CONTRACTING PROCESSES, TIPS, AND THE TORN PROCESS

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CT PROCESS

Pre-Bids, Bid Openings, and AE Proposals

Pre-Bid
• Skype

Bid Openings
• Teleconference Lines

Proposals (Submittals)
• DoD SAFE
CT PROCESS

Pre-Bids, Bid Openings, and AE Proposals

- SAFE SITE
  - https://safe.apps.mil

- Email to the KO AND CS to receive the drop off link
  - Complete no more than five (5) business days and no less than two (2) business days prior to due date.
TIPS FOR PROPOSAL PREP

TIP #1 – The best **preparation** is learning about and understanding the process, **aligning** skills with needs and **following-through**. In other words……

**PREPARE** →→→→ **ALIGN** →→→→ **EXECUTE**
TIPS FOR PROPOSAL PREP

TIP #2 – Build from the FOUNDATION up.

• Define what you do
  • Identify all appropriate NAICS codes for products and services
  • Need to know Federal Supply Group or Class code

• Register in System for Award Management (SAM)
  • Update profile at least once every 12 months to stay active
  • Should also maintain an updated Dynamic Small Business Search (DSBS) profile

• Develop a compelling profile and capability statement (simple 1 page document)
  • Specific capabilities and skills
  • Outlines management, technical and business strengths
  • Past performance history, with specific project and values of contracts
  • Awards
  • Resumes of key management

• Find contract opportunities
  • Prime contract opportunities
  • Subcontract opportunities
  • Knowing how to find contract opportunities is critical (https://beta.sam.gov/)
  • View past awarded contracts— which may help with preparing future proposals or bids.
TIPS FOR PROPOSAL PREP

TIP #3 – Understand the TYPES OF SOLICITATIONS

- **R** – REQUEST FOR PROPOSAL
- **B** – SEALED BID (IFB)
- **Q** – REQUEST FOR QUOTE (Simplified Acquisition, typically under $250K unless commercial item)
- **Sources Sought** (RFI)
TIPS FOR PROPOSAL PREP

TIP #4 – Do your **HOMEWORK** and **SELL** yourself

- *Read and Re-read* the solicitation and requirements
- *Ask* questions
- *Respond* appropriately
- *Align* proposal with government’s needs
- *Articulate* what makes you the best solution provider and **Sell** yourself
- *Don’t Assume* it is known
- *Don’t focus* too much on “we can do the work.” **Substantiate** the how.
TIPS FOR PROPOSAL PREP

TIP #5 – AVOID as inclusion in proposal

- Failure to fully understand the solicitation and regulations
- Incomplete or late submission
- Proposal is not specific and to the point
- High on fluff/weak on substance
- Failure to understand best value considerations
- Unrealistic proposal pricing
TIPS FOR PROPOSAL PREP

TIP #6 – COST & PRICING is just as important

• Review pricing

• Consider all costs

• Consider Best Value
  • Technical vs. cost/pricing

• Include bidding costs

• Allow for overhead and profit
TIPS FOR PROPOSAL PREP

TIP #7 – Build RELATIONSHIPS

• Network
• Learn from others
• Continue to educate/learn
• Ask questions
TASK ORDER REQUIREMENT NOTICE (TORN) PROCESS

New Directive issued March 2020

“Procedures for the Selection of Task Orders on Architect-Engineer Indefinite Delivery Contracts (IDC)”

- This Directive is to reinforce requirements of an AE contractor under a Multiple Award Task Order Contract (MATOC) and was issued to ensure compliance with the Brooks Act and FAR requirements

- Applicable to all HQ, USACE elements, Divisions, Districts, Centers, etc.
TORN PROCESS

• Approx. 3 Pages

• Brief Project Description

• Questions
  • Following 5 Factors from FAR 36.602-1
  • The order of importance will be clarified

• TORN sent to ALL KTRs on MATOC Pool
  • Minimal Process, short suspense, less than 5 calendar days

• Submission to be timely and only include the maximum number of pages requested.
TORN PROCESS

• Option to submit a REVISED SF330 or use the most recent on file.

• Selection Board Convenes

• RFP is sent to the most highly qualified Contractor of that specific Task Order

• Unsuccessful Letters are then sent to those who did not receive the RFP.
QUESTIONS?