

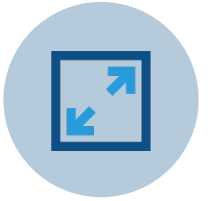


FEDERAL ACQUISITION SERVICE
**INDUSTRY
PARTNER**
SYMPOSIUM

2023

Growing a Diverse, Resilient Government Marketplace

Session 2.4: RFI, RFQ, RFP – What's the Difference?



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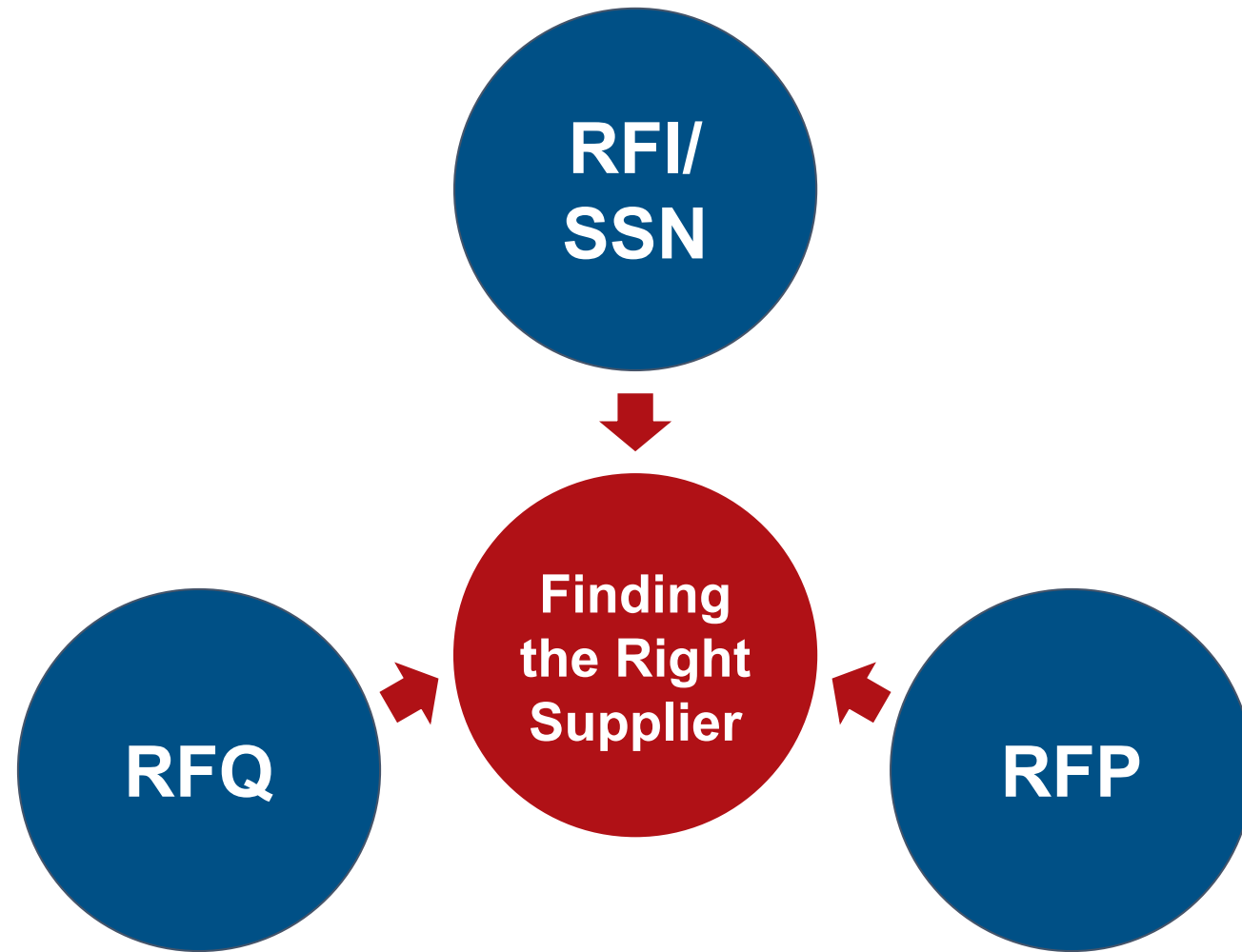
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New Contract Holders | Track 2

Today's Agenda

- The power of responding to Requests for Information (RFI)/Sources Sought Notices (SSN)
- Differences between Requests for Quotes (RFQ) and Requests for Proposals (RFP)
- Tips on creating more effective responses
- Common mistakes to avoid
- Insights from federal contracting officers

Core Purpose:



Definitions

- **Request for Information (RFI) / Sources Sought Notice (SSN):** A market research tool used to obtain price, delivery, capabilities, interest, etc. for planning purposes
- **Request for Quote (RFQ):** A solicitation method used to obtain price, cost, delivery, and related information from suppliers
- **Request for Proposal (RFP):** A solicitation method which communicates the Government's requirements and requests proposals

Where are we in the Acquisition Process?



Key Differences

	Why		<u>Where</u>
<u>RFI/SSN</u> Request for Information Sources Sought Notice	Solicit industry input: <ul style="list-style-type: none"> ● <u>Government's</u>: <ul style="list-style-type: none"> ● Requirement ● Strategy ● <u>Industry's</u>: <ul style="list-style-type: none"> ● Capability ● Interest 	FAR subpart 8.4 FAR part 12 FAR parts 13, 15 FAR 16.505	GSA Schedules Commercial Items Open Market (GSA OASIS, Alliant)
<u>RFP</u> Request for Proposal	Communicate Requirement & Solicit Proposals	FAR part 12 FAR parts 13, 15 FAR 16.505	Commercial Items Open Market (GSA OASIS, Alliant)
<u>RFQ</u> Request for Quote	Obtain: <ul style="list-style-type: none"> ● Price ● Cost ● Delivery ● Related Information 	FAR subpart 8.4 FAR part 13	GSA Schedule Open Market (Below the SAT)

Poll Question



**Has your
organization
responded to
an RFI?**



What to Expect

What is in an RFI?

- No standard format
- Shorter response times
- Overview of the Government's Requirement
- Questions for the Industry

How should I Respond?

- Follow the format specified in the RFI
- Interest – Will you submit an offer?
- Business Size & Primary NAICS
- Relative Experience
- Subcontractor Involvement
- Conflicts of Interest

RFI Example – Less Complex

1. Whether you intend to submit a quotation for this effort.
2. Whether you are a Small Business for the Primary NAICS?
3. Address your firm's and projected Team Members' experience with this type of work.
4. Address whether you, along with small business Team Members and small business Subcontractors, intend to perform at least 50% of the dollars of the effort.
5. Do you or your planned team members/subcontractors have any conflicts of interest that would arise as a result of the work in this PWS?

RFI Example – More Complex

- 1) Organization name, address, email address, Web site address, telephone number, and size and type of ownership for the organization; and
- 2) Tailored capability statements addressing the particulars of this effort, with appropriate documentation supporting claims of organizational and staff capability. If subcontracting or teaming is anticipated in order to deliver technical capability, organizations should address the administrative and management structure of such arrangements. Your response to this sources sought notice must address, at a minimum, the following items:
 - a) Whether you intend to submit a proposal for this effort.
 - b) The following list of tasks are critical for the prime to perform. **What specific technical skills does your company possess which ensures capability to perform the tasks as the Prime?**
 - Tasks A, B, and C (PWS Paragraph 1 and 2)
 - Tasks G and J (PWS Paragraph 7 and 9)
 - c) What type of work has your company previously performed in support of the same or similar requirement? In your response, please **include the requiring agency, NAICS, PSC, key requirements and services, and final delivery schedule** (including dates of start and completion of work).

- d) Can or has your company successfully managed and executed a task of this size and complexity? If so, please provide details.
- e) Describe your companies experience managing a team of subcontractors. Briefly discuss previous teaming arrangements on your most challenging tasks that provides sufficient detail for the government to understand the scope and complexity of the accomplished tasks. **Please quantify the magnitude of the effort, for example number of full time equivalents of the prime, total ceiling price, current obligation amount, and the number of subcontractors and their respective business size.**
- f) Provide an explanation of your company's intent to perform as the prime contractor and/or partner with similarly situated subcontracts to perform at least 50% of the tasking described in this draft PWS. In your response, please annotate the PWS paragraphs the prime and similarly situated subcontractors will perform, and provide the CAGE and Small Business Status of the similarly situated subcontractors.
- g) Do you or your planned subcontractors anticipate any conflicts of interest that would require mitigation prior to award?

RFI Tips

Do:

- ✓ Timely
 - ✓ Complete
 - ✓ Focus on the Requirement
 - ✓ Specific-Agencies, Contract Numbers, Figures, Dates, Tasks, Roles, etc.
-

Don't:

- ✓ Underestimate the importance of your response
- ✓ Make Assumptions

Question ???

How does the Government use the information submitted through an RFI response?



RFPs – What to Expect

In accordance with FAR 15.203, at a minimum:

- The Government's Requirement
- Terms & Conditions
- Instructions (Information required to be in the proposal)
- Evaluation Criteria:
 - Factors
 - Relative Importance

RFQs – What to Expect

In accordance with FAR 8.405-2(c), at a minimum:

- Statement of Work (SOW) or Performance Work Statement (PWS)
- Evaluation Criteria
- Quotes do not establish a binding contract agreement with the Government. The contract is established when the contractor accepts the Government's subsequent offer to work by
 - Signing the quote, or
 - Performance/Delivery

RFQs & RFP Tips

Do:

- ✓ Read, read read! (instructions to offerors, PWS/SOW, evaluation criteria)
- ✓ Ask Questions
- ✓ Self-evaluate
- ✓ Be detailed, specific, and responsive (timeliness, no expectations to the solicitation, ensure all instructions are followed)

RFQs & RFP Tips

Don't:

- ✓ “Low bid”
- ✓ Grammar mistakes
- ✓ Restate the requirement
- ✓ Make assumptions

Questions ???

How can I ensure my quote/Proposal is responsive?

How does the government evaluate my quote/proposal?



MAS Resources for Assistances

www.gsa.gov/schedule

Email: MASPMO@GSA.GOV

Questions?

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