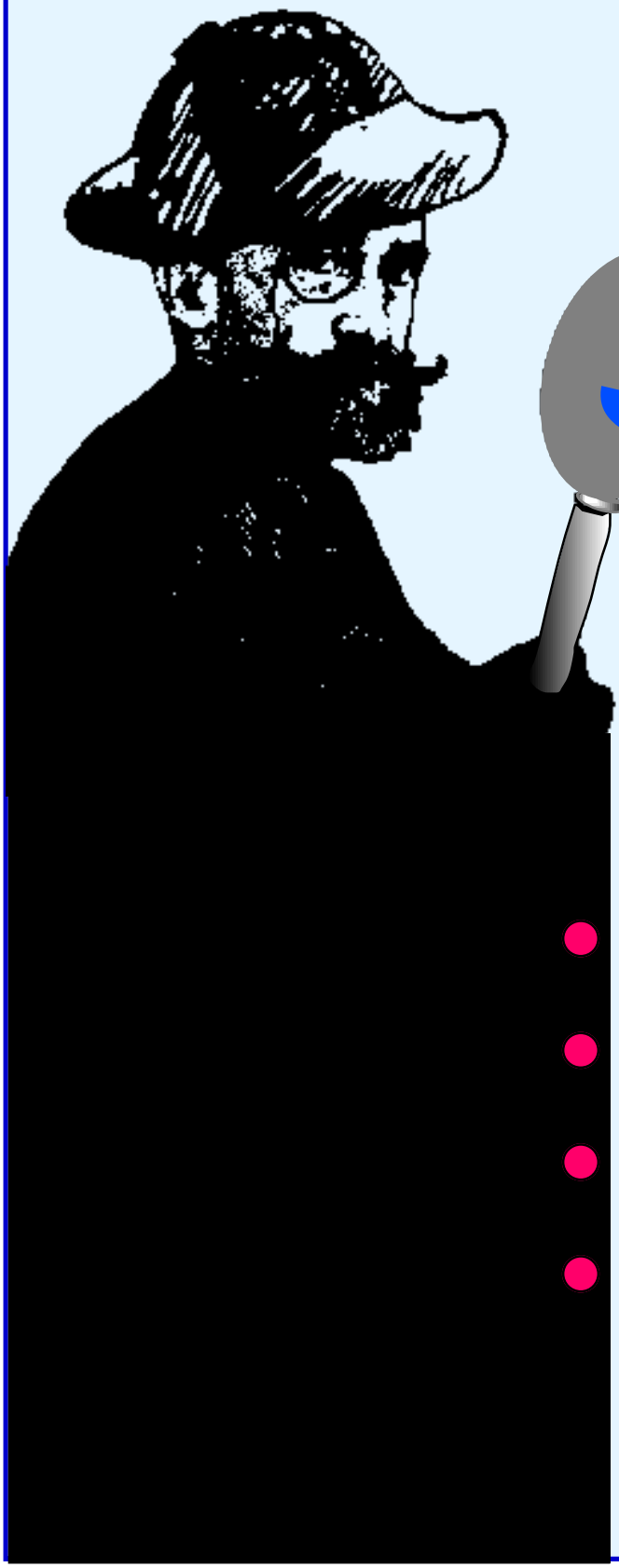
Industry Panel

- Publicize Meeting & Select Members
- Brief the Requiring Activity
- Establish Goals
- Disseminate Information



Solicit for Information or Planning Purposes

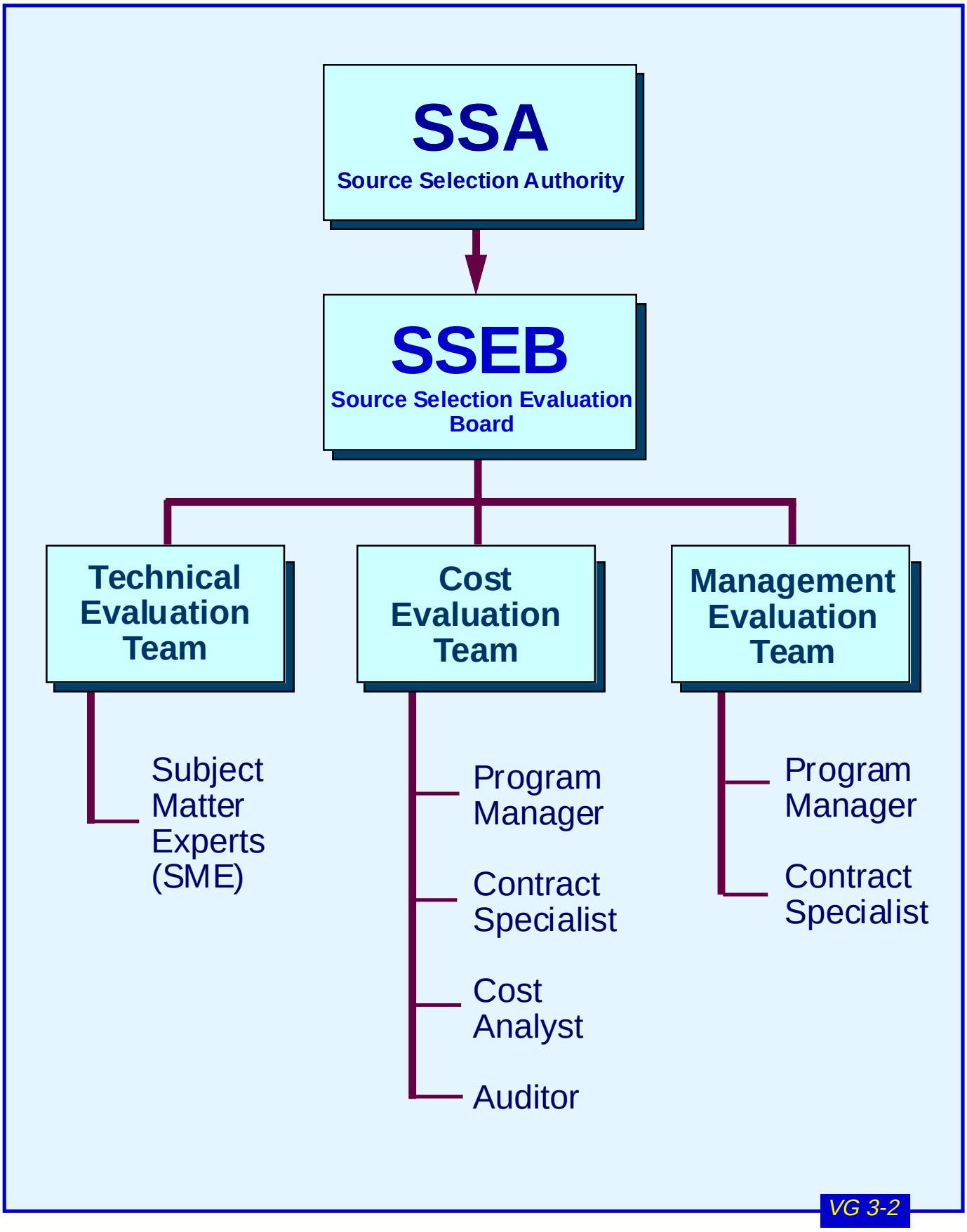
- Get Approval
- Organize the SOW
- Develop Bidders List
- Receive Responses

Presolicitation Notice

- Describe Needed Information
- Identify if a Conference is Necessary
- Request an Expression of Interest

- Identify & Brief Participants
- Open Conference
- Obtain Feedback on the SOW
- Document all Information
- Identify Interest

Source Selection Plan
Organization
Evaluation Plan
Scheduled Milestones
Source Selection Authority (SSA)
Source Selection Official (SSO)
Source Selection Evaluation Board (SSEB)
Teams
Evaluation Factors and Criteria
Scoring Plans
Procedures


SSA
Source Selection Authority
SSEB
Source Selection Evaluation Board
Technical Evaluation Team
Cost Evaluation Team
Management Evaluation Team
Subject Matter Experts (SME)
Program Manager
Contract Specialist
Cost Analyst
Auditor
Program Manager
Contract Specialist
VG 3-2

Firm-Fixed Price

Fixed-Price Award Fee

Cost-Reimbursement

Cost or Cost Sharing

Time & Materials

Cost-Plus-Fixed Fee

Cost-Plus Incentive Fee

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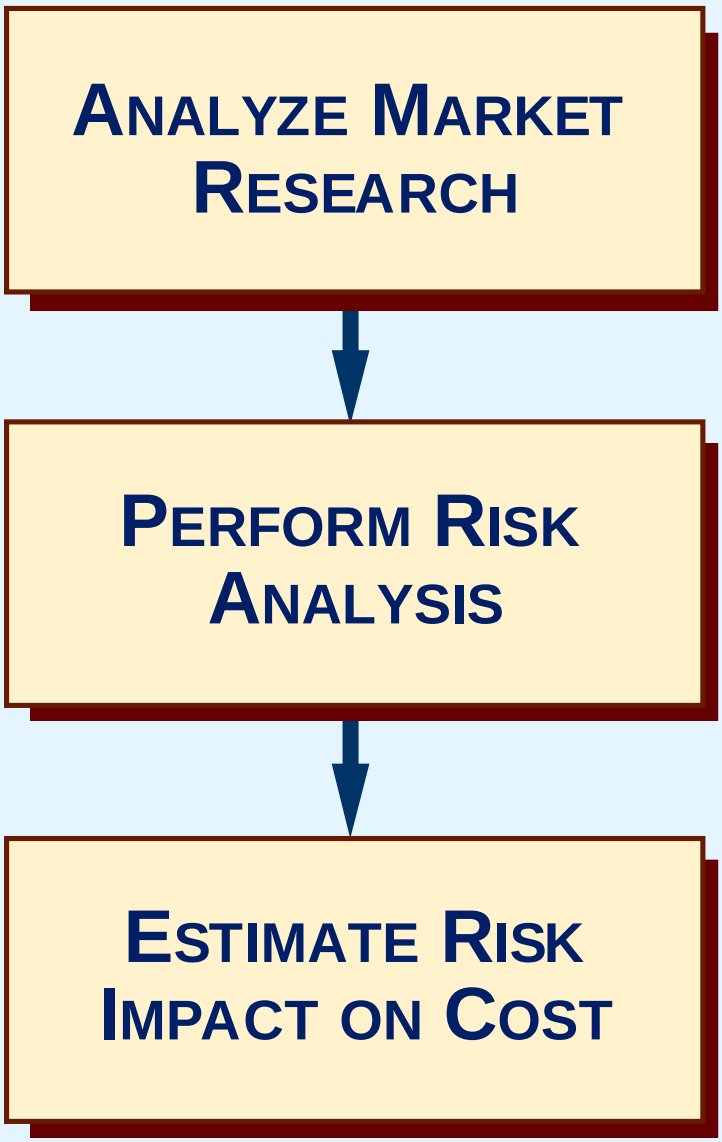

Analyze Market Research
Perform Risk Analysis
Estimate Risk Impact on Cost

Fixed-Price Contracts

Time & Materials (TM)
Firm-Fixed Price (FFP)
Firm-Fixed Price Incentive (FFPI)
Fixed-Price Ecomomic Price Adjustment (FPEPA)
Fixed-Price Award Fee (FPAE)
Fixed-Price Prospective Redeterminable (FPPR)

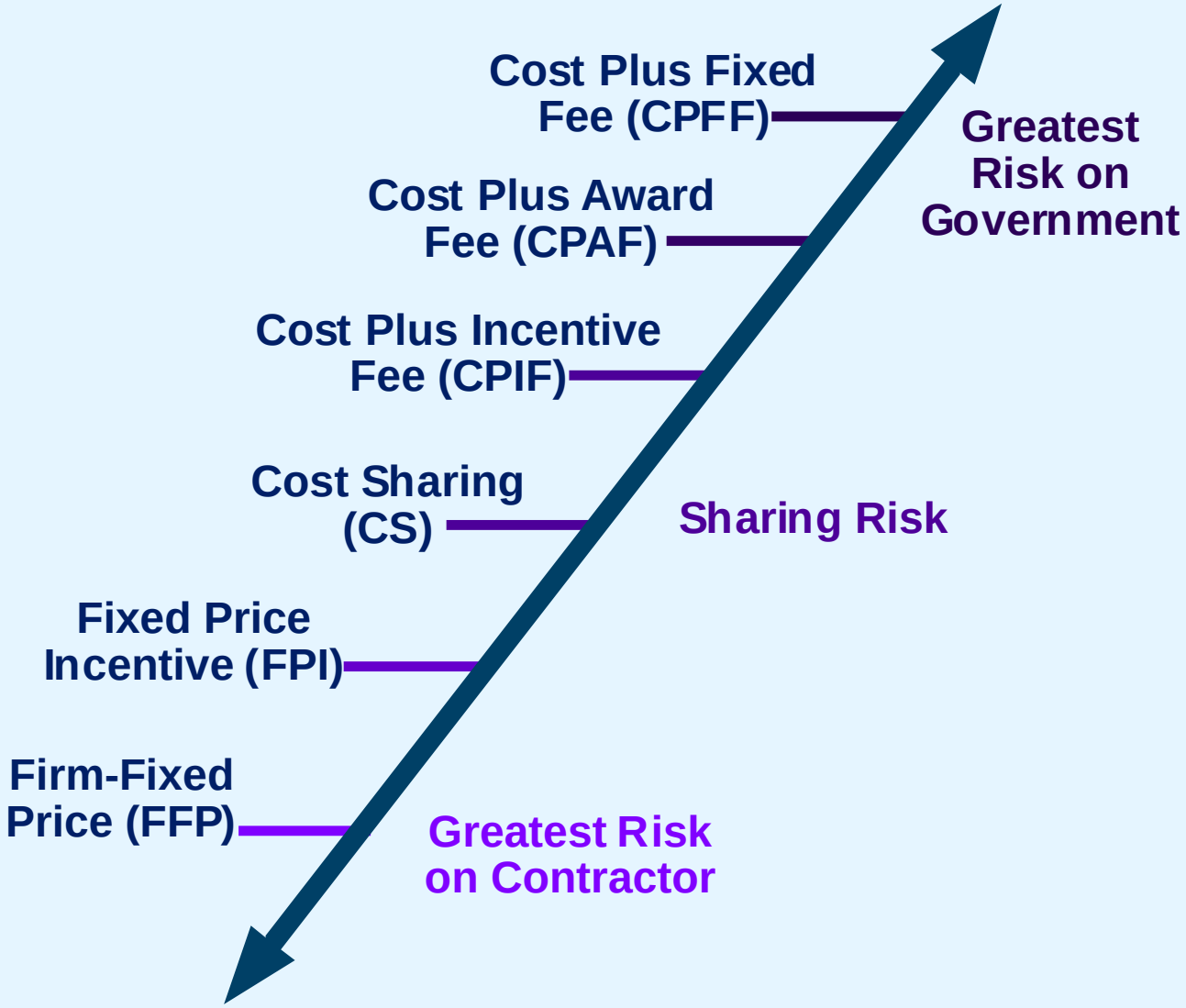
Cost-Reimbursement Contracts

Cost-Reimbursement (no fee)
Cost-Plus Fixed Fee (CPFE)
Cost-Plus Incentive Fee (CPIF)
Cost-Plus Award Fee (CPAF)
Cost or Cost Sharing (CS)

Method of Ordering

Basic Ordering Agreement
Basic Agreement
Definite-Quantity/Definite-Delivery
Definite-Quantity/Indefinite-Delivery
Indefinite-Quantity/Indefinite-Delivery

Profile of Contract Risk



Uniform Contract Format (UCF)

Section	Title
A	Solicitation/Contract Form
B	Supplies or Services and Prices/Cost
C	Description/Specifications/Work Statement
D	Packaging and Marking
E	Inspection and Acceptance
F	Deliveries or Performance
G	Contract Administration Data
H	Special Contract Requirements
I	Contract Clauses
J	List of Attachments
K	Representations and Certifications
L	Instructions, Conditions, and Notices
M	Evaluation Factors for Award

Checklist to Ensure a Proposal is Complete

Factors	Yes	No
1. Are there any minor irregularities and informalities?		
• Did the offeror provide information concerning the number of employees?		
• Did the offeror return the number of copies or signed offers required by solicitation?		
• Has the offeror furnished affidavits concerning its parent company and affiliates when applicable?		
• Has the offeror executed the certifications with respect to Equal Opportunity and Affirmative Action Programs		
2. Are there any substantive differences between the RFP and the proposal's terms and conditions?		
3. Are there any inconsistencies and errors of a quantitative nature?		
4. Has the offeror provided the other necessary certifications? The following is a list of some of the required certifications:		
• Procurement Integrity — FAR 52.203-8		
• Debarment, Suspension, etc. — FAR 52.209-5		
• Small Business Concern — FAR 52.219-1		
• Small Disadvantaged Business Concern — FAR 52.219-2		
• Woman-Owned Small Business — FAR 52.219-3		
• Walsh-Healy — FAR 52.222-19		
• Clean Air and Water — FAR 52.223-1		
• Buy American — FAR 52.225-1		

Instructing Technical Evaluators

Factors	Yes	No
1. Did you inform the Technical Evaluators on how to determine each proposal's **technical acceptability?** For example: **- acceptable** **- capable of being made acceptable** **- unacceptable**		
2. Did you report specific deficiencies in the technical proposal?		
3. Do the Technical Evaluators know that the terms of technical acceptability should be based on: **- statement of work** **- technical evaluation factors**		
4. Did you inform the Technical Evaluators what information to analyze for cost or price analysis? For example: **- quantities and kinds of material proposed** **- need for the number and type of labor hours** **- special tooling and facilities proposed** **- reasonableness of proposed scrap**		
5. Did you inform the Technical Evaluators of when to recommend use of a factfinding session and do they understand the need to identify the specifics on what must be asked of the offeror?		
6. Did you explain to the Technical Evaluators when to recommend that the RFP may need to be amended and why?		
7. Did you inform the Chairman of the Technical Evaluation Committee that his signature is required on the summary evaluation report?		

Cost and Pricing Data

- Historical Accounting Data
- Management Decisions
- Unit Cost/Labor Efficiency
- Vendor Quotations
- Changes in Production Methods
- Changes in Volume

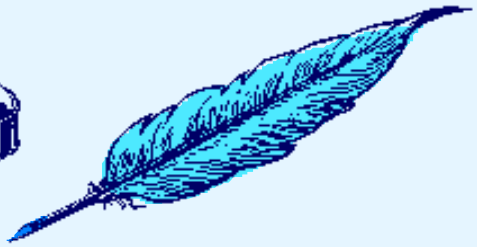
Truth in Negotiations Act of 1962

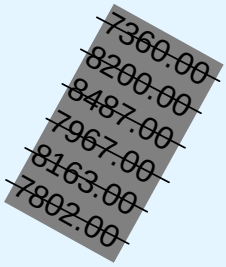
15.802 Policy

(a) 10 U.S.C. 2306a and 41 U.S.C. 254(d) provide that all executive agencies shall require a prime contractor or any subcontractor to submit and certify cost or pricing data under certain circumstances. The Acts also require inclusion of contract clauses that provide for reduction of the contract price by any significant amounts that such price was increased because of submission of contractor or subcontractor defective cost or pricing data.

Data for Cost Analysis

Historical Data

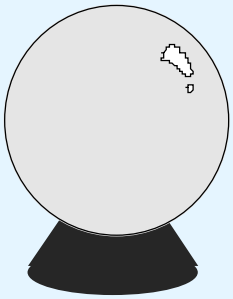




Previous Estimates

Technical Evaluators

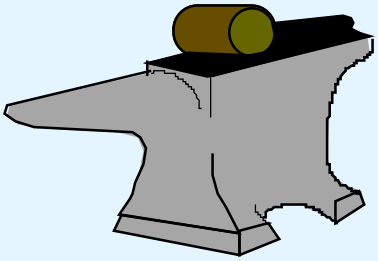
Forecasts/Planned Expenditures



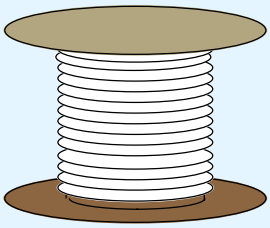
Estimating System Survey Report

- Sources of Data for Estimates
- Supportive Documentation
- Responsibilities for Reviewing Estimates
- Procedures for Developing Estimates
- Coordination and Communication
- Management Support

Elements of Cost-Direct Material

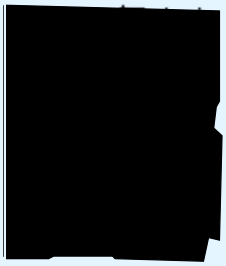


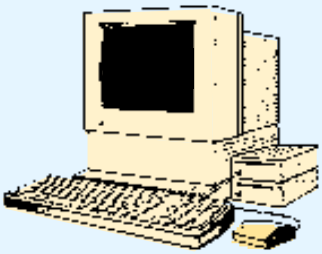
Raw Materials



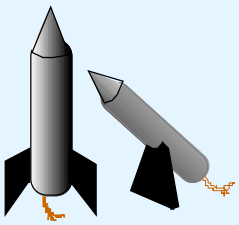
Standard Commercial Items

Purchased Parts





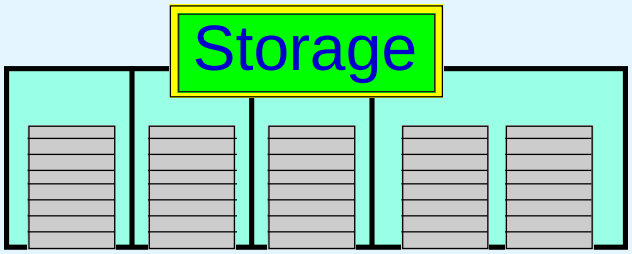
Interdivisional Transfers



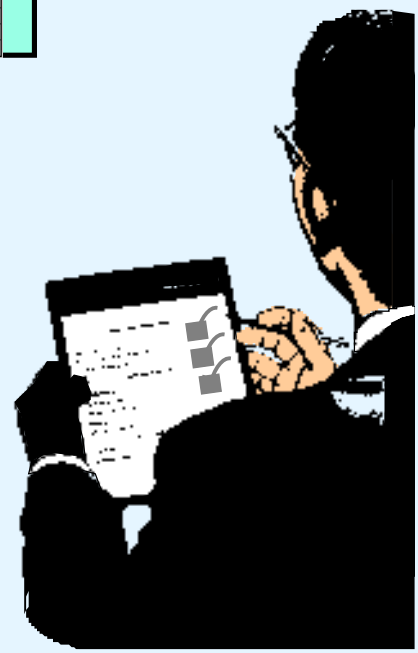
Subcontracted Items

Elements of Cost - Material Overhead

Transportation



Loading Dock &
Quality Control



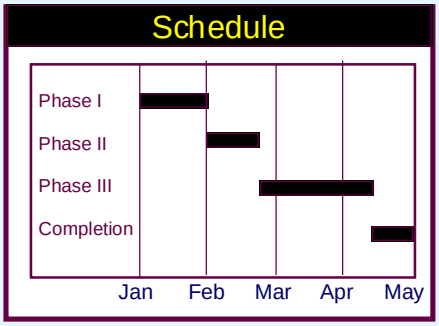
Purchasing

Elements of Cost - Direct Labor

Elements of Cost - Other Direct Costs

Travel

Training

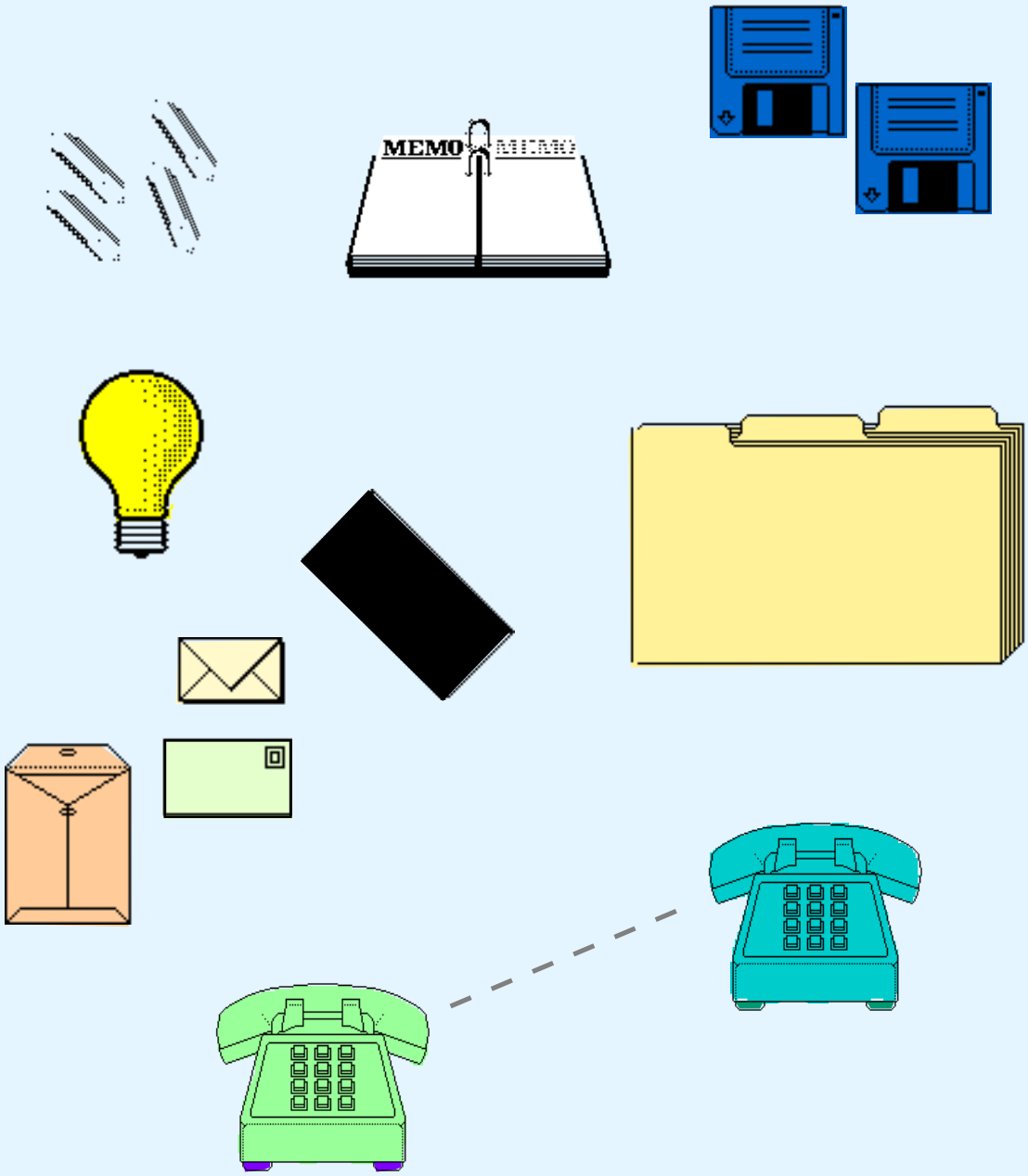


Start Up

Special Insurance

Packaging & Packing

Elements of Cost - Indirect Costs



Structured Approach to Profit Analysis

- Contractor Effort
- Contract Cost Risk
- Federal Socioeconomic Programs
- Capital Investments
- Cost Control
- Past Accomplishments
- Independent Development

Determining Competitive Range

Exclude Offerors outside the Technical Range

↓

Exclude Offerors outside the Price Range

↓

Exclude Offers that rank far Behind other Proposals

Negotiation Strategy

Approving Officials

Legal Staff

Level Above CO

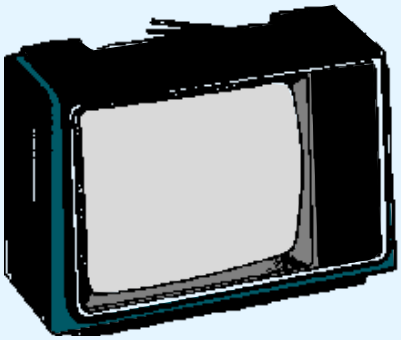
Requiring Activity

Pre-Award Notifications

Small Business Offerors

Agency Public Liaison Office

Media



Post-Award Notifications

- Requiring Activity
- Unsuccessful Offerors
- CBD
- Government Agencies

Name 4 examples of an inadequate Statement of Work (SOW).

Name 3 methods of solicitation.

What document is written by the Requiring Activity and reviewed by the Contract Specialist and provides a clear understanding of what is being bought?

Name 3 techniques for improving the Government's description of need.

What is the analysis and ranking of technical proposals against factors contained in the RFP called?

What are the 2 standards that Technical Evaluation factors must meet?

What is one purpose of the Source Selection Plan (SSP)?

Who is the person responsible for ensuring the documentation required to support Source Selection evaluation is accurate?

What are the 2 categories of contract types?

What contract is used when prices for labor and/or materials are unstable over the life of the contract?

Name five types of contracts used in Contracting by Negotiation.

Name 2 methods you may use to solicit goods or services.

What 4-part, 13-section format is used to guide the preparation of the Request for Proposal (RFP)?

Name 5 sections in the Uniform Contract Format (UCF).

What forum is used to explain or clarify complicated specifications in the RFP?

What are 3 options facing the Contract Specialist at the conclusion of the pre-proposal conference?

Name 3 tasks involved

in processing a proposal?

What is the difference, regarding responsiveness, between negotiations and sealed bidding?

What is the technical ranking of proposals based on?

What is the process of examining and evaluating proposed price without evaluating separate costs and proposed profit?

How does the Government determine fair and reasonable prenegotiation price objectives for a procurement?

Name 3 techniques that will assist you in evaluating prices?

What does the offeror submit at the conclusion of negotiations that attests to the accuracy, currency, and completeness of their pricing proposal?

What should you do when field pricing support is not available or is exempt and additional information is necessary to determine the reasonableness of proposed prices?

What are possible or probable events or cost risks that can be provided for in the proposal?

Name 3 factors you use to determine if a cost is allowable.

What is established to eliminate proposals that don't have a reasonable chance of selection?

What is conducted in order to clarify offeror's proposals?

What procedure permits bargaining and affords offerors an opportunity to revise offers before award?

Name 3 areas of concern with an offeror's proposal that are addressed in meaningful discussions.

What documentation helps establish the reasonableness of agreements reached with the offeror?

Name 2 examples of mistakes or suspected mistakes in offers.

What is a legal and binding agreement that accurately conveys what was agreed upon by the Government and the offeror?

Name 2 reviewers of award recommendations.

What is the acceptance of an offeror?

What ensures small business concerns and small disadvantaged business concerns shall have the maximum opportunity to participate in contract performance?

Name 3 tasks the Contract Specialist must complete to finalize the award process?

Name 2 individuals and/or agencies that must receive post-award notifications.

What is assisting offerors in upgrading the quality of their future proposals by identifying areas where they can improve their proposal techniques?