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US Army Corps of Engineers®

Middle East District
<https://www.tam.usace.army.mil/>

Proposal Preparation

Where to register:

In order to be eligible to receive a U.S. Government contract, an offeror must have an active registration in System for Award Management (SAM). Contractors located within the U.S. will need a Data Universal Numbering System (DUNS) code and a CAGE code before completing SAM registration. Contractors located outside of the U.S. must have a NATO Commercial and Government Entity (NCAGE) code and a DUNS code.

Typical Solicitation Method:

A Request for Proposal (RFP) is issued to interested contractors in negotiated acquisitions. Negotiated acquisitions allow the Government to enter into discussions with offerors prior to award to achieve the best value to the Government. Most acquisitions conducted by the Middle East District use RFPs.

Primary Methods of Negotiated Selection:

- Lowest Price Technically Acceptable (LPTA): In this method, the Government establishes criteria and standards for technical acceptability, and the contract is awarded to the lowest priced offeror who submitted a technically acceptable proposal.
- Best Value Trade-off (BVTO): This method allows for trade-offs between non-price factors and price and requires the RFP to state the relative importance of each factor listed in the RFP. The contract is awarded to the offeror whose proposal represents the best value to the Government.

Contract Types:

- Fixed-Price Contracts: The contract price represents full payment for the work, and is used when cost can be estimated and the work can be clearly be defined.
- Indefinite Delivery/Indefinite Quantity (IDIQ): IDIQ contracts are used when the quantity of supplies/services needed is unknown during a fixed period of time. Task Orders are orders issued under an established IDIQ contract.

Typical Construction Proposal Format and Content:

Solicitations generally require that proposals be in US dollars, written in English, and contain a master Table of Contents page that identifies major areas by title, page number, and volume location.

Completed Representations and Certifications:

Each offeror must make representations and provide the certifications requested in the RFP in order to be considered for award of the contract. In their proposal, offerors are required to acknowledge the RFP and any subsequent amendments.

Technical Proposal:

submission. The RFP will identify the applicable factors and the rating scheme used to assess the factors. Some typical RFP factors and subfactors include:

- Management Plan: The RFP may require the offeror to address various elements of how it plans to complete the work, such as (1) understanding of the base access and security requirements, (2) schedule, (3) organization plan and organization chart, and (4) Quality Control Plan.
- Prior Experience: The RFP may require that the offeror demonstrate their previous experience performing work similar to the type being solicited. The RFP may require that the offeror identify its prior experience: 1) performing work similar to the type being solicited; 2) in the same or similar geographic location; and 3) with elements of work such as logistics, procurement of long lead items, and maintaining a qualified workforce.
- Past Performance: The RFP may require contractors to submit project examples that are recent, relevant, and of similar scope and magnitude to the solicitation project. For past performance, the Government may review other sources for evaluating past performance. These include:
 - Past Performance Information Retrieval System (PPIRS)
 - Contractor Performance Assessment Reporting System (CPARS)
 - CAGE/DUNS numbers
 - Federal Awardee Performance and Integrity Information System (FAPIIS)
 - Electronic Subcontract Reporting System (eSRS)
 - Other sources, whether or not provided by the contractor.

Price Proposal: The RFP will almost always require a separate price submission volume so that the price and technical proposals can remain separate. The RFP will specify how the Government will conduct the price evaluation. In most cases, a price proposal is evaluated for reasonableness, completeness, and balance, using one or more methods in FAR 15.404-1.

- Reasonableness: Reasonableness is typically determined by comparing the contractor's proposed price against the Independent Government Estimate and other prices received in response to the RFP.
- Completeness: Completeness is evaluated by determining if all of the required prices, and other information required by the solicitation, have been provided.
- Balance: Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more line items is significantly over or understated as indicated by the application of cost or price analysis techniques.

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