

CONTRACTING PROCESSES, TIPS, AND THE TORN PROCESS

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US Army Corps
of Engineers®



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**

FISCAL YEAR ↓ ↓ CONTRACT IDENTIFIER
W91237-21-R-0001

BUYING OFFICE ↑ ↑ SOLICITATION TYPE

- *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?

