

Contracting Awareness Information Briefing

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US Army Corps of Engineers
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Agenda

- Request For Proposal Process
 - Definitions
 - Solicitation Information
 - Phase One
 - Phase Two
 - Technical Evaluation Factors
 - RFP Submittal
 - What to Expect



Request for Proposal Process - Definitions

- **Best Value** – provides the greatest overall benefit in response to the requirement
- **Bond** - an instrument executed by an offeror or contractor and a second party (the SURETY) to ensure fulfillment of the contractor's obligations
- Multiple Award Task Order Contract (MATOC)



Request for Proposal Process-Definitions

- **System for Award Management (SAM)** - is the official, FREE on-line registrant database for the U.S. Federal Government.
- SAM collects, validates, stores and disseminates data in support of agency acquisition and award missions. You do not need to pay to register in SAM.



System for Award Management Instructions

- Go to: <https://www.sam.gov/sam/>
 - Go to second page and create a user account
 - Enter company data for each process



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Why Register Your Company

1. All DOD Contractors must be registered in System for Award Management (SAM) to receive a contract –
Mandatory
2. Reduces the time it takes to award a contract.
3. Other Federal agencies interested in your business can see your business information.
4. Using your Dun and Bradstreet (DUNS) number for Past Performance Info.



Request for Proposal Process - Definitions

- **CAGE Code or NATO Cage Code** - The Commercial

And Government Entity (CAGE) Code is a five-character

ID number used extensively within the federal

government. The NCAGE Code can be obtained directly

from the Codification Bureau in their country



Request for Proposal Process - Definitions

- **Contract** – An agreement, enforceable by law, between two or more competent parties, to do or not to do something not prohibited by law



Request for Proposal Process - Definitions

- DUNS Number - Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

- D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.



Request for Proposal Process - Definitions

- Source Selection – The process used in competitive, negotiated contracting to select the proposal that offers the best value to the Government.



Request for Proposal Process - Definitions

- Synopsis – A notice of contract awards and proposed contract actions published in the Government Wide Point of Entry
<https://www.fbo.gov/> - English Only
- Solicitation – Any request to submit Offers (Request for Proposals) to the Government. English Only



Request for Proposal Process – Laws & Supplements

- Laws
 - Federal Acquisition Regulation (FAR)
 - Department of Defense Federal Acquisition Regulation Supplement (DFARS)
 - Army Federal Acquisition Regulation Supplement (AFARS)
 - <https://FARsite.Hill.af.mil>
 - USACE Acquisition Instructions
 - <http://www.USACE.Army.mil/Contracting/UAI/>



Request for Proposal Process

- The Phase One Request for Proposal (RFP) will be posted on www.fbo.gov with a proposal period of approximately 30 calendar days
- You must read the RFP carefully and follow all instructions for the development and submission of your proposal
- Your proposal **MUST** be received by the due date and time indicated on the RFP – no exceptions
- Your company's proposal will be reviewed for responsiveness (i.e. Did you provide all of the mandatory elements of the solicitation?)



Request for Proposal Process Cont'd

- Only proposals determined to be responsive will be evaluated
- Based on evaluation of the responsive proposals as detailed in the Phase One RFP, Section 00 22 10, up to five of the most highly qualified offerors will be requested to submit proposals for Phase Two
 - Phase Two will be issued as an amendment to the Phase One RFP to only those five offerors and will not be posted on www.fbo.gov
 - The Phase Two RFP will be for a seed task order project anticipated to be awarded with the base MATOC awards
- The Phase Two proposal period will be a minimum of 45 calendar days



Request for Proposal Process Cont'd

- Based on evaluation of the responsive proposals as detailed in the Phase Two RFP, Section 00 22 20, a target of four offerors will be chosen for base MATOC awards
 - The Government will use the Best Value Tradeoff method of source selection in accordance with FAR 15.101-1
 - Potential awardees must be determined to be responsible in accordance with FAR 9.104-1
 - Only one base MATOC awardee will be awarded the seed task order



Request for Proposal Process Cont'd

- Proposal Preparation Period
 - Time to ask questions
 - Make sure your company is registered in System for Award Management.
 - Do you have the proper business licenses from your Country?
 - Security Clearance



Request for Two Phase Proposal Process

- Request for Proposal Submittal
 - The Phase One solicitation will provide the address, evaluation factors, selection criteria, page requirements, specifications, and suspense (usually 30 days) for your proposal submittal
 - Phase Two will be sent by amendment to the solicitation to only the five most qualified offerors as determined by the Phase One evaluations
 - Contracting and technical inquiries are submitted electronically in English to: www.projnet.org/projnet
 - You will need a Key to enter and review inquiries for this solicitation; this will be provided in Section 00 22 10 of the RFP for Phase One and 00 22 20 for Phase Two



Source Selection Process

- Comprised of a Team of Evaluators
 - Technical Evaluation Team (TET)
 - Pricing Evaluation Team (PET)



Request for Proposal Process

- Based off the evaluation criteria outlined in the solicitation and the Scope of Work
 - Phase One
 - Factor 1 Management/Technical Approach
 - Factor 2 Experience
 - Factor 3 Past Performance
 - Factor 4 Financial Surety
 - Phase Two (Seed Project)
 - Factor 1 Specific Management Control and Technical Approach
 - Factor 2 Planning Scheduling and Quality Control
 - Factor 3 Price



Request for Proposal Process Phase One

- Technical Evaluation
 - **Must have** a valid license for conducting “construction works” in country for duration of the contract.
 - **Must have** a valid license for conducting design, construction, maintenance and renovation works in sensitive areas for duration of the contract.
 - Must be able to obtain a valid security clearance to perform work at proposed construction site.



Factor 1 Management/Technical Approach Selection Criteria

- Permits Requirements Design Build/Design Bid Build – your plan to obtain necessary permits
- Subcontractor Management- Plan describes by name and position of all key subcontractors (30% or more of work). Includes binding agreements
- Organization – Describe management process to manage multiple projects countrywide
- Quality Control – Capabilities to assure quality control by describing quality control approach



Factor 1 Management/Technical Approach Examples

- Submit a narrative with a maximum of thirty-five (35) pages
- Identify the following elements
 - Current licensing in Saudi Arabia including relevant Saudi Arabian General Investment Authority (SAGIA) documents and design firm registration in Saudi Arabia
 - Base Access process and procedures



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Factor 2: Experience

Source Selection Criteria Examples

- Purpose
 - Demonstrate the experience of your company and your subcontractors to perform work similar to what is described in SOW (\$1-\$35 Million)



Experience Information Forms

ATTACHMENT A-CONSTRUCTION EXPERIENCE OVERVIEW SHEET

List work which best illustrates current qualifications relevant to this solicitation. Each contract listed on this sheet shall have a completed CONSTRUCTION EXPERIENCE INFORMATION SHEET (Attachment B) provided. Failure to furnish complete information on all sheets may result in the Government's rejection of your proposal. Mark Prime, Sub, or Joint Venture (ONLY ONE).

PROJECT NAME:	Prime	Sub	Joint	Total Contract \$ Amount	Offeror's Share of Responsibility for Total Construction Contract
SAMPLE: Hangar facility, KSAB Saudi Arabia (Mech/Elec)		X		\$12,000,000	\$3,000,000
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
OFFEROR'S NAME			DATE		

- Do **NOT** complete more than 5 forms
- Fill in **ALL** blocks
- Data **MUST BE:**
 - Accurate
 - Current
 - Complete



Attachment B: Offeror's Construction Experience Information Sheet (Important: A maximum of two pages may be submitted per project.)

- **Name of Reference Contact:** _____ **E-mail Address:** _____
Telephone Number: _____
- **Project Title:** _____ **Contract Number:** _____
Location of Project: _____
- **Contract Amount (U.S. Dollar Amount) \$** _____
Contract Award Date: _____
- **Contract Completion Date:** _____
- **Contract Duration (Period of Performance):** _____
Description of the Project's Scope and Magnitude:
- **Details of your company's role and activities during construction of the project:**
(describe your role in this project. Include whether your firm participated as a prime or as a subcontractor. SPECIFICALLY describe your roles and responsibilities in the design portion of the contract.)



Types of Experience

- All projects must be at least 75% complete.
- No more than 10 projects underway or completed within 5 years of the solicitation
- At least 2 projects must have a construction value greater than \$1M but less than \$35M.
- At least 1 project must have been performed in Saudi Arabia within the last five (5) years.



Experience Evaluation Order of Precedence

- A = Construction projects on a Saudi Military Base
- B = Construction projects on a US Military Base in Saudi Arabia
- C = Construction projects in Saudi Arabia
- D = Construction projects on a military base in the Middle East countries as stated in the solicitation
- E = Construction projects in the CENTCOM AOR



Combined Technical/Risk Ratings

Color	Rating	Description
Blue	Outstanding	Proposal meets requirements and indicates an exceptional approach and understanding of the requirements. Strengths far outweigh any weaknesses. Risk of unsuccessful performance is very low.
Purple	Good	Proposal meets requirements and indicates a thorough approach and understanding of the requirements. Proposal contains strengths which outweigh any weaknesses. Risk of unsuccessful performance is low.
Green	Acceptable	Proposal meets requirements and indicates an adequate approach and understanding of the requirements. Strengths and weaknesses are offsetting or will have little or no impact on contract performance. Risk of unsuccessful performance is no worse than moderate.
Yellow	Marginal	Proposal does not clearly meet requirements and has not demonstrated an adequate approach and understanding of the requirements. The proposal has one or more weaknesses which are not offset by strengths. Risk of unsuccessful performance is high.
Red	Unacceptable	Proposal does not meet requirements and contains one or more deficiencies. Proposal is unawardable.

Factor 3: Past Performance

- Purpose: Describes how well the contractor performed work
- Provide:
 - Past Performance Forms (REQUIRED)
 - Letters of Recommendation
 - Commendations
 - Evaluations and/or Awards



Past Performance Forms

- Complete at least one (1) form, but NO more than ten (10) forms
- Past Performance forms must be for projects:
 - at least 75% completed or complete
- Past Performance has to be:
 - Recent – Within the last 5 years
 - Relevant – A project that has similar level of activities as the subject solicitation describes in Factor 2, Experience



USACE PAST PERFORMANCE QUESTIONNAIRE (PPQ)

USACE PAST PERFORMANCE QUESTIONNAIRE (Form PPQ-0)	
CONTRACT INFORMATION (Contractor to complete Blocks 1-4)	
1. Contractor Information Firm Name: Address: Phone Number: Email Address: Point of Contact:	CAGE Code: DUNs Number: Contact Phone Number:
2. Work Performed as: <input type="checkbox"/> Prime Contractor <input type="checkbox"/> Sub Contractor <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other (Explain) Percent of project work performed: If subcontractor, who was the prime (Name/Phone #):	
3. Contract Information Contract Number: Delivery/Task Order Number (if applicable): Contract Type: <input type="checkbox"/> Firm Fixed Price <input type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Other (Please specify): Contract Title: Contract Location: Award Date (mm/dd/yy): Contract Completion Date (mm/dd/yy): Actual Completion Date (mm/dd/yy): Explain Differences: Original Contract Price (Award Amount): Final Contract Price (to include all modifications, if applicable): Explain Differences:	
4. Project Description: Complexity of Work <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Routine How is this project relevant to project of submission? (Please provide details such as similar equipment, requirements, conditions, etc.)	
CLIENT INFORMATION (Client to complete Blocks 5-8)	
5. Client Information Name: Title: Phone Number:	
6. Describe the client's role in the project:	
7. Date Questionnaire was completed (mm/dd/yy):	
8. Client's Signature:	

NOTE: USACE REQUESTS THAT THE CLIENT COMPLETES THIS QUESTIONNAIRE AND SUBMITS DIRECTLY BACK TO THE OFFEROR. THE OFFEROR WILL SUBMIT THE COMPLETED QUESTIONNAIRE TO USACE WITH THEIR PROPOSAL, AND MAY DUPLICATE THIS QUESTIONNAIRE FOR FUTURE SUBMISSION ON USACE SOLICITATIONS. CLIENTS ARE HIGHLY ENCOURAGED TO SUBMIT QUESTIONNAIRES DIRECTLY TO THE OFFEROR. HOWEVER, QUESTIONNAIRES MAY BE SUBMITTED DIRECTLY TO USACE. PLEASE CONTACT THE OFFEROR FOR USACE POC INFORMATION. THE GOVERNMENT RESERVES THE RIGHT TO VERIFY ANY AND ALL INFORMATION ON THIS FORM.

TO BE COMPLETED BY CLIENT

PLEASE CIRCLE THE ADJECTIVE RATING WHICH BEST REFLECTS YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE

1. QUALITY:	
a) Quality of technical data/report preparation efforts	E VG S M U N
b) Ability to meet quality standards specified for technical performance	E VG S M U N
c) Timeliness/effectiveness of contract problem resolution without extensive customer guidance	E VG S M U N
d) Adequacy/effectiveness of quality control program and adherence to contract quality assurance requirements (without adverse effect on performance)	E VG S M U N
2. SCHEDULE/TIMELINESS OF PERFORMANCE:	
a) Compliance with contract delivery/completion schedules including any significant intermediate milestones. <i>(If liquidated damages were assessed or the schedule was not met, please address below)</i>	E VG S M U N
b) Rate the contractor's use of available resources to accomplish tasks identified in the contract	E VG S M U N
3. CUSTOMER SATISFACTION:	
a) To what extent were the end users satisfied with the project?	E VG S M U N
b) Contractor was reasonable and cooperative in dealing with your staff (including the ability to successfully resolve disagreements/disputes; responsiveness to administrative reports, businesslike and communication)	E VG S M U N
c) To what extent was the contractor cooperative, businesslike, and concerned with the interests of the customer?	E VG S M U N
d) Overall customer satisfaction	E VG S M U N

4. MANAGEMENT/ PERSONNEL/LABOR	
a) Effectiveness of on-site management, including management of subcontractors, suppliers, materials, and/or labor force?	E VG S M U N
b) Ability to hire, apply, and retain a qualified workforce to this effort	E VG S M U N
c) Government Property Control	E VG S M U N
d) Knowledge/expertise demonstrated by contractor personnel	E VG S M U N
e) Utilization of Small Business concerns	E VG S M U N
f) Ability to simultaneously manage multiple projects with multiple disciplines	E VG S M U N
g) Ability to assimilate and incorporate changes in requirements and/or priority, including planning, execution and response to Government changes	E VG S M U N
h) Effectiveness of overall management (including ability to effectively lead, manage and control the program)	E VG S M U N
5. COST/FINANCIAL MANAGEMENT	
a) Ability to meet the terms and conditions within the contractually agreed price(s)?	E VG S M U N
b) Contractor proposed innovative alternative methods/processes that reduced cost, improved maintainability or other factors that benefited the client	E VG S M U N
c) If this is/was a Government cost type contract, please rate the Contractor's timeliness and accuracy in submitting monthly invoices with appropriate back-up documentation, monthly status reports/budget variance reports, compliance with established budgets and avoidance of significant and/or unexplained variances (under runs or overruns)	E VG S M U N
d) Is the Contractor's accounting system adequate for management and tracking of costs? <i>If no, please explain in Remarks section.</i>	Yes No
e) If this is/was a Government contract, has/was this contract been partially or completely terminated for default or convenience or are there any pending terminations? <i>Indicate if show cause or cure notices were issued, or any default action in comment section below.</i>	Yes No
f) Have there been any indications that the contractor has had any financial problems? <i>If yes, please explain below.</i>	Yes No

6. SAFETY/SECURITY	
a) To what extent was the contractor able to maintain an environment of safety, adhere to its approved safety plan, and respond to safety issues? (Includes: following the users rules, regulations, and requirements regarding housekeeping, safety, correction of noted deficiencies, etc.)	E VG S M U N
b) Contractor complied with all security requirements for the project and personnel security requirements.	E VG S M U N
7. GENERAL	
a) Ability to successfully respond to emergency and/or surge situations (including notifying COR, PM or Contracting Officer in a timely manner regarding urgent contractual issues).	Yes No
b) Compliance with contractual terms/provisions (<i>explain if specific issues</i>)	E VG S M U N
c) Would you hire or work with this firm again? (<i>If no, please explain below</i>)	Yes No
d) In summary, provide an overall rating for the work performed by this contractor.	E VG S M U N

Please provide responses to the questions above (*if applicable*) and/or additional remarks. Furthermore, please provide a brief narrative addressing specific strengths, weaknesses, deficiencies, or other comments which may assist our office in evaluating performance risk (*please attach additional pages if necessary*):

Factor 4: Financial Surety

- Must provide proof of ability to obtain surety for Performance and Payment Bonds
- Provide coverage range of \$1M-\$35M
- Letter of commitment from an acceptable surety
- Go/No Go



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Phase One Proposal Submission

- Cover letter
- Joint Venture (JV) Documentation/Agreement
- Subcontractor/Key personnel letters of commitment
- Factor 1 Management/Technical Approach documentation
- Factor 2 Experience documentation
- Factor 3 Past Performance documentation
- Factor 4 Financial Surety documentation



Phase Two Saudi MATOC Example

- Issued to the five (5) highest most qualified Offerors selected from Phase One
- Factor 1 – Specific Management Control and Technical Approach
- Factor 2 – Planning Scheduling and Quality Control
- Factor 3 - Price



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Phase Two Factor 1 Specific Management Controls and Technical Approach

20 pages or less Narrative of the following:

- Element 1 –Management - discussion of:
 - Base Access Management Plan
 - Draft Safety Plan
 - Logistics Plan
 - Country and Base Access Plan
 - Approach for Managing Team Members/Subcontractors
 - Information Management and Reporting Plan
- Element 2 – Technical Approach for Design-Build



Phase Two Factor 2: Planning, Scheduling, & Quality Control

- Each Offeror shall provide a detailed execution schedule for the initial task order which will meet or beat the completion date.
- Each Offeror shall submit a draft Quality Control Plan and describe how the plan will tie in to the Resident Management System (RMS)



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Phase Two Factor 3: Price

A Price Analysis will be Performed on the Seed Task order to determine prices are Fair and Reasonable

- Factor 3- Tab A (Standard Form 1442, Proposal Schedule, and Price Breakdown Sheets for Initial Task Order
- Factor 3 – Tab B – Required Pre-Award Information
- Factor 3 – Tabs C, D, & E- Price Proposals for the MATOC including Option Years and Binding Rates



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Evaluation of Cost Price

	Price Analysis	Cost Analysis	Cost Realism Analysis	Profit / Fee Analysis
What is it?	<p>The process of examining and evaluating an offeror's proposed price to determine if it is fair and reasonable without evaluating its separate cost elements and Proposed profit/fee. Price analysis always involves some sort of comparison with other prices; e.g., comparing an offeror's proposed price with the proposed prices of competing offerors or with previously proposed prices for the same or similar items.</p>	<p>The review and evaluation of the separate cost elements and profit /fee in an offeror's proposal and the application of judgment to determine how well the proposed costs represent what the cost of the contract should be, assuming Reasonable economy and efficiency.</p>	<p>The process of independently evaluating specific elements of each offeror's cost estimate to determine whether the estimated cost elements are:</p> <ul style="list-style-type: none"> • Realistic for the work to be performed • Reflect a clear understanding of the requirements; and are • Consistent with the unique methods of Performance and materials described in the offeror's technical proposal. The most probable cost estimate is a product of a cost realism analysis. 	<p>The process of examining the proposed profit or fee to determine if it is reasonable in light of the associated risks. DFARS 215.404-4 contains DoD's policy on performing profit or fee analysis.</p>

Awarding the Contract

- A Best Value Tradeoff Decision is made
 - Based on the Source Selection Team's evaluation of the price and non-pricing factors, the Source Selection Authority will make a source selection decision and document his/her findings
 - Base MATOC awards will be made to a target of four awardees
 - The technical evaluation for any awardee must not be rated "Unacceptable" under any factor
 - The price factor for any awardee must be determined to be fair and reasonable (but does not need to be the lowest price offer)



After Award

- Surety Bonds must be secured within 15 days from the award of the task order
- A Seed Project is anticipated to be awarded to one awardee:
 - DBA must in place
 - NTP will be issued upon receipt of bonds and notice of DBA
 - EFT information will be required from those having not done previous work with USACE



USACE Construction Involvement

- Proposal Site Visit
- Award – NTP – Pre-Con
- D-B Design Submittals
- Mobilization and Construction
- RMS/QCS Utilization
- Red Zone
- Close Out



Proposal Site Visits

- Purpose
- When
- Badging/Site Access Requests
- Review RFP Prior to Site Visit
- Question and Answer Procedures
- Inability to Attend Site Visit



Award, Notice to Process, Pre-Con

- Badging/Site Access Request at Award
- Pre-Construction Submittals
(Contractor Quality Control Plan, Safety Plan, AUP, Schedule, etc.)
- Purpose – Pre-Con
- Discuss Risks and Mitigating Actions
- Authorized U.S. Army Corps of Engineers Representative



Design-Build (DB) Design Submittal

- Design and Construct
- Design to GOST/SNIPS (Local Standard)
(Denoted in Contract Requirements)
- QC of Design Submittals
- Contractor Responsible for Rectifying Design Short Comings
- Design Acceptance – Construction Initiation



Mobilization/Construction

- Contract Required On-Site Personnel
- Quality Assurance vs. Quality Control
- Daily Monitoring/Reporting
- Compliance to all Safety Requirement as denoted by the contract
- Approved Schedule - Progress Payments
- As-Builts/Red Line Drawings
- Construction Submittals
- Operations and Maintenance Training and Manuals



Resident Management System/Quality Control System

- Purpose
- Submittals
- Correspondences (RFIs, Letters, etc)
- Daily QC Reports
- Incident Reporting
- Financials
- Schedule
- Available Information/Training



Red Zone

- Purpose
- Remaining Testing & Commissioning
- Remaining Operations and Maintenance (O&M) Training and Manuals
- Finalize As-Builts
- Pre-Final Walk-Through



Close Out

- Purpose
- Final Walk-Through
- Release of Claims
- Turnover
- Final Payment
- Construction Contractor Appraisal Support System (CCASS) Evaluation
- Warranty Duration (Typ. 1 yr)



Contract Awareness

Questions?

