



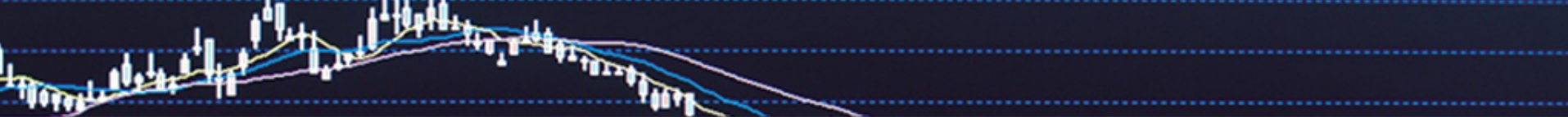
Completing a Government RFP

SGMP Annual Education
Conference

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The Federal government puts out about \$300 billion per year on over 400,000 contracts. About \$180 billion of that is in new contracts awarded on open bid solicitations.



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Finding Out About Business Opportunities

- When an agency is ready to purchase an item or service, it typically posts an announcement in FedBizOpps, which includes a link to the solicitation.
- In most instances the government uses –
 - written solicitations for purchases over \$25,000
 - oral solicitations for purchases less than \$25,000
 - purchase cards to obtain micro-purchases less than \$2,500


The background of the slide features a dark blue gradient with several financial charts. At the top, there is a candlestick chart with a yellow line and a blue line. Below it, there are several line charts with different colors (yellow, blue, red) and dashed horizontal lines. On the right side, there is a vertical list of numbers and dates, including 11.33, 11.38, 12.38, 13.75, 11.63, 8.25, 12.00, 4.72, 4.74, 4.74, 4.61, 4.80, 4.81, and dates like Nov, May, Aug, May, Aug, Feb.

Request for Quote

- Exactly what it says.
 - When the government is merely checking into the possibility of acquiring a product or service, it may issue a Request for Quotation (RFQ). A response to an RFQ by a prospective contractor is not considered an offer, and consequently, cannot be accepted by the government to form a binding contract. The order is an offer by the government to the supplier to buy certain supplies or services upon specified terms and conditions. A contract is established when a supplier accepts the offer.




Request for Proposal

- In certain cases, when the value of a government contract exceeds \$100,000 and when it necessitates a highly technical product or service, the government may issue a Request for Proposal (RFP).
 - In a typical RFP, the government will request a product or service it needs, and then solicits proposals from prospective contractors on how they intend to carry out that request, and at what price. Proposals in response to an RFP can be subject to negotiation after they have been submitted.
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|-------|-----|
| 11.13 | JP |
| 11.38 | Nov |
| 12.38 | May |
| 13.75 | Aug |
| 11.63 | Nov |
| 8.25 | May |
| 12.00 | May |
| 4.80 | Aug |
| 4.81 | Feb |



Request for Quote vs. Request for Proposal

- The RFQ is a Request for Quote that can be used for negotiated procurements.
 - The RFQ solicits information rather than a binding offer.
 - The RFQ can be used for simplified acquisitions (under \$100,000) and can be an oral request instead of a written request.
 - An RFQ uses Standard Form 18, Request for Quotation as the contract (cover) document.
 - When a government contracting official places an order with a vendor based upon the vendor's RFQ, the vendor may accept the order or may decline the order - no contract is formed until the vendor fills the order.
 - On the other hand, a proposal in response to an RFP may result in a contract when the government accepts the proposal.
- 


The background of the slide features a dark blue gradient with several financial charts. At the top, there is a candlestick chart with a yellow line and a blue line. Below it, there are several line graphs in various colors (yellow, blue, red) showing fluctuating data points. On the right side, there is a vertical list of numbers and dates, including '11.13', '11.28 Nov', '12.38 May', '13.75 Aug', '11.63 Nov', '8.25 May', '12.00 May', '11.15 Aug', and '7.1 Feb'.

Request for Proposal

- RFP'S, (Request for Proposal) is a document used in negotiated procurements (buys) that exceed the Simplified Acquisition Threshold (\$100,000) for most agencies.
- RFP'S are used to communicate the government's requirements (the what and how of the buy) to prospective contractors and to solicit proposals from the contractors.
- The RFP must contain all the information needed to enable prospective contractors to prepare proposals properly. It will also contain the terms and conditions for the prospective contract. An RFP may state that the Government reserves the right to award on the basis of initial offers received without any additional written or oral discussion.
- There is normally a required format for the Proposal submitted in response to the RFP Standard Form 33, Solicitation, Offer and Award, is used as the contract (cover) document for an RFP and lists all the applicable sections.



Parts of an RFP

- **Part I – The Schedule**
 - **Section A - Solicitation/Contract Form**
 - **Section B - Supplies or Services/Prices/Cost**
 - **Section C - Statement of Work**
 - **Section D - Packaging and Marking**
 - **Section E - Inspection & Acceptance**
 - **Section F - Performance/Deliveries**
 - **Section G - Contract Administration Data**
 - **Section H - Special Instructions or Requirements**
- 



Parts of an RFP

- Part II
 - Contract Clauses
- Part III
 - List of Documents and Attachments
- Part IV
 - Representations and Instructions



11.13	JP	
11.88	Nov	
12.38	May	
13.75	Aug	
11.63	Nov	
8.25	May	
12.00	May	
4.72	Y. '5 Aug	
4.74	4.81	Feb



To Respond or Not to Respond?

Action Plan:

- Get a copy of the complete RFP
- Review the RFP
 - Look at Section B, Supplies/Services and Prices/Cost.
 - Go to Section C, - Statement of Work (SOW)
 - Now is a good time to make sure all documents are attached, check Section J.
 - Access Section M, Evaluation Factors for Award
 - Find Section L, Instructions, Conditions, and Notices to offeror and see how the CO wants the proposal written.
- If nothing up to this point has convinced you the contract cannot be won or performed profitably by you, go to the first page and find out when the proposal is due.
 - Do you have enough time to prepare a winning proposal?




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To Respond or Not to Respond?

Action Plan continued:

- If this preliminary review has not discouraged you, take your time and go over the RFP package in greater detail
 - the specifications,
 - the delivery schedule,
 - packaging requirements,
 - certifications, etc.
 - Know the RFP thoroughly.
 - sit down and go through every single page
 - honestly assess your capabilities to meet the government's requirements
 - remember you also need to make a profit.
 - Decide if you want to prepare and submit a proposal
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| 4.75 | 11.13 | JP |
| 4.75 | 11.38 | Nov |
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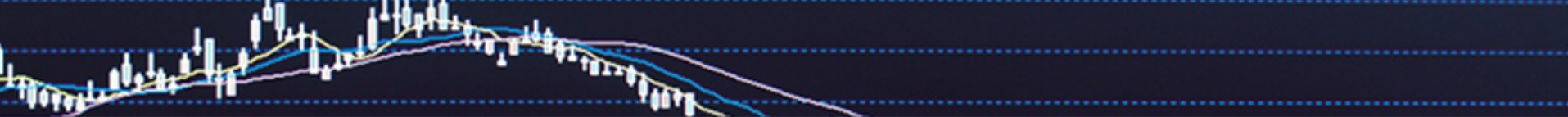


Seven Steps to Preparing Effective and Winning Proposals

- #1 - Know Thyself, Know thy Client
- #2 - Discover the Bidding Opportunities
- #3 - Read and Understand the RFP
- #4 - Review the Key Components/Parts
- #5 - Follow the Instructions (Quality, Not Quantity)
- #6 - Know Your Competition
- #7 - Prepare Your Proposal

“Be Careful What You Wish For”





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