



Where Government Contracting Starts




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Alaska APEX Accelerator
December 11, 2024


Deciphering a Solicitation for Federal Requirements

Solicitation Sources · Evaluation Criteria
SOW · PWS · SOO · Price Proposal
Technical Proposal · Bid Schedule
RFQ · RFP · IDIQ · Lump Sum · Firm Fixed Price
· Cost Plus · Provisions · Clauses
FAR · DFAR · SAM

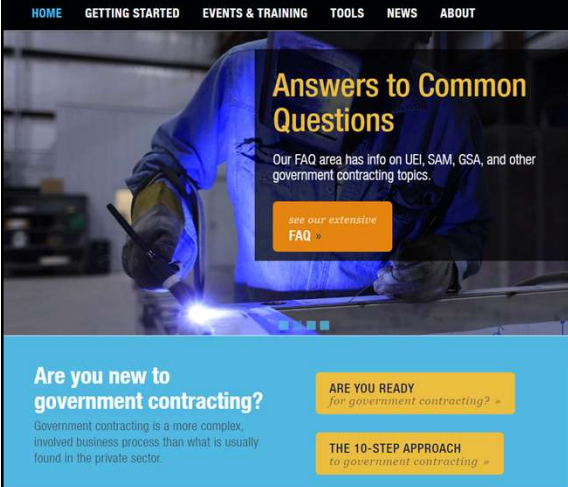




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Where Government Contracting Starts



Program Introduction

- Free assistance with all aspects of government contracting, from cradle to grave (start to finish) for federal, state and local purchasing activity
- Free one-on-one appointments
- Free workshops (Special events and extended training session may have registration fees)
- The Alaska APEX is one of 96+ other APEX Accelerators across the US, Puerto Rico, & Guam

<https://apexalaska.org/>
<https://www.napex.us/>
<https://www.apexaccelerators.us/#/>



UAA Business Enterprise Institute
UNIVERSITY of ALASKA ANCHORAGE

The Alaska APEX is a program of the UAA Business Enterprise Institute and is funded in part through a cooperative agreement with the Department of Defense Office of Small Business Programs

Today's Agenda

- ❖ **Acquisition Terminology Review**
 - Acquisition methods & thresholds
 - Acquisition types (Quote vs. Proposal)
 - Contract Types
 - Uniform Contract Format (UCF)
- ❖ **Components of a Solicitation**
 - Need Statement Types
 - Compliance Requirements
 - Rules (Clauses & Provisions)
 - Directions for Proposal Submittal (Instruction to Bidders)
 - Evaluation & Award
- ❖ **Proposal Elements**
 - Price, Technical & Administrative
- ❖ **Building a Bid Matrix**



Understanding the Solicitation



Acquisition Terminology

Defining the buying processes and pathways



Federal Acquisition Thresholds

Micro-Purchase	Simplified Acquisition Request for Quotation (RFQ)	Commercial Buy (Combined Synopsis/ Solicitation)	Sealed Bidding Acquisition Invitation For Bid (IFB)	Negotiated Acquisition Request for Proposal (RFP)
Purchase Card	Under \$250K	Under \$6.5 M	Above \$250K	Above \$250K
\$10,000	Informal	Informal	Formal	Formal
Supplies	Simplified (SAP)	Formal	Sealed Bid	Negotiated
Services*	Supplies	Supplies	Price Only	Best Value
Construction*	Services	Services	Supplies	Supplies
	Construction		Services	Services
*Exceptions when impacted by Wage Determinations	FAR Part 13 SF 18, 1449 or	FAR Part 12 FAR Part 13	Construction FAR Part 14	Construction FAR Part 15



Micro-Purchase Exceptions

Micro-purchase threshold means \$10,000, except it means—

- (1) For acquisitions of construction subject to 40 U.S.C. chapter 31, subchapter IV, Wage Rate Requirements (Construction), \$2,000;
- (2) For acquisitions of services subject to 41 U.S.C. chapter 67, Service Contract Labor Standards, \$2,500;
- (3) For acquisitions of supplies or services that, as determined by the head of the agency, are to be used to support a contingency operation; to facilitate defense against or recovery from cyber, nuclear, biological, chemical or radiological attack; to support a request from the Secretary of State or the Administrator of the United States Agency for International Development to facilitate provision of international disaster assistance pursuant to 22 U.S.C. 2292 et seq.; or to support response to an emergency or major disaster (42 U.S.C. 5122), as described in 13.201(g)(1), except for construction subject to 40 U.S.C. chapter 31, subchapter IV, Wage Rate Requirements (Construction) (41 U.S.C. 1903)—
 - (i) \$20,000 in the case of any contract to be awarded and performed, or purchase to be made, inside the United States; and
 - (ii) \$35,000 in the case of any contract to be awarded and performed, or purchase to be made, outside the United States; and
- (4) For acquisitions of supplies or services from institutions of higher education (20 U.S.C. 1001(a)) or related or affiliated nonprofit entities, or from nonprofit research organizations or independent research institutes—
 - (i) \$10,000; or
 - (ii) A higher threshold, as determined appropriate by the head of the agency and consistent with clean audit findings under 31 U.S.C. chapter 75, Requirements for Single Audits; an internal institutional risk assessment; or State law.

<https://www.ecfr.gov/current/title-48/chapter-1/subchapter-A/part-2/subpart-2.1>



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Federal Solicitation Terminology

Pre-Solicitation Notice	Advance Notice that a solicitation is forthcoming. This is posted 15 days prior to the solicitation being available. Used in formal acquisition (RFP & IFB)
Solicitation	Announcement of Government procurement. Solicitation documents are added as attachments.
Combined Synopsis/Solicitation	Informal/Formal solicitation used for commercial items/buys. Complete scope of work/specification provided in the announcement. Solicitation copy is provided. Evaluation – price alone and/or other factors. Response time: 10-30 days.
Sources Sought	Gathering information/Market Research. No solicitation available. Agency will make a determination on procurement based on information received (i.e., set aside or full/open)
Special Notice	Used for Information purposes only, sources sought, notice of a sole source procurement, or award under IDIQ. Required for all Recovery Act (ARRA) funds awarded under existing contract vehicle.
Award	Notice of award and information pertaining to the award above \$3.5 million (with exceptions at 5.303(a)). Awards are only posted on formal solicitations and all Recovery Act (ARRA) funded projects.
Cancellation	Announcement/solicitation has been canceled
Amendment	Changes to the Pre-solicitation or Solicitation



Where Government Contracting Starts

Federal Contract Types

Fixed Price	Under a fixed-price contract, the contractor guarantees performance and must perform within any ceiling price. Final price to the government is either fixed at the outset or subject to the same contingencies.
Firm Fixed Price	Lump Sum – one price for entire statement of work, usually one line item for cost schedule. Used when acquiring commercial items or their supplies or services on the basis of reasonably definite functional or detailed requirements.
Fixed Price with Economic Price Adjustment (EPA)	Fixed price contract with an identified condition that allows for volatile price increases or decreases beyond the contractors control (i.e., fuel, steel, etc.).
Time & Material (T&M) or Labor Hour	Not to Exceed labor hours and fixed material cost line items. Contractor bills exact hours spent and material costs are pass through plus OH and Fee. These contracts are used only when it is not possible at the time of placing the contract to estimate accurately the extent or duration of the work or to anticipate costs with any reasonable degree of confidence. Includes a contract ceiling price that the contractor exceeds at its own risk.
Cost Contracts	Under a cost-reimbursement contract, the contractor merely agrees to exert its best efforts to perform within the estimated costs. Actual costs incurred are subject to audit: all allowable costs are reimbursed.
Cost Plus Fixed Fee (CPFF)	Cost reimbursement contract that provides for payment to the contractor a negotiated fee that is fixed at the inception of the contract. FAR 16.306

Federal Acquisition Regulations (FAR)

- ❖ Part 2 – Definitions of Words and Terms
- ❖ Part 8 – Required Sources of Supplies and Services
- ❖ Part 9 – Contractor Qualifications
- ❖ Part 12 – Acquisition of Commercial Products and Commercial Services
- ❖ Part 13 – Simplified Acquisition Procedures (SAP)
- ❖ Part 14 – Sealed Bidding (formal)
- ❖ Part 15 – Contracting by Negotiation (formal)
- ❖ Part 16 – Types of Contracts
- ❖ Part 19 – Small Business Programs
- ❖ Part 52 – Clauses and Provisions



<https://www.acquisition.gov/browse/index/far>

CFR – Code of Federal Regulations

The Code of Federal Regulations (CFR) is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government. It is divided into 50 titles that represent broad areas subject to Federal regulation.

Title 48 :: Federal Acquisition Regulations System

Last Amended November 25, 2024

<https://www.ecfr.gov/>



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.

Go to CFR Reference **Go**

Titles	Last Amended	Recent Changes
Title 1 :: General Provisions	May 04, 2022	view changes
Title 2 :: Grants and Agreements	Oct 04, 2022	view changes
Title 3 :: The President	Mar 17, 2015	
Title 4 :: Accounts	May 01, 2018	
Title 5 :: Administrative Personnel	Oct 19, 2022	view changes
Title 6 :: Domestic Security	Sep 08, 2022	view changes
Title 7 :: Agriculture	Oct 31, 2022	view changes
Title 8 :: Aliens and Nationality	Oct 31, 2022	view changes
Title 9 :: Animals and Animal Products	Oct 31, 2022	view changes

Other agency sub-part acquisition regulations:

DFAR – Defense

AGAR – Agriculture

HSAR – Homeland Security

CPAR – Commerce

EDAR – Education

DEAR – Energy

HHSAR – Health & Human Services

HUDAR – Housing & Urban Development

AMS – FAA Acquisition Management System

https://www.faa.gov/about/office_org/headquarters_offices/afn/offices/acquisitions

DTAR – Dept. of Treasury

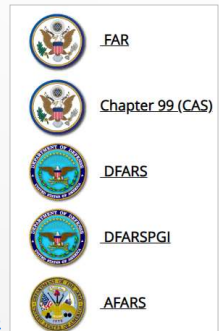
VAAR – Veterans Administration

TAR – Transportation

DOLAR – Dept. of Labor

JAR – Justice

DIAR – Interior



<https://www.acquisition.gov/content/regulations>

Clauses = Laws/statutes that apply to the contract action.

52.203-3 Gratuities.

As prescribed in [3.202](#), insert the following clause: Gratuities (Apr 1984)

(a) The right of the Contractor to proceed may be terminated by written notice if, after notice and hearing, the agency head or a designee determines that the Contractor, its agent, or another representative—

- (1) Offered or gave a gratuity (e.g., an entertainment or gift) to an officer, official, or employee of the Government; and
- (2) Intended, by the gratuity, to obtain a contract or favorable treatment under a contract.

(b) The facts supporting this determination may be reviewed by any court having lawful jurisdiction.

(c) If this contract is terminated under paragraph (a) of this clause, the Government is entitled—

- (1) To pursue the same remedies as in a breach of the contract; and
- (2) In addition to any other damages provided by law, to exemplary damages of not less than 3 nor more than 10 times the cost incurred by the Contractor in giving gratuities to the person concerned, as determined by the agency head or a designee. (This paragraph (c)(2) is applicable only if this contract uses money appropriated to the Department of Defense.)

(d) The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

(End of clause)



Clauses vs. Provisions

Clause example of FAR and Sub-FAR clauses

FAR 52.252-6 Authorized Deviations in Clauses (NOV 2020)

- (a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.
- (b) The use in this solicitation or contract of any Agriculture Acquisition Regulation (48 CFR 4) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.
- (End of clause)

AGAR 452.204-70, Modification for Contract Closeout (DEVIATION JUNE 2024)

- Upon contract closeout for contracts utilizing Simplified Acquisition Procedures (SAP) according to FAR 13:
- (a) If unobligated funds in the amount of \$1,000 or less remain on the contract, the Contracting Officer (CO) shall issue a unilateral modification for deobligation. The contractor will receive a copy of the modification but will not be required to provide a signature. The CO shall immediately proceed with contract closeout upon completion of the period of performance, receipt and acceptance of supplies or services, and final payment.
- (b) If unobligated funds of more than \$1,000 remain on the contract, the CO shall issue a bilateral modification for deobligation. The contractor will receive a copy of the modification and will be required to provide a signature. (The CO may also request a Release of Claims be completed by the contractor, although not required for contract and orders using SAP procedures.) If the bilateral modification and Release of Claims are not returned to the CO within 60 days, the CO shall release the modification as unilateral and proceed with contract closeout upon completion of the period of performance, receipt and acceptance of supplies or services, and final payment.

(End of Instruction)



Clauses vs. Provisions

Provisions = Items that require information/response from the Offeror.

52.203-2 Certificate of Independent Price Determination.

As prescribed in [3.103-1](#), insert the following provision. Certificate of Independent Price Determination (Apr 1985)

- (a) The offeror certifies that—
- (1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to—
 - (i) Those prices;
 - (ii) The intention to submit an offer; or
 - (iii) The methods or factors used to calculate the prices offered. **[break in text...]**
- (b) Each signature on the offer is considered to be a certification by the signatory that the signatory—
- (1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this provision; or
 - (2)(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this provision
[insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization];

(End of provision)



Uniform Contract Format (UCF)

PART I – THE SCHEDULE

- A – Solicitation/Contract Form
- B – Supplies or Service & Price/Cost
- C – Description/Scope of Work/Statement of Work
- D – Packaging & Marking
- E – Inspection & Acceptance
- F – Deliveries or Performance
- G – Contract Admin Data
- H – Special Contract Requirement

**SF 33 –
Solicitation,
Offer and
Award**

PART II – CONTRACT CLAUSES

- I – Contract Clauses (by referral and full clause)

PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

- J – List of Attachments (Wage Determination, Pictures, Drawings, etc.)

PART IV – REPRESENTATIONS AND INSTRUCTIONS

- K – Representations, Certifications & Other Statements of Offerors
- L – Instructions, Conditions & Notices to Offerors
- M – Evaluation Factors for Award



Parts of a Solicitation - A

SOLICITATION, OFFER AND AWARD		1. THIS CONTRACT IS A REVISED ORDER		RATING		PAGE OF PAGES	
2. CONTRACT NO.	3. SOLICITATION NO.	4. TYPE OF SOLICITATION	5. DATE ISSUED	6. REQUISITION/PURCHASE NO.	7. DATE	8. DATE	9. DATE
	1022025019	1. RFP 2. RFQ 3. IFB 4. NEGOTIATED (RFI)	07 Nov 2024				
7. ISSUED BY 12. AGENCY CONTACT INFORMATION 13. AGENCY CONTACT PERSON 14. AGENCY CONTACT PHONE NO.		8. ADDRESS OFFER TO		10. OTHER THAN ITEM 7			
ALASKA DEPARTMENT OF REVENUE ATTN: CONTRACTING DIVISION 1400 WILSON AVENUE ANCHORAGE, AK 99501		TEL: 907-261-4711 FAX: 907-261-4654		SEE ITEM 7			
NOTE: In sealed solicitations, offer and offeror names, RFP and RFP.							
SOLICITATION							
9. Sealed offers in original and _____ copies for forwarding the supplies or services in the Schedule will be received at the place specified in Item 8 or if							
banked in the depository located in _____ and _____ until _____ local time, 07 Dec 2024.							
CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section I, Provision No. 52.214-7 or 52.215-4. All offers are subject to all terms and							
conditions contained in this solicitation.							
11. FOR INFORMATION ONLY CALL: JOSEPH S. CRAMER		15. TELEPHONE (include area code) 907-261-4652		16. COUNTRY CALLS		17. EARLY ACCEPTANCE	
18. EARLY ACCEPTANCE ONLY AND							
19. TABLE OF CONTENTS		DESCRIPTION		PAGE(S)		PAGE(S)	
PART I - THE SCHEDULE		PART II - CONTRACT CLAUSES		PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS		PART IV - REPRESENTATIONS AND INSTRUCTIONS	
X 1. SOLICITATION CONTRACT FORM		X 1. CONTRACT CLAUSES		12 - 30		12 - 30	
X 2. SUPPLIES OR SERVICES AND PRICE/COST		X 2. PART I - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS		30 - 39		30 - 39	
X 3. DESCRIPTION, SPEC. WORK STATEMENT		X 3. PART II - REPRESENTATIONS AND INSTRUCTIONS		40 - 49		40 - 49	
X 4. PACKAGING AND MARKING		X 4. REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS		50 - 63		50 - 63	
X 5. INSPECTION AND ACCEPTANCE		X 5. INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS		64 - 69		64 - 69	
X 6. DELIVERIES OR PERFORMANCE		X 6. EVALUATION FACTORS FOR AWARD		70 - 79		70 - 79	
X 7. CONTRACT ADMINISTRATION DATA		X 7. SPECIAL CONTRACT REQUIREMENTS		80 - 89		80 - 89	
X 8. SPECIAL CONTRACT REQUIREMENTS		OFFER (Must be fully completed by offeror)		90 - 99		90 - 99	
NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.							
12. In compliance with the above, the undersigned agrees, if this offer is accepted, to _____ calculate days (0) calendar days unless a different period							
is inserted by the offeror from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite							
such item, delivered at the designated point, within the time specified in the schedule.							
13. DEPOSIT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-9)							
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offers and related documents marked and dated)		AMENDMENT NO.		DATE		AMENDMENT NO.	
15A. NAME AND ADDRESS OF OFFEROR		16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)		17. SIGNATURE		18. OFFER DATE	
19. ACCEPTED AS TO ITEMS NUMBERED		20. AMOUNT		21. ACCOUNTING AND APPROPRIATION		22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION	
23. AGENCY CONTACT PERSON		24. AGENCY CONTACT PHONE NO.		25. AGENCY CONTACT ADDRESS		26. AGENCY CONTACT CITY AND STATE	
27. AGENCY CONTACT FAX NO.		28. AGENCY CONTACT EMAIL		29. AGENCY CONTACT WEBSITE		30. AGENCY CONTACT URL	
31. AGENCY CONTACT URL		32. AGENCY CONTACT URL		33. AGENCY CONTACT URL		34. AGENCY CONTACT URL	
35. AGENCY CONTACT URL		36. AGENCY CONTACT URL		37. AGENCY CONTACT URL		38. AGENCY CONTACT URL	
39. AGENCY CONTACT URL		40. AGENCY CONTACT URL		41. AGENCY CONTACT URL		42. AGENCY CONTACT URL	
43. AGENCY CONTACT URL		44. AGENCY CONTACT URL		45. AGENCY CONTACT URL		46. AGENCY CONTACT URL	
47. AGENCY CONTACT URL		48. AGENCY CONTACT URL		49. AGENCY CONTACT URL		50. AGENCY CONTACT URL	
51. AGENCY CONTACT URL		52. AGENCY CONTACT URL		53. AGENCY CONTACT URL		54. AGENCY CONTACT URL	
55. AGENCY CONTACT URL		56. AGENCY CONTACT URL		57. AGENCY CONTACT URL		58. AGENCY CONTACT URL	
59. AGENCY CONTACT URL		60. AGENCY CONTACT URL		61. AGENCY CONTACT URL		62. AGENCY CONTACT URL	
63. AGENCY CONTACT URL		64. AGENCY CONTACT URL		65. AGENCY CONTACT URL		66. AGENCY CONTACT URL	
67. AGENCY CONTACT URL		68. AGENCY CONTACT URL		69. AGENCY CONTACT URL		70. AGENCY CONTACT URL	
71. AGENCY CONTACT URL		72. AGENCY CONTACT URL		73. AGENCY CONTACT URL		74. AGENCY CONTACT URL	
75. AGENCY CONTACT URL		76. AGENCY CONTACT URL		77. AGENCY CONTACT URL		78. AGENCY CONTACT URL	
79. AGENCY CONTACT URL		80. AGENCY CONTACT URL		81. AGENCY CONTACT URL		82. AGENCY CONTACT URL	
83. AGENCY CONTACT URL		84. AGENCY CONTACT URL		85. AGENCY CONTACT URL		86. AGENCY CONTACT URL	
87. AGENCY CONTACT URL		88. AGENCY CONTACT URL		89. AGENCY CONTACT URL		90. AGENCY CONTACT URL	
91. AGENCY CONTACT URL		92. AGENCY CONTACT URL		93. AGENCY CONTACT URL		94. AGENCY CONTACT URL	
95. AGENCY CONTACT URL		96. AGENCY CONTACT URL		97. AGENCY CONTACT URL		98. AGENCY CONTACT URL	
99. AGENCY CONTACT URL		100. AGENCY CONTACT URL		101. AGENCY CONTACT URL		102. AGENCY CONTACT URL	

Solicitation Form - SF 33: Key Fields

3. Solicitation No.
4. Type (RFP)
5. Date Issued
7. Issued By
9. Bid Due Date & Time
10. Agency Contact Info
11. Table of Contents
12. Offer due for ___ days
13. Payment terms
14. Amendments
- 15 – 18 Offeror info & signature
** must be filled in**
- 19 - 27 to be filled by contracting office upon award





Where Government Contracting Starts

Parts of a Solicitation - A

SOLICITATION, OFFER AND AWARD		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	RATING	PAGE OF PAGES 1 63	
2. CONTRACT NO.	3. SOLICITATION NO. W912PM24R0019	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)	5. DATE ISSUED 07 Nov 2024	6. REQUISITION/PURCHASE NO.	
7. ISSUED BY U.S. ARMY CORPS OF ENGINEERS, WILMINGTON WILMINGTON DISTRICT ATTN: CONTRACTING DIVISION 69 DARLINGTON AVE WILMINGTON NC 28403-1343		CODE W912PM	8. ADDRESS OFFER TO (If other than Item 7) See Item 7		
TEL: 910-251-4711 FAX: 910-251-4454		TEL: FAX:			
NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".					
SOLICITATION					
9. Sealed offers in original and <u>1</u> copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand-carried, in the depository located in _____ until <u>04:00 PM</u> local time <u>07 Dec 2024</u> (Hour) (Date)					
CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.					
10. FOR INFORMATION CALL:	A. NAME JOSHUA S CRAVEN	B. TELEPHONE (Include area code) (NO COLLECT CALLS) 910-251-4452	C. E-MAIL ADDRESS joshua.s.craven@usace.army.mil		
11. TABLE OF CONTENTS					
(X) SEC.	DESCRIPTION	PAGE(S)	(X) SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE			PART II - CONTRACT CLAUSES		
X A	SOLICITATION/ CONTRACT FORM	1	X I	CONTRACT CLAUSES	12 - 34
X B	SUPPLIES OR SERVICES AND PRICES/ COSTS	2 - 4	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS		
X C	DESCRIPTION/ SPECS/ WORK STATEMENT		X J	LIST OF ATTACHMENTS	35
X D	PACKAGING AND MARKING		PART IV - REPRESENTATIONS AND INSTRUCTIONS		
X E	INSPECTION AND ACCEPTANCE	5	X K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	36 - 49
X F	DELIVERIES OR PERFORMANCE	6 - 7	X L	INSTRS. CONDS. AND NOTICES TO OFFERORS	50 - 63
X G	CONTRACT ADMINISTRATION DATA		X M	EVALUATION FACTORS FOR AWARD	
X H	SPECIAL CONTRACT REQUIREMENTS	8 - 11			

Standard Form 33
(REV. 9-97)
Proscribed by GSA
FAR (48 CFR) 53.214(c)




Where Government Contracting Starts

Parts of a Solicitation - A

OFFER (Must be fully completed by offeror)			
NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.			
12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.			
13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-8)			
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):		AMENDMENT NO.	DATE
		AMENDMENT NO.	DATE
15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)
15B. TELEPHONE NO (Include area code)	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.		17. SIGNATURE
			18. OFFER DATE
AWARD (To be completed by Government)			
19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION	
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(e) <input type="checkbox"/> 41 U.S.C. 253(e)		23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)	ITEM
24. ADMINISTERED BY (If other than Item 7)	CODE	25. PAYMENT WILL BE MADE BY	CODE
26. NAME OF CONTRACTING OFFICER (Type or print)		27. UNITED STATES OF AMERICA	28. AWARD DATE
TEL:	EMAIL:	(Signature of Contracting Officer)	
IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.			

Standard Form 33
(REV. 9-97)
Proscribed by GSA
FAR (48 CFR) 53.214(c)



Where Government Contracting Starts

Parts of a Solicitation - A

SOLICITATION OFFER, AND AWARD

SOLICITATION NO: 1240B12480001

TYPE OF SOLICITATION: CHALLENGE (RFP)

DATE ISSUED: 01/18/2024

PAGE OF PAGES: 1 2

IMPORTANT - The "offer" section on the reverse must be fully completed by offeror.

1. CONTRACT NO. 2. REGISTRATION/COMPASS REQUEST NO. 3. PROJECT NO.

4. ISSUED BY: USDA-FS CSA NORTHWEST 7, 1220 SW 3RD AVE, STE 310, PORTLAND OR 97204-2829

5. ADDRESS OFFER TO: Email: Janet.Paul@usda.gov, Fax: 866.230.8120 (ATTN: Janet Paul)

6. INFORMATION: NAME: JANET PAUL, TELEPHONE NO: 541.756.7120

SOLICITATION

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

10. THE CONTRACTOR MUST FURNISH ANY REQUIRED PERFORMANCE AND PAYMENT BONDING: YES NO (SUB CALENDAR DAYS)

11. THE CONTRACTOR SHALL BEGIN PERFORMANCE WITHIN 0 calendar days and complete it within 0 calendar days after receiving Check (Circle to indicate the performance schedule): Certificate (See Note 10)

12. THE CONTRACTOR MUST FURNISH ANY REQUIRED PERFORMANCE AND PAYMENT BONDING: YES NO (SUB CALENDAR DAYS)

13. ADDITIONAL SOLICITATION REQUIREMENTS: a. Special offers to register and 2 items to perform the work specified in item 4 by 02/21/2024 (Date). If this is a sealed bid solicitation, offers will be publicly opened at that time. Sealed envelopes containing offers shall be marked to show the offeror's name and address, the solicitation number, and the date and time offers are due.

b. Available payment: (Circle to indicate): (1) work requirements, and (2) other procedures and clauses incorporated in the solicitation in full text or by reference.

c. All offers are subject to the (1) work requirements, and (2) other procedures and clauses incorporated in the solicitation in full text or by reference.

d. Offers proceeding less than 60 calendar days for Government acceptance after the date offers are due will not be considered and will be rejected.

OFFER (to be fully completed by offeror)

14. NAME AND ADDRESS OF OFFEROR (include ZIP Code)

15. TELEPHONE NO. (include area code)

16. REMITTANCE ADDRESS (include only if different than item 14)

17. The offeror agrees to perform the work required at the prices specified herein in strict accordance with the terms of this solicitation. If the offer is accepted by the Government or during option, the offeror shall not alter the bid after the bid date and shall remain in full force and effect for the duration of the contract period or longer than the duration of the contract period as specified in the (1) Offer to meet any number means the offeror accepts the minimum in item 12(a).

18. The offeror agrees to furnish any required performance and payment bonds.

19. ACKNOWLEDGEMENT OF AMENDMENTS: (The offeror acknowledges receipt of amendments to the solicitation - give number and date of reply)

AMENDMENT NO.	DATE	YES	NO

20. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (give name and title)


21. NAME ACCEPTED


22. AMOUNT: (a) ACCOUNTING AND APPROPRIATION DATA

23. OTHER THAN FULL AND OPEN COMPETITION PURSUANT TO: (a) F.O.B. (b) (c) (d) (e) (f) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p) (q) (r) (s) (t) (u) (v) (w) (x) (y) (z) (aa) (ab) (ac) (ad) (ae) (af) (ag) (ah) (ai) (aj) (ak) (al) (am) (an) (ao) (ap) (aq) (ar) (as) (at) (au) (av) (aw) (ax) (ay) (az) (ba) (bb) (bc) (bd) (be) (bf) (bg) (bh) (bi) (bj) (bk) (bl) (bm) (bn) (bo) (bp) (bq) (br) (bs) (bt) (bu) (bv) (bw) (bx) (by) (bz) (ca) (cb) (cc) (cd) (ce) (cf) (cg) (ch) (ci) (cj) (ck) (cl) (cm) (cn) (co) (cp) (cq) (cr) (cs) (ct) (cu) (cv) (cw) (cx) (cy) (cz) (da) (db) (dc) (dd) (de) (df) (dg) (dh) (di) (dj) (dk) (dl) (dm) (dn) (do) (dp) (dq) (dr) (ds) (dt) (du) (dv) (dw) (dx) (dy) (dz) (ea) (eb) (ec) (ed) (ee) (ef) (eg) (eh) (ei) (ej) (ek) (el) (em) (en) (eo) (ep) (eq) (er) (es) (et) (eu) (ev) (ew) (ex) (ey) (ez) (fa) (fb) (fc) (fd) (fe) (ff) (fg) (fh) (fi) (fj) (fk) (fl) (fm) (fn) (fo) (fp) (fq) (fr) (fs) (ft) (fu) (fv) (fw) (fx) (fy) (fz) (ga) (gb) (gc) (gd) (ge) (gf) (gg) (gh) (gi) (gj) (gk) (gl) (gm) (gn) (go) (gp) (gq) (gr) (gs) (gt) (gu) (gv) (gw) (gx) (gy) (gz) (ha) (hb) (hc) (hd) (he) (hf) (hg) (hh) (hi) (hj) (hk) (hl) (hm) (hn) (ho) (hp) (hq) (hr) (hs) (ht) (hu) (hv) (hw) (hx) (hy) (hz) (ia) (ib) (ic) (id) (ie) (if) (ig) (ih) (ii) (ij) (ik) (il) (im) (in) (io) (ip) (iq) (ir) (is) (it) (iu) (iv) (iw) (ix) (iy) (iz) (ja) (jb) (jc) (jd) (je) (jf) (jg) (jh) (ji) (jj) (jk) (jl) (jm) (jn) (jo) (jp) (jq) (jr) (js) (jt) (ju) (jv) (jw) (jx) (jy) (jz) (ka) (kb) (kc) (kd) (ke) (kf) (kg) (kh) (ki) (kj) (kk) (kl) (km) (kn) (ko) (kp) (kq) (kr) (ks) (kt) (ku) (kv) (kw) (kx) (ky) (kz) (la) (lb) (lc) (ld) (le) (lf) (lg) (lh) (li) (lj) (lk) (ll) (lm) (ln) (lo) (lp) (lq) (lr) (ls) (lt) (lu) (lv) (lw) (lx) (ly) (lz) (ma) (mb) (mc) (md) (me) (mf) (mg) (mh) (mi) (mj) (mk) (ml) (mm) (mn) (mo) (mp) (mq) (mr) (ms) (mt) (mu) (mv) (mw) (mx) (my) (mz) (na) (nb) (nc) (nd) (ne) (nf) (ng) (nh) (ni) (nj) (nk) (nl) (nm) (nn) (no) (np) (nq) (nr) (ns) (nt) (nu) (nv) (nw) (nx) (ny) (nz) (oa) (ob) (oc) (od) (oe) (of) (og) (oh) (oi) (oj) (ok) (ol) (om) (on) (oo) (op) (oq) (or) (os) (ot) (ou) (ov) (ow) (ox) (oy) (oz) (pa) (pb) (pc) (pd) (pe) (pf) (pg) (ph) (pi) (pj) (pk) (pl) (pm) (pn) (po) (pp) (pq) (pr) (ps) (pt) (pu) (pv) (pw) (px) (py) (pz) (qa) (qb) (qc) (qd) (qe) (qf) (qg) (qh) (qi) (qj) (qk) (ql) (qm) (qn) (qo) (qp) (qq) (qr) (qs) (qt) (qu) (qv) (qw) (qx) (qy) (qz) (ra) (rb) (rc) (rd) (re) (rf) (rg) (rh) (ri) (rj) (rk) (rl) (rm) (rn) (ro) (rp) (rq) (rr) (rs) (rt) (ru) (rv) (rw) (rx) (ry) (rz) (sa) (sb) (sc) (sd) (se) (sf) (sg) (sh) (si) (sj) (sk) (sl) (sm) (sn) (so) (sp) (sq) (sr) (ss) (st) (su) (sv) (sw) (sx) (sy) (sz) (ta) (tb) (tc) (td) (te) (tf) (tg) (th) (ti) (tj) (tk) (tl) (tm) (tn) (to) (tp) (tq) (tr) (ts) (tt) (tu) (tv) (tw) (tx) (ty) (tz) (ua) (ub) (uc) (ud) (ue) (uf) (ug) (uh) (ui) (uj) (uk) (ul) (um) (un) (uo) (up) (uq) (ur) (us) (ut) (uu) (uv) (uw) (ux) (uy) (uz) (va) (vb) (vc) (vd) (ve) (vf) (vg) (vh) (vi) (vj) (vk) (vl) (vm) (vn) (vo) (vp) (vq) (vr) (vs) (vt) (vu) (vv) (vw) (vx) (vy) (vz) (wa) (wb) (wc) (wd) (we) (wf) (wg) (wh) (wi) (wj) (wk) (wl) (wm) (wn) (wo) (wp) (wq) (wr) (ws) (wt) (wu) (wv) (ww) (wx) (wy) (wz) (xa) (xb) (xc) (xd) (xe) (xf) (xg) (xh) (xi) (xj) (xk) (xl) (xm) (xn) (xo) (xp) (xq) (xr) (xs) (xt) (xu) (xv) (xw) (xx) (xy) (xz) (ya) (yb) (yc) (yd) (ye) (yf) (yg) (yh) (yi) (yj) (yk) (yl) (ym) (yn) (yo) (yp) (yq) (yr) (ys) (yt) (yu) (yv) (yw) (yx) (yz) (za) (zb) (zc) (zd) (ze) (zf) (zg) (zh) (zi) (zj) (zk) (zl) (zm) (zn) (zo) (zp) (zq) (zr) (zs) (zt) (zu) (zv) (zw) (zx) (zy) (zz)

STANDARD FORM 1442 (REV. 8/2014)
 Proscribed by GSA FAR (48 CFR) 53.216-1(d)

2 page form





Where Government Contracting Starts

Parts of a Solicitation - B

PART I—THE SCHEDULE
 Shrimp Bay & Zarenbo Island Rare Plant Survey

SECTION B—SUPPLIES OR SERVICES AND PRICES/COSTS

B.1 SCHEDULE OF ITEMS


ITEM NO.	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
001	Rare Plant Survey Shrimp Bay & Zarenbo Islands Final Report	Lump-sum	1		\$ _____
SUB-ITEM NO.	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
101	Survey Plan	Lump-sum	1	\$ _____	\$ _____
102	Surveys (Field Forms, photographs & vouchers)	Lump-sum	1	\$ _____	\$ _____
103	Project Summary Report	Lump-sum	1	\$ _____	\$ _____
104	Electronic database (MS ACCESS)	Lump-sum	1	\$ _____	\$ _____
105	GIS feature layers	Lump-sum	1	\$ _____	\$ _____

B.2 VENDOR INFORMATION

Vendor Name:	Phone
Signature:	Fax
Address:	Email
	TIN#
City, State, Zip:	Duns#
Info Below requested to ensure payment info on record is accurate in the interest of preventing any delays in the distribution of any payments.	
Bank Name	Last 4 digits of Acct #

Section B - Supplies or Services and Prices/Costs

- Also known as Schedule of Cost or Bid Schedule
- Always use the actual format of the price "schedule" as established in the solicitation.
- Be sure to complete all prices – do not leave blank spots
- Do NOT use your own price quote when given a price schedule!
- Carefully read all directions under Section B.



Section C - Scope of Work / Statement of Work / Performance Work Statement

A **statement of work** (SOW) is a formal document that captures and defines the work activities, deliverables and timeline a vendor will execute against in performance of specified work for a client.

- Description and performance parameters (purpose) of the agency's need
- Lists requirements
 - Labor, materials, equipment requirements
 - Applicable Standards
 - Acceptable Criteria
 - Timelines, due dates – Deliverables
 - Period of Performance
- *Describes need, but not always the process to meet said need*



PART I - SECTION C

SCOPE OF WORK ANCHORAGE ARTCC SNOW REMOVAL

The Contractor shall furnish all labor, supplies, equipment and materials necessary to perform snow plowing, snow removal, sanding and related services at the FAA Air Route Traffic Control Center located at 700 N. Boniface Pkwy, Anchorage, Alaska, as described in this Scope of Work, the Schedule, and as shown on the Drawing (Attachment #1). Contractor shall be called out by an authorized FAA representative for all snow removal and related services.

SECTION D--PACKAGING AND MARKING



D.1 Project Labeling for Official Correspondence

The Government singularly identifies each project with a contract number at time of Award. The contract number is a unique identifier to purposely and permanently represent an awarded project. The Government issued contract number is to be referenced on all official communication starting upon notice of award.

D.2 Project Labeling for Delivery and Submittals

The packing of the materials will be such as to prevent materials from becoming separated from the package inadvertently. Binding may be any of the following; three-ring binder, spiral binding, comb binding, thermal binding, or glue binding.

Hard copies of the final submittals required in Section B will be submitted on standard 8.5 inch by 11 inch white copy paper. Maps included in the documentation will be on 11 inch by 17 inch white copy paper as foldouts.

All documents (hard copies and electronic) shall include the project name and contract number.

 **Note:** This section can be used for both packaging of the solicitation or referring to packaging of the deliverables.

SECTION E - INSPECTION AND ACCEPTANCE

E.1 All work hereunder shall be subject to review by the Government.

E.2 52.252-2 CLAUSES INCORPORATED BY REFERENCE. (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at these addresses: <https://www.acquisition.gov/far/> (the Official General Services Administration (GSA) Site of the Federal Acquisition Regulations (FAR));

(End of Clause)

E.3 52.246-5 Inspection of Services - Cost-Reimbursement (APR 1984)

E.4 52.246-9 Inspection of Research and Development (Short Form) (APR 1984)

E.5 52.246-16 Responsibility for Supplies (Apr 1984)



Note: This section may have requirements that impact the cost proposal, it will most definitely have areas to address in the technical proposal.

SECTION F--DELIVERIES OR PERFORMANCE

FAR 52.252-2 Clauses Incorporated by Reference (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es): www.arnet.gov/far/

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

52.211-11 Liquidated Damages (SEPT 2000)

52.242-15 Stop Work Order (AUG 1989)

52.242-17 Government Delay of Work (APR 1984)

AGAR 452.211-74 Period of Performance (FEB 1988)

The period of performance of this contract is from the date of award through February 28, 2013.



Note: This section may have requirements that impact the cost proposal and the technical proposal. This area may also list the deliverables schedule, if not listed in the work statement / scope.

SECTION G – CONTRACT ADMINISTRATION DATA

This section may list:

- COR/COTR information
- Invoicing and Payment Data – Progress Payments
- Cost Reimbursement information
- Monthly Progress Reporting Requirements
- Government Furnished Property
- Post Award Conference information
- Subcontractor notification and approval processes/requirements
- Key Personnel requirements



SECTION G--CONTRACT ADMINISTRATION DATA

G.1 Contracting Officer's Representative (COR).

The Contracting Officer will designate a representative hereinafter referred to as the Contracting Officer's Representative or COR who will provide on-the-ground administration for the Government. The COR will be designated in writing and a copy of the designation will be furnished to the Contractor before or at the pre-work conference. The Contractor is cautioned to carefully read the COR designation because certain authority under the contract is reserved solely for the Contracting Officer.

SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1 SOURCE CODE FOR SOFTWARE

H.2 NON-PERSONAL SERVICES CONTRACT

H.3 TAR 1252.239-70 SECURITY REQUIREMENTS FOR UNCLASSIFIED INFORMATION TECHNOLOGY RESOURCES (APR 2005)

- (a) The Contractor shall be responsible for Information Technology security for all systems connected to a Department of Transportation (DOT) network or operated by the Contractor for DOT, regardless of location. This clause is applicable to all or any part of the contract that includes information technology resources or services in which the Contractor has physical or electronic access to DOT's sensitive information that directly supports the mission of DOT. The term "information technology", as used in this clause, means any equipment or interconnected system or subsystem of equipment, including telecommunications equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. This includes both major applications and general support systems as defined by OMB Circular A-130. Examples of tasks that require security provisions include:



Note: This section may have requirements that impact the cost proposal, it will most definitely have areas to address in the technical proposal.

PART II--CONTRACT CLAUSES

SECTION I--CONTRACT CLAUSES

FAR 52.252-2 Clauses Incorporated by Reference (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<https://www.acquisition.gov/browse/index/far>

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

52.204-7 System for Award Management.

52.209-6 Protecting the Government's Interest when Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (Nov 2021)

★ *Note: Always read ALL of the clauses and provisions – fill in the blank provisions should be returned with the bid package.*



PART III--LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

SECTION J--LIST OF ATTACHMENTS

- Wage Determination
- Collective Bargaining Agreement (CBA)
- Drawings and floor plans
- Maps
- Photos
- Experience and Capability Questionnaire-Past Performance Questionnaires
- Glossary of Terms
- Additional supporting document
- Government Reports
- List of Government Furnished Property



★ *Note: at a minimum – there should always be a wage determination for any service or construction solicitation.*



Where Government Contracting Starts

Parts of a Solicitation - K

Section K. Representations, Certifications, and Other Statements of Respondents

Example 1

K.1. 52.204-8 Annual Representations and Certifications (Dec 2014)

PIID: HSHQDC-17-R-00006 16 December 2016

- (a) (1) The North American Industry Classification System (NAICS) code for this acquisition is 541990.
- (2) The small business size standard is \$15 million.
- (3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.
- (b) (1) If the provision at 52.204-7, System for Award Management, is included in this solicitation, paragraph (d) of this provision applies.
- (2) If the provision at 52.204-7 is not included in this solicitation, and the offeror is currently registered in the System for Award Management (SAM), and has completed the Representations and Certifications section of SAM electronically, the offeror may choose to use paragraph (d) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The offeror shall indicate which option applies by checking one of the following boxes:
 - (i) Paragraph (d) applies.
 - (ii) Paragraph (d) does not apply and the offeror has completed the individual representations and certifications in the solicitation.
- (c) (1) The following representations or certifications in SAM are applicable to this solicitation as indicated:
 - (i) 52.203-2, Certificate of Independent Price Determination. This provision applies to solicitations when a firm-fixed-price contract or fixed-price contract with economic price adjustment is contemplated, unless--
 - (A) The acquisition is to be made under the simplified acquisition procedures in Part 13;
 - (B) The solicitation is a request for technical proposals under two-step sealed bidding procedures; or
 - (C) The solicitation is for utility services for which rates are set by law or regulation.

52.204-8 Annual Representations and Certifications.

As prescribed in 4.1202(a), insert the following provision:

ANNUAL REPRESENTATIONS AND CERTIFICATIONS (May 2024)

- (a) (1) The North American Industry Classification System (NAICS) code for this acquisition is _____ [insert NAICS code].
- (2) The small business size standard is _____ [insert size standard].
- (3) The small business size standard for a concern that submits an offer, other than on a construction or service acquisition, but proposes to furnish an end item that it did not itself manufacture, process, or produce is 500 employees, or 150 employees for information technology value-added resellers under NAICS code 541519 if the acquisition—
 - (i) Is set aside for small business and has a value above the simplified acquisition threshold;
 - (ii) Uses the HUBZone price evaluation preference regardless of dollar value, unless the offeror waives the price evaluation preference; or
 - (iii) Is an 8(a), HUBZone, service-disabled veteran-owned, economically disadvantaged women-owned, or women-owned small business set-aside or sole-source award regardless of dollar value.
- (b) (1) If the provision at 52.204-7, System for Award Management, is included in this solicitation, paragraph (d) of this provision applies.
 - (i) Paragraph (d) applies.
 - (ii) Paragraph (d) does not apply and the offeror has completed the individual representations and certifications in the solicitation.
- (2) If the provision at 52.204-7, System for Award Management, is not included in this solicitation, and the Offeror has an active registration in the System for Award Management (SAM), the Offeror may choose to use paragraph (d) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The Offeror shall indicate which option applies by checking one of the following boxes:
 - (i) Paragraph (d) applies.
 - (ii) Paragraph (d) does not apply and the offeror has completed the individual representations and certifications in the solicitation.



Where Government Contracting Starts

Parts of a Solicitation - K

Example 2

PART IV - SECTION K REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS

3.1-1 Clauses and Provisions Incorporated by reference (December 2005)

This screening information request (SIR) or contract, as applicable, incorporates by reference the provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at:
<http://conwrite.faa.gov> (on this web page, select "Search and View Clauses").

3.2.2.3-10 Type of Business Organization (July 2004)

By checking the applicable box, the offeror (you) represents that--

(a) You operate as a corporation incorporated under the laws of the State of _____, an individual, a partnership, a nonprofit organization, a joint venture or other _____ [specify what type of organization].

(b) If you are a foreign entity, you operate as an individual, a partnership, a nonprofit organization, a joint venture, or a corporation, registered for business in _____ (country)

(End of provision)

3.2.2.3-15 Authorized Negotiators (July 2004)

The offeror states that the following persons are authorized to negotiate on your behalf with the FAA in connection with this offer:

Name: _____
 Title: _____
 Phone number: _____

(End of provision)

SECTION L – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

This section may list:

- FAR and sub-far clauses such as 52.215-1 Instructions to Offerors – Competitive Acquisition
- Site Visit Information
- Pre-bid conference information
- Instructions how to submit proposal/bid packages
 - Can the proposal be emailed? Faxed?
 - How many copies should be provided
 - Should the price and technical be in separate envelopes
 - Is security an issue if the proposal needs to be delivered
- Is there directions and limitations for technical proposals?
- Is there a requirement for product specs and engineering documents?
- Do you have to submit design data/drawings?
- Are management or QA proposals required?
- What is the required proposal format?
- How is past performance to be handled?



★ *Note: this is one area that many companies are deemed non-responsive and their bids are not considered for evaluation – all because they did not carefully read this section.*

SECTION M - EVALUATION FACTORS FOR AWARD

M.1 GENERAL

In selecting an awardee, the Government will use the procedures described below in this Section M. When evaluating the competing Offerors, the Government will consider: (1) the written information provided by the Offerors; (2) the information provided by the Offerors during any site visit if conducted; and, (3) any other information obtained by the Government through its own research.

The Government anticipates that one contract award will result from this solicitation. However, based on the results of proposal evaluation and available resources, the Government reserves the right to make two contract awards under this solicitation if deemed in the Government's best interest.

M.2 EVALUATION CRITERIA

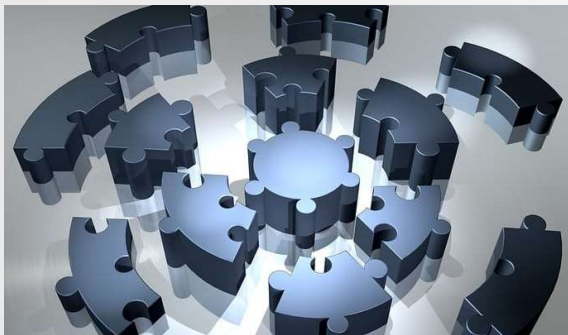
The Government will evaluate the competing offers on the basis of the following four factors listed in order of descending importance:

- (A) Technical;
- (B) Cost/Price;
- (C) Past Performance; and
- (D) Small Business (SB) / Small Disadvantaged Business (SDB) Participation.

★ *Note: The Evaluation Criteria is how the award will be won.*



Understanding the Solicitation



Components of a Solicitation

Breaking down the sections

Need Statements

❖ Scope of Work (SoW)

- Typically used when the task is well-known and can be described in specific terms
- Prescriptive in nature, providing explicit statements of work direction for the contractor to follow along
- Defines performance timelines

❖ Performance Work Statement (PWS) or Statement of Objectives (SOO)

- Performance Work Statement means a statement of work for performance-based acquisitions that describes the required results in clear, specific and objective terms with measurable outcomes. (FAR 2.101)
- PWS says what needs to be done, but does not say how the work is to be accomplished
- Establishes high-level outcomes and desired results
- Defines measurable levels of acceptable performance

https://ncmahq.org/Web/Shared_Content/CM-Magazine/CM-Magazine-February-2023/Know-What-You-re-Writing--SOW-PWS--or-SOO.aspx

Compliance Requirements

- ❖ Listed in various areas within the solicitation package...

❖ Performance

- Key Personnel requirements: training requirements, etc.
- Document Submittal (progress reports, schedules, meeting minutes, product data, shop drawings, test data, product samples, warranties, and operations and maintenance (O&M) data

❖ Contract Administration

- Reporting Requirements
 - SAM.gov
 - Certified Payroll
 - Subcontractor labor hour reporting
- Security Clearance requirements
- Government Furnished property tracking



Rules & Regulations

- ❖ FAR and supplemental agency FAR that defines the legal structure under which the contract will be completed
 - Clauses & Provisions
- ❖ Provides protections for both the government and the contractor
- ❖ Provides guidance and processes in which to:
 - Implement optional line items or option years
 - Resolve disputes
 - Contract Modifications
 - Termination for Convenience or Cause/Default
- ❖ Incorporates legal protections for employees & other “social agenda” laws
 - Wage Determinations and DOL requirements
 - Drug free workplace
 - OSHA requirements

Instructions to Bidders

- ❖ Instructions on how to submit proposal/bid
 - Submittal requirements: via email, through specific website upload, via mail or in-person (physical copies required)
 - Submittal format: number of copies, size limitations, font usage, file formats, etc.
 - Required information: price schedule, technical, past performance data, key personnel data (resumes), product samples,

CAUTION
READ
INSTRUCTIONS

Evaluation


- ❖ Described process of how the agency will determine the apparent awardee
 - Low Price Technically Acceptable (LPTA)
 - Trade-Off (Best Value)
- ❖ Evaluation Factors (order of descending importance usually defined)
 - Cost / Price
 - Technical Approach
 - Past Performance
 - Key Personnel
 - Small Business Subcontract Plans
- ❖ Evaluation Procedure –
 - Weighted average
 - Pass/Fail
 - Color Coding



Award

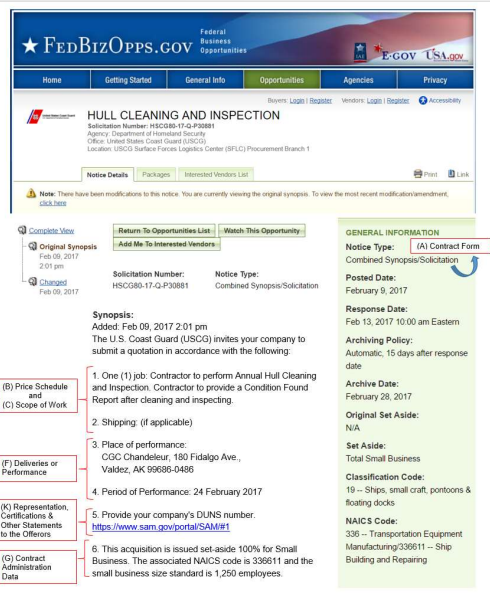
- ❖ Type of Contract
 - Firm Fixed Price
 - Cost Reimbursement
- ❖ Single Award or Multiple awardees
 - Purchase Order
 - Contract
 - Basic Ordering Agreement (BPA)
 - Requirements Contract
 - Indefinite Delivery/Indefinite Quantity (IDIQ)
 - Job Order Contract (JOC)
 - Simplified Acquisition of Base Engineer (SABER)
 - Multiple Award Task Order Contract (MATOC)





Where Government Contracting Starts

Reviewing a Solicitation



Combined Synopsis/Solicitations

(M) Evaluation Factors for Award →

7. Source selection:
The Lowest Price Technically Acceptable source selection process will be used, contract award will be made to a Contractor with the best value resulting from selection of the technically acceptable proposal with the lowest evaluated price.

(L) Instructions to Bidders →


8. Please submit your quotation to Viki Frey via email to Viki.J.Frey@uscg.mil by 1000 EST on 13 February 2016.

Any questions or concerns regarding any aspect of this RFQ must be forwarded to Viki Frey via email Viki.J.Frey@uscg.mil via telephone (757) 628-4042 or Contracting Officer: SGC Garth Gobbell via email Garth.G.Gobbell@uscg.mil and telephone (757) 628-4631.

Primary Point of Contact:
Viki Frey
viki.j.frey@uscg.mil
Phone: 7576284642
Fax: 7576284677

Secondary Point of Contact:
Garth Gobbell
Contracting Officer
garth.g.gobbell@uscg.mil
Phone: 7576284631

Buttons: [Return To Opportunities List](#) [Watch This Opportunity](#) [Add Me To Interested Vendors](#)




What Sections Are Missing? Is there information that you need from this section?

<p><input type="checkbox"/> (D) Packaging and Marking</p> <p><input type="checkbox"/> (E) Inspection and Acceptance</p> <p><input type="checkbox"/> (H) Special Contract Requirements</p> <p><input type="checkbox"/> (G) Contract Administration Data</p> <p><input type="checkbox"/> (I) Contract Clauses</p> <p><input type="checkbox"/> (J) List of Attachments</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------

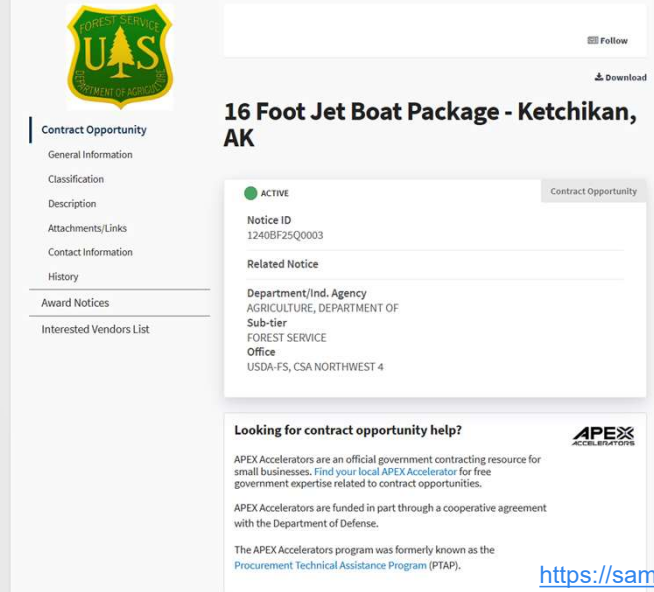
Why are the missing sections important?

What questions might you ask about this solicitation?



Where Government Contracting Starts

Combined Synopsis/Solicitation



Combined Synopsis/Solicitations

General Information

Contract Opportunity Type: Combined Synopsis/Solicitation (Original)
 Original Published Date: Dec 10, 2024 04:23 pm AKST
 Original Date Offers Due: Dec 23, 2024 01:00 pm AKST
 Inactive Policy: 15 days after date offers due
 Original Inactive Date: Jan 07, 2025
 Initiative:
 • None


Classification

Original Set Aside: Total Small Business Set-Aside (FAR 19.5)
 Product Service Code: 2010 - SHIP AND BOAT PROPULSION COMPONENTS
 NAICS Code:
 • 336612 - Boat Building
 Place of Performance:
 Ketchikan , AK 99901
 USA


Description

16 foot jet boat package with delivery to Ketchikan, AK.

This is a new requirement and there is no incumbent.




<https://sam.gov/opp/95555bce8eb34538b8b133e00128e156/view>



Where Government Contracting Starts

Combined Synopsis/Solicitation



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ALEX HEALY COLLECTOR RING

ACTIVE
Contract Opportunity

Notice ID
70Z085Q250001368


Related Notice

Department/Ind. Agency
HOMELAND SECURITY, DEPARTMENT OF

Sub-tier
US COAST GUARD

Office
SFLC PROCUREMENT BRANCH 2(00085)

Combined Synopsis/Solicitations




Snow Removal Services Fort Wainwright
<https://sam.gov/opp/3aa86db1ea6478ab139890285c80ee8/view>
**Service – Wage Determination?*

USCG HAZMAT Warehouse Forklift Rental
<https://sam.gov/opp/48ef3e423e2c4c3aa2b1949be8ad3296/view>
**Full synopsis – minimal attachments*

USACE – Heat Pumps
<https://sam.gov/opp/4c5f1d03c6844923b27cd64158d28dd0/view>
**Addressing Amendments*

Attachments/Links


Download All Attachments/Links

Document	File Size	Access	Updated Date
 SOW_SSDGCollectorRing-Repair (U SCGC Alex Haley).pdf	453 KB	Public	Dec 06, 2024

Classification


Original Set Aside: Total Small Business Set-Aside (FAR 19.5)
 Product Service Code: 2090 - MISCELLANEOUS SHIP AND MARINE EQUIPMENT
 NAICS Code:
 • 336611 - Ship Building and Repairing
 Place of Performance:
 Kodiak, AK 99615
 USA

<https://sam.gov/opp/7da55d89dbb14cd1b1d046e22cbc4499/view>



Where Government Contracting Starts

Reviewing a Solicitation



Follow
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AK PFH 58(1), Neck Lake Road Reconstruction: NPOWI Hwy. to Marine Access Facility Jct.

ACTIVE
Contract Opportunity

Notice ID
69056725B000001


Related Notice
69056725B000001

Department/Ind. Agency
TRANSPORTATION, DEPARTMENT OF

Sub-tier
FEDERAL HIGHWAY ADMINISTRATION

Office
690567 WESTERN FEDERAL LANDS DIV

Solicitation



Classification

Original Set Aside:

Product Service Code: Y1LB - CONSTRUCTION OF HIGHWAYS, ROADS, STREETS, BRIDGES, AND RAILWAYS


NAICS Code:
 • 237310 - Highway, Street, and Bridge Construction

Place of Performance:
 Coffman Cove, AK
 USA

Links


Display Name	Updated Date
LINK TO BID OPENING	Nov 19, 2024

<https://sam.gov/opp/2da8181a3c7b4e7a866e6ff63d23baa8/view>





Where Government Contracting Starts

Reviewing a Solicitation




Contract Opportunity

- General Information
- Classification
- Description
- Attachments/Links
- Contact Information
- History
- Award Notices
- Interested Vendors List

 Follow
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Solicitation



Anchorage Airport Traffic Control Tower (ANC ATCT) and Anchorage Terminal Radar Approach Control/Base Building (A11 TRACON)

● ACTIVE

Notice ID
697DCK-25-R-00074

Related Notice
697DCK-25-R-00074

Department/Ind. Agency
TRANSPORTATION, DEPARTMENT OF
Sub-tier
FEDERAL AVIATION ADMINISTRATION
Office
697DCK REGIONAL ACQUISITIONS SVCS


Description
View Changes

The Federal Aviation Administration (FAA) has a requirement to build a new Airport Traffic Control Tower Airport Traffic Control Tower (ATCT) and Terminal Radar Approach Control (TRACON) (A11) facility at the Ted Stevens International Airport (ANC) in Anchorage

Review all attachments pertaining to this solicitation prior to submitting a proposal. Please note the FAR references cited in SAM are not applicable to the FAA as the FAA has its own policies and guidance referenced in the Acquisition Management System (AMS).


This SIR/RFP is being posted in accordance with Federal Aviation Administration (FAA) Acquisition Management Policy, Section 3.2.1.3.11 Public Announcements. All interested vendors are advised that the FAA will not pay for any information or any administrative costs incurred that are associated with any response received from industry in response to this SIR.

<https://sam.gov/opp/591653bb29b14b38a2645c1bed43ae6c/view>





Where Government Contracting Starts

Reviewing a Solicitation




Contract Opportunity

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 Follow
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Solicitation



W911KB24B0001 St. Paul Harbor Dredging & Maintenance, St. Paul Island Alaska. Bid Abstract

● ACTIVE

Notice ID
W911KB24B0001


Related Notice

Department/Ind. Agency
DEPT OF DEFENSE
Sub-tier
DEPT OF THE ARMY
Major Command
USACE
Sub Command
POD
Office
W2SN ENDIST ALASKA

Classification
View Changes

Original Set Aside: Total Small Business Set-Aside (FAR 19.5)
Product Service Code: Z1KF - MAINTENANCE OF DREDGING FACILITIES
NAICS Code:
o 237990 - Other Heavy and Civil Engineering Construction
Place of Performance:
AK
USA

Attachments/Links
Download All Attachments/Links

Document	File Size	Access	Updated Date
 W911KB24B0001_Bid Abstract_St. Paul.pdf	213 KB	Public	Feb 01, 2024

Display Name	Updated Date
PIEE Solicitation Module Link for W911KB24B0001	Nov 15, 2023
Web Based Training for the PIEE Solicitation Module	Nov 15, 2023
Registration Instructions for the PIEE Solicitation Module	Nov 15, 2023
Department of Defense Procurement Toolbox	Nov 15, 2023

<https://sam.gov/opp/206bfdcd54be42e2904ed1ff4dd84a54/view>

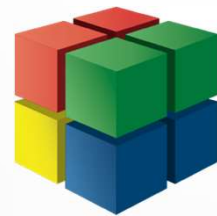


Proposal Elements

Building your proposal or quote

Proposal Elements

- ❖ Administrative
 - Acknowledgement of amendments
 - SAM registration
 - Past Performance information
- ❖ Price
 - Completed Price Sheet – Must use the price format provided in the solicitation
- ❖ Technical
 - Approach – how will you meet the agency need?
 - Quality Assurance
 - Project Time Line
 - Project Experience
 - Teamed approach
- ❖ Additional components as identified in the solicitation
 - Resumes or other required data





Task and responsibility

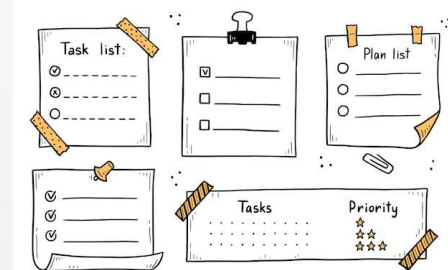


Building a Bid Matrix

Developing a proposal process checklist

While reading the solicitation:

- ❖ Write down key areas that need to be addressed
- ❖ List each area that will have a financial impact to the project
- ❖ Assign responsibility for providing cost pricing breakdown
- ❖ Which items require an explanation in the technical proposal?
- ❖ Define lead times & set deadlines
- ❖ Note areas of weakness within your company
- will you need to hire additional staff or bring in subcontractors



Summary

- ❖ Don't be daunted by reading a solicitation! Once you understand the components that should be in a solicitation you can move forward with confidence.
- ❖ Read the entire solicitation, not just the Scope of Work or Performance Work Statement
- ❖ Follow the solicitation instructions!
- ❖ Know the cost of running your business – understand what it will cost you to perform the contract. Where is your break even point? Are you really making a profit?
- ❖ **Ask questions.** Verify the requirements, don't make assumptions if the solicitation language has conflicts or is ambiguous.
- ❖ *Ask yourself "What is missing?"* What pieces of information are still needed? What information would you want to know if it was your money being spent?
- ❖ Develop a process to respond to solicitations – be consistent. Develop a Bid matrix to ensure that you don't miss any details.



Questions?

Alaska APEX Accelerator Staff Contact Information

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Lynda Gregory, Program Specialist	lmgregory@alaska.edu	907-786-7258

Fairbanks: Phone: 907-450-8979

Pierre Thompson, Center Director/Contract Specialist pdthompson@alaska.edu

General email: info@apexalaska.org **Website:** <https://alaskapex.org>

To request assistance, sign up here: <https://akptac.ecenterdirect.com/signup>



How can the Alaska APEX help you?