", "Combined Synopsis/Solicitation", "Award Notice", "Justification", and "Sale of Surplus Property".

Market Research – Finding Potential Sources

- ✓ www.sam.gov
- ✓ Primary Notice Type: Sources Sought
- ✓ Also search Presolicitation
- ✓ Search Results contain “Sources Sought” and “Requests for Information”
- ✓ Click on the Title to see the notice

RFI 57 OG Advanced Capabilities Pod (ACaP) Systems Technical Support and Maintenance

Notice ID: F3G1EA4012AW01

1. This is a RFI notice only. This RFI is issued for the purpose of market research in accordance with FAR Part 10. <

...

Department/Ind.Agency	Subtier	Office
DEPT OF DEFENSE	DEPT OF THE AIR FORCE	FA4861 99 CONS LGC

Sources Sought Notice - AEON Digital Licenses and Data Hosting

Notice ID: W911SD-24-R-0059

SOURCES SOUGHT

This is a Sources Sought Notice ONLY. The U.S. Government has a requirement to provide digital licenses and data hosting to ac

...

Department/Ind.Agency	Subtier	Office
DEPT OF DEFENSE	DEPT OF THE ARMY	W6QM MICC-WEST POINT

Sample RFI – National Heart, Lung, and Blood Institute

Request for Information: Pathology Imaging Resource

Requested Information

NHLBI is requesting feedback on the questions below:

1. Does your company have experience implementing a pathology imaging platform in a vendor-owned or co-location data center, or a commercial cloud provider? If cloud-based, does the Cloud Service Provider hold a current FedRAMP Authority to Operate at least at the Moderate level?
2. Does your company have experience with cloud-based deployments utilizing software as a service or a custom deployment using Infrastructure as a service?
3. Does your company have experience in providing the imaging platform as a managed service?
4. Describe solution capabilities

Sample RFI –NHLBI

Mandatory Capabilities

- ~ **Vendor shall consider the Mandatory Capabilities when responding to the RFI:**
- ~ If a managed service or cloud SaaS product, ability to obtain a security Authority to Operate (ATO) consistent with the Federal Information Security Management Act (FISMA) at the “Moderate” level.
- ~ Ability to conduct a Security Assessment and Authorization (SA&A) process consistent with the National Institute of Standards (NIST) Risk Management Framework including use of NIST Special Publications including, but not limited to, SP 800-53v5.
- ~ Provide validation by an independent third-party security auditor
- ~ Provide completion of a third-party penetration test and remediation of vulnerabilities

Sample Sources Sought Notice

- Issued for Market Research
- To identify companies with
 - INTEREST
 - CAPABILITY
- Description of requirement

The Department of Veterans Affairs Network Contracting Office (NCO) 19, Rocky Mountain Acquisition Center (RMAC) is issuing this sources sought notice as a **means of conducting market research** to **identify parties having an interest** in, and **the resources to support** this requirement for Solid Waste Removal of the following Government Sites.

“RFI or Sources Sought: What is the difference?”

Possible Differences

Sources Sought

- Ask for capability
- Do not usually ask for pricing
- Do not usually ask for technical input
- Used by agency to support set-aside decisions

Requests for Information

- Often ask for price estimates
- Often ask about technical issues
- Used to identify possible vendors

Capabilities Statement – A Marketing Tool

- ✓ One page (can be front & back)
 - ✓ Core competencies
 - ✓ Licenses, patents
 - ✓ Experience/References
 - ✓ CMMC and other certifications
 - ✓ NAICS Codes
 - ✓ Product/Service Codes
 - ✓ Contract Vehicles
 - ✓ Industry awards
 - ✓ Save as a pdf
- ✓ Company Information
 - ✓ Company Name, Contact Name, Email, & Phone
 - ✓ Website Address
 - ✓ Unique Entity Identifier (UEI)
 - ✓ CAGE Code
 - ✓ Location(s)
 - ✓ Differentiators
 - ✓ Security Clearance
 - ✓ Quality Assurance Program
 - ✓ Safety Statistics
 - ✓ Small Business Certifications
 - ✓ HUBZone, 8(a), WOSB, SDVOSB, ISBEE

Should Your Company Respond?

- Are you interested in being the prime contractor? Or a sub?
- Do you have time to prepare a response and submit it? (It is an investment.)
- Can you perform the work? Alone or with a team?
- [FAR 9.104-1](#) describes elements of contractor responsibility:
 - Have adequate finances
 - Have the capacity to meet the schedule
 - Have organization, experience, accounting and operational controls,
 - Technical skills, and necessary facilities – or the ability to obtain them
 - Includes production control procedures, property control systems, quality assurance measures, and safety programs where applicable
- **It may provide an opportunity to influence the acquisition**
- Sometimes the respondents are notified when a solicitation is released

Responding to an RFI or Sources Sought

Typical types of information requested:

Will you submit an offer?

Are you a potential subcontractor?

What is your business size?

What is your primary NAICS code?

Do you have relevant experience?

Would you rely on subcontractors?

Do you have teaming partners for this work?

Are there any potential conflicts of interest?

THREE TIPS:

1. READ THE NOTICE
2. GIVE THEM WHAT THEY ASK FOR
3. FORMAT YOUR RESPONSE AS REQUESTED

Recommendations

- Know the agency - See Patrick Space Force Sources Sought Guide
- Provide timely response
- Follow directions
- Stay focused on their requirement
- Keep it relevant - don't provide information that they didn't ask for
- Avoid sending generic capability statements unless requested
- Check spelling and grammar
- Ask questions to get clarification before submission
- Don't make assumptions
- Do suggest alternative approaches, if allowed

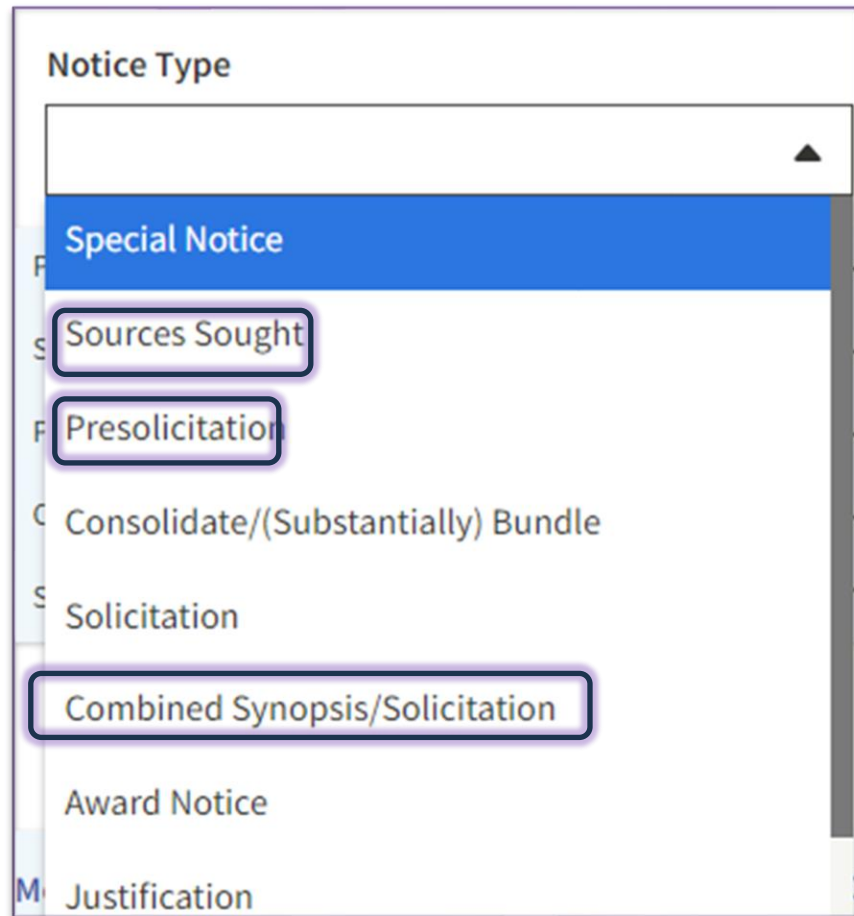
What Comes Next?

- Be patient
- Do not expect a response from the agency
 - Agencies do not always notify responding firms of the eventual outcome
 - Agencies often state that they will not respond to inquiries
- Look for future announcements
 - Follow the announcement
 - Save one or more searches on SAM to run periodically
 - Watch your bid match notices
 - Add yourself to the Interested Vendors List, if available
- Look for new requirements
- Follow the agency on social media

Solicitations

- **Request for Quote (RFQ)**
 - ✓ Used to obtain price, cost, delivery, and related information from suppliers
 - ✓ Vendor provides a quote – not a binding offer
 - ✓ Award is a Purchase Order (unilateral)
 - ✓ Becomes a contract upon acceptance - performance or company signature
- **Request for Proposal (RFP)**
 - ✓ Describes the Government's requirements
 - ✓ Requests proposals
 - ✓ May be complex
 - ✓ Award is a binding contract

Notice types to look for on SAM




- ✓ **Solicitation - Ready for firm offers**
- ✓ **Presolicitation - Synopsis of coming solicitation; may serve as RFI**
- ✓ **Combined Synopsis/Solicitation for commercial products and services**

Request for Quote - RFQ

- ✓ Typically used with Simplified Acquisition Procedures (FAR 13)
- ✓ Usually has the letter “Q” or “T” in the 9th position of the solicitation number
- ✓ Includes Terms and Conditions
- ✓ Includes evaluation criteria
 - Price
 - Past performance
 - Qualifications for product, company, or staff
- ✓ May be set-aside for small business
- ✓ Resembles commercial solicitations/contracts more than RFPs
- ✓ Award is a Purchase Order
- ✓ As with all notices, read carefully

RFQ Example p.1

Solicitation, S201 Hospital Grade Housekeeping Cleaning Services, Non-Patient Areas, Portland VAMC OR, Department of Veterans Affairs

 ACTIVE

Contract Opportunity

Notice ID
36C26024Q0042

Classification

Original Set Aside: Service-Disabled Veteran-Owned Small Business (SDVOSB) Set-Aside (FAR 19.14)

Product Service Code: S201 - HOUSEKEEPING- CUSTODIAL JANITORIAL

NAICS Code:

- 561720 - Janitorial Services

Place of Performance:

Portland , OR 97239



Excerpt from RFQ

SECTION B - CONTINUATION OF SF 1449 BLOCKS	4
B.1 CONTRACT ADMINISTRATION DATA.....	4
B.2 PRICE/COST SCHEDULE.....	5
ITEM INFORMATION.....	5
B.3 PERFORMANCE WORK STATEMENT*	7
SECTION C - CONTRACT CLAUSES	27
C.1 52.212-4 CONTRACT TERMS AND CONDITIONS—COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES (NOV 2023).....	27
ADDENDUM to FAR 52.212-4 CONTRACT TERMS AND CONDITIONS— COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES	27
C.2 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)	27
C.3 SUPPLEMENTAL INSURANCE REQUIREMENTS	27
C.4 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)	28
C.5 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000) ...	28
C.6 VAAR 852.201-70 CONTRACTING OFFICER'S REPRESENTATIVE (DEC 2022)	28
C.7 VAAR 852.203-70 COMMERCIAL ADVERTISING (MAY 2018)	28
C.8 VAAR 852.204-70 PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (MAY 2020)	29
C.9 VAAR 852.219-73 VA NOTICE OF TOTAL SET-ASIDE FOR CERTIFIED SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESSES (JAN 2023) (DEVIATION).....	29
C.10 VAAR 852.219-75 VA NOTICE OF LIMITATIONS ON SUBCONTRACTING— CERTIFICATE OF COMPLIANCE FOR SERVICES AND CONSTRUCTION (JAN 2023) (DEVIATION).....	32
C.11 VAAR 852.232-72 ELECTRONIC SUBMISSION OF PAYMENT REQUESTS (NOV 2018).....	34
C.12 VAAR 852.242-71 ADMINISTRATIVE CONTRACTING OFFICER (OCT 2020)..	35
C.13 52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS—COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES (NOV 2023)	35

SECTION D - CONTRACT DOCUMENTS, EXHIBITS, OR ATTACHMENTS	44
D.1 WAGE DETERMINATION – 2015-5563*	44
D.2 ATTACHMENTS LIST*	55
SECTION E - SOLICITATION PROVISIONS	56
E.1 52.212-1 INSTRUCTIONS TO OFFERORS—COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES (SEP 2023).....	56

Note:

- ✓ This solicitation is 82 pages long
- ✓ It includes a Performance Work Statement – this is critical
- ✓ There are attachments in Section D
- ✓ Recommend reading Instructions to Offerors first
- ✓ Every clause is important – read it
- ✓ Prepare and submit your offer in accordance with the instructions

Request for Proposal - RFP

- ✓ More formal than the RFQ - sometimes referred to as 'negotiated'
- ✓ Award is a binding contract
- ✓ Discussions allowed per FAR 15
- ✓ 9th position in solicitation number is usually an "R"
- ✓ May be set-aside for small business
- ✓ Some requirements determined by estimated dollar value
- ✓ Recommend reading 'Instructions for Offerors' and 'Evaluation Criteria' **first**

Request For Quote

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES					
NOTE: OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30.					
1. REQUISITION NUMBER		PAGE 1 OF 38			
2. CONTRACT NUMBER	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE	
			FA461024Q0052	28 Sep 2024	
7. FOR SOLICITATION INFORMATION CALL: a. NAME			b. TELEPHONE NUMBER (No collect calls)	8. OFFER DUE DATE/ LOCAL TIME	
JESSICA ROWE			805-276-3983	27 Sep 2024 09:00 AM	
9. ISSUED BY		CODE	FA4610	10. THIS ACQUISITION IS	
FA4610 30 CONS PK 1515 ICELAND AVE, RM 150, VANDENBERG SFB VANDENBERG SFB, CA 93437-5212 UNITED STATES JESSICA ROWE, Email: jessica.rowe.5@spaceforce.mil Telephone: 805-276-3983				<input checked="" type="checkbox"/> UNRESTRICTED OR SET ASIDE: 100 % FOR: <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> ECONOMICALLY DISADVANTAGED VETERAN-OWNED SMALL BUSINESS (EDWOSB) <input type="checkbox"/> 8(A) NORTH AMERICAN INDUSTRY CLASSIFICATION STANDARD (NAICS): 336411 SIZE STANDARD: 1500	
11. DELIVERY FOR FREE ON BOARD (FOB) DESTINATION UNLESS BLOCK IS MARKED		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A	
<input checked="" type="checkbox"/> SEE SCHEDULE				<input type="checkbox"/> RATED ORDER UNDER THE DEFENSE PRIORITIES AND ALLOCATIONS SYSTEM - DPAS (15 CFR 700) <input type="checkbox"/> 13b. RATING	
15. DELIVER TO		CODE	16. ADMINISTERED BY		
See Schedule					
17a. CONTRACTOR/ OFFEROR		CODE	18a. PAYMENT WILL BE MADE BY		
TELEPHONE NUMBER		17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER			
		<input type="checkbox"/>			
19. ITEM NUMBER		20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY	22. UNIT
	See Schedule				
					23. UNIT PRICE
					24. AMOUNT
(Use Reverse and/or Attach Additional Sheets as Necessary)					
25. ACCOUNTING AND APPROPRIATION DATA				26. TOTAL AWARD AMOUNT (For Government Use Only)	
See Section G - Contract Administration Data					
27a. SOLICITATION INCORPORATED BY REFERENCE (FEDERAL ACQUISITION REGULATION) FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA				27b. CONTRACT/PURCHASE ORDER INCORPORATED BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA	
<input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED				<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	
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				29. AWARD OF CONTRACT: REFERENCE OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: See Schedule	
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)		31c. DATE SIGNED

Note:

- RFQ for commercial items and services – SF 1449
- For [commercial items](#), you will sometimes use letterhead
- See Block 27a - Incorporates [FAR 52.212-1](#), [52.212-3](#), [52.212-4](#), and [52.212-5](#)
- See Block 27b – incorporates FAR 52.212-4 and 52.212-5
- SF 1449 can also be used for RFPs

Verify information and ask questions

- Check due date
- Check set-aside
- Check FOB point
- Check evaluation criteria
- Check for Special Contract Requirements
- Review Full-text clauses
- Review Clauses Incorporated by Reference
- Review requirements for manufacture, delivery, etc.

ASK FOR CLARIFICATION ON **ANYTHING** THAT IS NOT CLEAR

Request For Quote

- Submit prices by Contract Line Item Numbers (CLINs).
- Include packaging and freight, if necessary.
- Include the costs associated with *Special Requirements*
- The pricing arrangement is usually **Firm Fixed Price**
- Note the unit of issue, as it is not always 'each.'
- DCAA's ['Information for Contractors'](#) might be helpful.

Special Contract Requirements

Contract Clauses

FAR Clauses Incorporated by Reference

Number	Title	Effective Date	Alternate/Deviation	Variation Effective Date
52.212-4	Contract Terms and Conditions-Commercial Products and Commercial Services.	Nov 2023		

DFARS Clauses Incorporated by Reference

Number	Title	Effective Date	Alternate/Deviation	Variation Effective Date
252.203-7000	Requirements Relating to Compensation of Former DoD Officials.	Sep 2011		
252.203-7002	Requirement to Inform Employees of Whistleblower Rights.	Dec 2022		
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting. (DEVIATION 2024-O0013 REVISION 1)	May 2024	Deviation 2024-O0013	May 2024
252.204-7015	Notice of Authorized Disclosure of Information for Litigation Support.	Jan 2023		
252.204-7018	Prohibition on the Acquisition of Covered Defense Telecommunications Equipment or Services.	Jan 2023		
252.223-7008	Prohibition of Hexavalent Chromium.	Jan 2023		
252.225-7001	Buy American and Balance of Payments Program.	Feb 2024		
252.225-7002	Qualifying Country Sources as Subcontractors.	Mar 2022		
252.225-7056	Prohibition Regarding Business Operations with the Maduro Regime.	Jan 2023		
252.225-7060	Prohibition on Certain Procurements from the Xinjiang Uyghur Autonomous Region.	Jun 2023		
252.232-7010	Levies on Contract Payments.	Dec 2006		
252.244-7000	Subcontracts for Commercial Products or Commercial Services.	Nov 2023		
252.247-7023	Transportation of Supplies by Sea.	Jan 2023		

Supplies or Services & Prices or Costs

Additional Information/Notes

Item	Supplies / Services	Quantity	Unit	Unit Price	Amount
0001	Drone - DJI MAVIC 3 PRO Fly More Combo (DJI RC) CLIN includes all shipping costs. Item Type Number: 1550 Product Service Code: 1550 Pricing Arrangement: Firm Fixed Price	6	Each		
0002	Micro SDXC: Lear Professional 1066 x 256GB U3 A2 V30 Micro SDXC CLIN includes all shipping costs. Item Type Number: 1550 Product Service Code: 1550 Pricing Arrangement: Firm Fixed Price	6	Each		
0003	Propeller Guard - DJI Mavic 3 Pro Propeller Guard CLIN includes all shipping costs. Item Type Number: 1550 Product Service Code: 1550 Pricing Arrangement: Firm Fixed Price	6	Each		
0004	DJI 65W Car Charger CLIN includes all shipping costs. Item Type Number: 1550 Product Service Code: 1550 Pricing Arrangement: Firm Fixed Price	6	Each		
0005	DJI Mavic 3 Propeller Pairs CLIN includes all shipping costs. Item Type Number: 1550 Product Service Code: 1550 Pricing Arrangement: Firm Fixed Price	58	Each		
0006	DJI Mavic 3 Batteries CLIN includes all shipping costs. Item Type Number: 1550 Product Service Code: 1550 Pricing Arrangement: Firm Fixed Price	8	Each		
0007	DJI Care Refresh (1-Year Plan) Mavic 3 Pro Only CLIN includes all shipping costs. Item Type Number: 1550 Product Service Code: 1550 Pricing Arrangement: Firm Fixed Price	6	Each		

Responding to RFQs

- Read the entire document
- Ask questions **before** making your offer
 - ✓ Plan your work
- Follow the instructions in the RFQ
 - ✓ Allow two extra days for electronic submissions
- Fill in all the blanks
 - ✓ Representations and Certifications
 - ✓ UEI and CAGE Code
- Double Check
 - ✓ Prices for each Line Item – what is the unit of issue?
 - ✓ Start Date and Delivery – are they feasible?
 - ✓ Is your SAM registration active?
 - ✓ Can you meet the Limitations on Subcontracting requirements?

Request For Proposal

- Proposal is an offer that the government can accept to form a contract
- Usually higher dollar value (over SAT)
- More complex than RFQs
- Offers must be RESPONSIVE
- Frequently requires separate volumes for your technical approach, your management plan, and your cost
- Expect to provide past performance references
- May cover multiple years
- Specific Instructions for submission – Section L or equivalent
- Evaluation factors are listed – Section M or equivalent

Should you Respond to an RFP

- Review the solicitation
- Pay particular attention to requirements in Sections L and M
 - Volumes required
 - Evaluation Factors
 - Page Limits
 - Past Performance Questionnaires
 - Security Requirements – physical & cyber
- Review the Performance Work Statement
 - Can your company perform all of the work itself?
 - Can you perform all of the work with partners?
- Do you have time to write the proposal?
 - Plan on time to proofread.

Responding to the RFP

- Plan your work & work your plan to meet deadlines
- A compliance matrix helps you write a responsive proposal
 - Cover every 'shall,' 'must,' and 'will'
 - Address every element of the work statement
 - Address every evaluation factor
- A theme emphasizing your strengths helps you write
- Technical requirements
 - Are the requirements precise? Ask questions.
 - How will you perform the work? Do you need equipment?
 - Develop a strategy
 - Recruit your team – resumes for key staff

Suggestions:

1. Request a debriefing to get feedback from agencies.
2. There are many excellent courses and webinars on proposal writing. Some are free to APEX Accelerator clients. Consider attending a few.

RFP Example

IPPS-A Army Military Payroll (AMP) Request for Proposal (RFP)

 ACTIVE

Contract Opportunity

Notice ID

W91CRB-24-R-0003

Related Notice

W91CRB-24-R-0003_3rd_DRAFT_RFP

Department/Ind. Agency

DEPT OF DEFENSE

Sub-tier

DEPT OF THE ARMY

Major Command

AMC

Classification

Original Set Aside:

Product Service Code: 7D20 - IT AND TELECOM - SERVICE DELIVERY MANAGEMENT (HARDWARE AND PERPETUAL LICENSE SOFTWARE)

NAICS Code:

- 541512 - Computer Systems Design Services

Place of Performance:

Arlington , VA 22202

Excerpt from RFP

PROPOSAL CONTENTS

Phase 1 Submission:

Volume	Document	File Name(s)	Notes
Volume I: Factor 1 – Agile Corporate Experience	Corporate Experience Proposal	xxxxEXPxxxx.docx (or PDF) *	See Volume I instructions for page limits.
Volume II: Factor 2 – Small Business	Small Business Participation and Subcontracting Plan	xxxxSmallBusinessxxxx.docx (or PDF)*	See Volume II instructions for page limits.
Volume III: Factor 3- Cost/Price	Cost Narrative	xxxxCOSTNARRxxxx.docx (or PDF)*	No page limit
Volume III: Factor 3 - Cost/Price	Cost Proposal	xxxxCOSTxxxx.xlsx*	See Volume III instructions
Volume IV: Factor 4 Program Management Plan	Labor Excel and Staffing Plan	xxxxPMPStaffingxxxx.docx (or PDF) and xxxxPMPLaborxxxx.xlsx (or PDF)*	See Volume IV instruction
Volume V: General	Cover Letter; Property Management Plan; Subcontracting; OCI	xxxxGENERALxxxx.docx (or PDF) *	No page limit.

Phase 2- Submission:

Volume VI: Factor 5– Oral Demonstration	Oral Demonstration	xxxxORALDEMOxxxx.docx (or PDF or PPT) file only	See Volume VI instructions, Oral Demonstration.
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Section M - Evaluation Factors for Award

EVALUATION FACTORS FOR AWARD

A. SECTION M – BASIS FOR AWARD

Evaluation and award of this contract will be made in accordance with the Best Value Continuum Tradeoff procedures described in Federal Acquisition Regulation (FAR) Part 15.101-1 Tradeoff Process for a Best Value Decision.

One (1) contract will be awarded to a responsible (as defined at FAR Subpart 9.1) Offeror whose offer is eligible for award and is determined to provide the best value to the Government.

To select the Offeror that is the best value, the Government will perform a comparative analysis between Factor 3 - Cost/Price and Factor 5 - Oral Demonstrations, after a down select based on evaluation of Factor 1 – Agile Corporate Experience. **Factor 5 - Oral Demonstrations is significantly more important than Factor 3 - Cost/Price.** The Government reserves the right to make an award to other than the lowest priced Offeror if a superior Oral Demonstration warrants paying a premium.

Award Eligibility

To be considered eligible for award, an Offeror's proposal at a minimum shall:

- Provide all submission requirements for all Volumes;
- Be evaluated for confidence for Factor 1 – Agile Corporate Experience;
- Be rated as Acceptable for Factor 2 - Small Business Participation;
- Be determined Fair and Reasonable and evaluated for realism for Factor 3 - Cost/Price;
- Be rated as Acceptable for Factor 4 - Program Management Plan;
- Receive a rating of Acceptable or higher for Factor 5 – Oral Demonstrations; and
- Be evaluated for compliance with requirements for Volume V General.

These sections tell you what to submit and how they will evaluate your offer. Note that this one requires an Oral Demonstration

Review and Respond – Where to Start Read Full Announcement and Consider:



- ✓ Review Evaluation Factors
- ✓ Review Instructions to Offeror
- ✓ Do you meet any set-aside requirements?
- ✓ Review the Scope of work.
- ✓ Do you have past contract performance?
- ✓ How similar are your previous contracts
 - ✓ Dollar value
 - ✓ Technical complexity
- ✓ How recent is your past performance?
- ✓ Do you have qualified staff members?
- ✓ How will you staff for the requirement?
- ✓ Do you have the capacity, considering other obligations?
- ✓ How recent is your past performance?
- ✓ Do you have qualified staff members?
- ✓ How will you staff for the requirement?
- ✓ Do you have the capacity, considering other obligations?
- ✓ Will you have the equipment?
- ✓ How will you manage the contract?
- ✓ Will you have the needed cash flow?
- ✓ Will you need financing?

Review and Respond

- Read the document(s) again
 - ✓ Begin with the Instructions to Offerors, Submission Requirements, and Evaluation Criteria
 - ✓ Do you have time to prepare your offer?
 - ✓ Do you have more or less of a chance to win this one compared to other opportunities?
 - ✓ Review the performance requirements:
 - ✓ Product description and required delivery
 - ✓ Performance Work Statement
 - ✓ Do you have the staff needed?
 - ✓ Will you need additional equipment?
 - ✓ Do you know of any supply chain problems that will impact performance?
 - ✓ Will you have adequate cash flow?

Performance Work Statement – Statement of Work

- “A Performance Work Statement (PWS) is a Statement of Work for **performance based-acquisitions** that describes the required results in clear, specific, and objective terms with measurable outcomes.”
 - ✓ Scope of work
 - ✓ Deliverables
 - ✓ Performance standards
 - ✓ Quality assurance requirements
 - ✓ Limitations or constraints
- Statement of Work provides an outline of required tasks
 - ✓ Objectives
 - ✓ Scope of work
 - ✓ Deliverables
 - ✓ Tasks and who will complete them
 - ✓ Milestones or schedules
 - ✓ Resources, equipment, and facilities needed

Scope of Work

- **What the government describes in the solicitation and the contractor agrees to accomplish for the consideration provided, for example:**
 - ✓ Keep two specific buildings clean
 - ✓ Tasks involved
 - ✓ Space covered
 - ✓ Frequency
 - ✓ Acceptable quality level
- **Changes to the scope require a contract modification**
 - ✓ Another building is added
 - ✓ Tasks are increased or decreased
 - ✓ Rooms are added or deleted from the space covered
 - ✓ Frequency of tasks change
- **Your contract price cannot be increased without a contract modification**

Past Performance

- Experience is what you did
- Past Performance is how well you did it
- Contractor Performance Assessment Reporting System (CPARS) Scores
 - ✓ Most contracts over the Simplified Acquisition Threshold (currently \$250,000) require an evaluation of contractor performance
 - ✓ CPARS scores are used along with other information to evaluate offers for future acquisitions
 - ✓ You will be allowed to explain mitigating circumstances if given a low score
- Past Performance Questionnaires
 - ✓ Ask former customers to complete a survey
 - ✓ Surveys are normally sent directly to the contracting activity

Contractor Qualifications – FAR Part 9.1 General Standards

Read the full text online at www.acquisition.gov

Contractors must have or be able to obtain

- ✓ Financial resources to perform the contract or the ability to obtain them
- ✓ Ability to comply with the required delivery or performance schedule
- ✓ A satisfactory performance record
- ✓ A record of integrity and business ethics
- ✓ Necessary organization, experience, accounting and operational controls, and technical skills to include production control procedures, property control systems, quality assurance measures, and safety programs
- ✓ Necessary production, construction, and technical equipment and facilities

AND be otherwise qualified and eligible to receive an award under applicable laws and regulations.

Subpart 9.2 – Special Standards

- QPL's, QML's, and QBL's.
 - Qualified Products List
 - Qualified Manufacturers List
 - Qualified Bidders List
- First article testing and approval
 - Contractor Test
 - Government Test

Note: Additional qualifications can be included in the solicitation.

Examples:

- ✓ Program Manager must have five years' experience.
- ✓ Contractor must have CMMC Level II Certification.

Other items to note

- Certifications for set-asides
- Section 889 – banned telecommunications equipment
- Cybersecurity requirements
- Labor laws – Service
- Quality Assurance requirements
- Travel Expenses
- Personnel qualifications
- Past Performance
- Buy American Act
- Limitations on Subcontracting
- Foreign Ownership Control or Influence
- Federal Acquisition Regulation System updates
- Code of Federal Regulations updates

Responding to the RFP

- Management
 - Demonstrate understanding of the work required
 - Describe past performance
 - Discuss your methodology
- Cost or Price Volume
 - Price is always evaluated for reasonableness
 - Solicitation lists evaluation factors including price - and indicates their relative importance
 - May require certified cost and pricing data
 - **Price is always a factor**
- Past Performance
 - Questionnaires
 - CPARS – if not stellar, how will you improve?



SAMPLE – RFP on Procurement Integrated PIEE

Description

The Naval Air Systems Command (NAVAIR), in particular, immediate staff of the Command Flag Office (V00) and direct reporting teams, the NAVAIR Corporate Operations Group (V1), the Business Financial Management Competency (BMFC), Joint Strike Fighter (JSF) front office and the NAVAIR Washington Liaison Office (WLO) have requirements for the Command Strategic leadership Services team, to include research and analysis, strategic initiative support, executive leadership management support, administrative, operational and technical program support.

Attachments/Links

Links

Display Name	Updated Date
PIEE Solicitation Module Link for N0042124R0062	Sep 05, 2024
Web Based Training for the PIEE Solicitation Module	Sep 05, 2024
Registration Instructions for the PIEE Solicitation Module	Sep 05, 2024
Department of Defense Procurement Toolbox	Sep 05, 2024

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Labor - OMN CPFF APPN OM&N FOB: Destination PURCHASE REQUEST NUMBER: 1301119343 PSC CD: R799		Lot		
				ESTIMATED COST	
				FIXED FEE	
				TOTAL EST COST + FEE	

Cost Plus Fixed Fee Contracts require an adequate accounting system. See DCAA.

Scope of Work and Proposal Content

COMMAND STRATEGIC LEADERSHIP SUPPORT SERVICES

Statement of Work

Contract services shall be performed in accordance with the Statement of Work as detailed in individual task orders. The task order Statements of Work will detail tasks that fall within the scope of the basic contract.

1. Scope: This Statement of Work (SOW) establishes and defines the work to be performed by the contractor in support of the Naval Air Systems Command (NAVAIR) and in particular, Immediate Staff of Flag Office and direct reporting teams, the NAVAIR Command Strategic Leadership Support (CSLS) team (V1), The Business & Financial Management Competency (BFMC), the Joint Strike Fighter (JSF) front office, and the NAVAIR Washington Liaison Office (WLO). The contractor shall provide a wide range of support services to NAVAIR as determined by the statement of work described in the requirements sections 3.3.

2. Applicable documents:

2.1 Department of Defense specifications

- 2.1.1 DoD National Industrial Security Program Operating Manual (NISPOM) codifying 32 Code of Federal Regulations Part 117, NISPOM Rule.
- 2.1.2 SECNAV M-5510.36B, Department of the Navy, Information Security Program, 12 Jul 2019.
- 2.1.3 DoDI 5200.48, Controlled Unclassified Information (CUI), 6 Mar 2020.
- 2.1.4 DoDD 5400.07, DoD Freedom of Information Act (FOIA) Program, 5 Apr 2019.
- 2.1.5 DoDI 5230.24, Distribution Statements on Technical Documents, Change 3, 15 Oct 2018
- 2.1.6 SECNAV M-5510.30C, Department of the Navy, Personnel Security Program, 24 Jan 2020.
- 2.1.7 OPNAVINST 3440.17A, Navy Installation Emergency Management Program, 1 Aug 2014
- 2.1.8 DODI 8582.01 - Security of NON-DOD Information Systems Processing Unclassified Non-Public DOD Information
- 2.1.9 NIST SP 800-171 – Special Publication: Protecting Controlled Unclassified Information in Nonfederal Systems and Organizations
- 2.1.10 DOD 5500.7-R, Joint Ethics Regulation (JER), 29 Nov 2007

3.0 PROPOSAL CONTENT AND VOLUMES

The Offeror must present proposal information in a manner that facilitates a one-to-one comparison between the information presented and this Proposal Instruction. Proposal information must be structured such that its Volume/paragraph number matches the Proposal Instructions Volume/paragraph number provided in section “Part B Specific Instructions” to which it is responding, although the Offeror may add lower tier subparagraphs. The Offeror must provide reasons it will not provide information for a particular paragraph. The proposal information instructions are structured by paragraph numbers where first, second, third, and fourth parts correspond to the volume, section, and element, etc., in the Offeror’s proposal.

Offerors shall submit their proposal in three separate volumes. Volumes shall be submitted as follows:

- Volume 1: Technical
- Volume 2: Past Performance
- Volume 3: Cost/Price

Each volume of the proposal shall be submitted as specified in the table below. Page limitations for each volume, if any, are also specified in the table below; title and table of contents pages do not count towards the page limit. Any pages submitted exceeding the page limit shall be disregarded and NOT evaluated.

Volume	Section	Title	Page Limitations
(1)	1.0	Technical Proposal	No Page limit
	1.1	Understanding of the Work	
		1.1.1 Sample Task	
	1.2	Workforce	
		1.2.1 Key Personnel Resumes	
	1.3	Management Plan	
		1.3.1 Management Approach	
		1.3.2 Use of Teaming	
		1.3.3 Qualifications	
		1.3.4 Transition Plan	
(2)	2.0	Past Performance	25 Pages
(3)	3.0	Cost/Price	No page limit
	3.1	Offer Letter, Signed SF33, and Section K	
	3.2	Cost/Price Submission	
	3.3	Completed Section B	

Each volume shall contain the following information:

- Cover and title page
- Title of proposal and proposal number as applicable
- Offeror’s name, address, and POC
- RFP number
- Proposal volume number
- Copy number
- Table of Contents (The table of contents must provide sufficient detail to enable easy location of important elements)

Responding to RFPs

- Ask questions before making your offer
- **Avoid parroting the Performance Work Statement**
- Follow the instructions in the RFP
 - ✓ Allow two extra days for electronic submissions
 - ✓ Include all forms and attachments
 - ✓ Do not exceed page limitations
 - ✓ Submit EXACTLY as instructed – label volumes correctly
 - ✓ It is ok to verify receipt
- Use a matrix or checklist to include all required information
- Double Check
 - ✓ Is your SAM registration active?
 - ✓ Is it signed?
 - ✓ Are all volumes included?
 - ✓ Check your spelling and grammar

Bonus Slides

Rules: The Federal Acquisition Regulations System

The screenshot shows the ACQUISITION.GOV website with a navigation bar containing "Data Initiatives", "Regulations", "Tools", and "Policy Network". Below the navigation bar, the word "Regulations" is displayed in a large font. A grid of 32 regulation entries is shown, each with a small icon and text describing the regulation or supplement.

FAR Federal Acquisition Regulation	NMCARS Navy Marine Corps Acquisition Regulation Supplement	DOSAR Department of State Acquisition Regulation	HUDAR Housing and Urban Development Acquisition Regulation
Chapter 99 (CAS) CFR Title 48 Chapter 99	SOFARS Special Operations Federal Acquisition Regulations Supplement	DTAR Department of Treasury Acquisition Regulation	IABR Broadcasting Board of Governors Acquisition Regulation
DFARS Defense Federal Acquisition Regulation Supplement	TRANSFARS Transportation Federal Acquisition Regulation Supplement	EDAR Department of Education Acquisition Regulation	JAR Justice Acquisition Regulation
DFARSPGI Defense Federal Acquisition Regulation Supplement PGI	AGAR Agriculture Acquisition Regulation	EPAAR Environmental Protection Agency Acquisition Regulation	LIFAR Life Insurance Federal Acquisition Regulations
AFARS Army Federal Acquisition Regulation Supplement	AIDAR USAID Acquisition Regulation	FEHBR Federal Employee Health Benefits Acquisition Regulation	NES NASA Federal Acquisition Regulation Supplement
AFFARS Air Force Federal Acquisition Regulation Supplement	CAR Commerce Acquisition Regulations	GSAM/R General Services Acquisition Manual/Regulation	NRCAR Nuclear Regulatory Commission Acquisition Regulation
AFFARS MP Air Force Federal Acquisition Regulation Supplement	DEAR Department of Energy Acquisition Regulation	HHSAR Health and Human Services Acquisition Regulation	TAR Transportation Acquisition Regulations
DARS DISA Acquisition Regulation Supplement	DIAR Department of the Interior Acquisition Regulation	HSAR Homeland Security Acquisition Regulations	VAAR Veterans Affairs Acquisition Regulation
DLAD Defense Logistics Acquisition Directive	DOLAR Department of Labor Acquisition Regulation		

- www.acquisition.gov
- FAR
- DOD FAR Supplement – DFARS
 - Military Department Supplements
- Civilian Agency Supplements
 - General Services Acquisition Manual/Regulation -GSAM/R
- Sign up for FAR News

Bonus Slides

Rules: Electronic Code of Federal Regulations

UNCLASSIFIED



Code of Federal Regulations
A point in time eCFR system

eCFR

READER AIDS

Welcome to the new eCFR! Check out our [Getting Started](#) guide to make the most of the new site.

Enter a search term or CFR reference (eg. fishing or 1 CFR 1.1)

Titles

Titles	Last Amended	Recent Changes
Title 1 :: General Provisions	Dec 29, 2022	view changes
Title 2 :: Grants and Agreements	Mar 01, 2023	view changes
Title 3 :: The President	Mar 17, 2015	view changes
Title 4 :: Accounts	May 01, 2018	view changes
Title 5 :: Administrative Personnel	Jun 20, 2023	view changes
Title 6 :: Domestic Security	Mar 31, 2023	view changes
Title 7 :: Agriculture	Jun 20, 2023	view changes
Title 8 :: Aliens and Nationality	May 16, 2023	view changes

← Getting Started Guide

← Search Function

www.ecfr.gov

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Thank you for joining me!

- Questions?
- Comments?
- Experience to Share?



TGI APEX Accelerator

www.tgiok.com

405-570-2224

Judy.warren@tgiok.com