



Steps Leading to a Federal Contract

July 20, 2022



Are you ready for a Government Contract?

Steps in chronological order:

Reg – Solicitation – Sol review – **Proposal prep & submission** – proposal evaluation – award – Debrief – **Perf Eval**

Common Points of Failure

First things First

1. State business license
2. TIN or EIN
3. NAICS (North American Industrial Classification System)
 - 6-digit number
 - business size standard based on your NAICS code
 - May be dollar average over 5 years (as of 1/6/2022) OR
number of employees average over 2 years

<https://www.naics.com/search/>

<https://www.sba.gov/document/support--table-size-standards>

Registration

SAM registration (System for Award Management)

- MPIN
- Enter your NAICS code(s)
- Identify your business size
- Identify your socio-economic certifications
- Representations & Certifications
- Points of contact
- Provide your banking information
- SAM will assign you a UEI & CAGE code
- good for 12 months

<https://sam.gov/SAM/pages/public/help/samQUserGuides.jsf>

Certifications: *

SB (Small Business in accordance with NAICS & SBA's size standard)
self-certifying

VOSB (Veteran-owned Small Business)

SDVOSB (Service-disabled Veteran-owned Small Business)

self-certifying

VA verified

(CVE for Veterans Administration)

SBA to Certify VOSB and SDVOSB starting 1/1/2023

<https://www.va.gov/osdbu/verification/>

Certifications: Continued

WOSB (Woman-owned Small Business)

Self-certify or certify through SBA for free

646/759 NAICS codes

EDWOSB (Economically Disadvantaged Woman-owned Small Business)

New certification may utilize third-party certifiers or the SBA certifiers

113/646 NAICS codes

<https://certify.sba.gov>

Certifications: Continued

HUB Zone (Historically Underutilized Business Zone)

SBA certified

Current HUBZone map frozen to 6/30/2023

<https://www.sba.gov/federal-contracting/contracting-assistance-programs/hubzone-program>

<https://maps.certify.sba.gov/hubzone/map#center=47.998837,-122.244477&zoom=8&latlng=47.558923,-122.630031>

SBA 8(a) (socially & economically disadvantaged individuals or entities)

SBA certified

Nine year program

<https://www.sba.gov/federal-contracting/contracting-assistance-programs/8a-business-development-program>

Capability Statements

- One sheet of paper, both sides, in color.
- Tells your capabilities, certifications, experience, and contact information
- A living document as your certifications and experience changes
- May need to create more than one, such as: federal, state, or commercial
- Ask for a template and guide

Cybersecurity *

- CMMC (Cybersecurity Maturity Model Certification)
 - Started in 2020
 - Effective 1 October 2025
 - Levels 1 through 5
 - 60%-70% of companies will be Level 1 (basic computer hygiene)
 - Applies to all companies (prime and subcontractors)
 - Pay for audit by 3rd-party
 - Certification valid for 3 years
 - DoD proposed changes in November 2021, which will take 9-24 to implement
 - <https://cmmcab.org/>
- DoD Interim Rule
 - Effective 1 December 2020
 - Exemptions: no CUI, COTS, and micro-purchases (<\$10K)
 - Perform self-assessment and post your score to SPRS via PIEE
 - Certification valid for 3 years
 - <https://piee.eb.mil/>

Contract Opportunities (previously AKA FedBizOpps or FBO)

Where to find solicitations >\$25K

<https://sam.gov/>

RFIs, Draft RFPs, Draft SoWs

Sources Sought (looking for companies)

Pre-solicitation Notice (solicitation is coming)

Request for Proposal (RFP)/Invitation for Bid (IFB)/Request for Quote (RFQ)

Notice of Award

Solicitation Review *

Set-aside?

FFP or Cost Type Contract

Price only, LPTA, BVTO, sealed bid

Labor Acts (SCLSS, CWRRS, WPCA)

Key personnel required

Capacity & Capability

Certificate of Cost or Pricing Data (>\$2M)

Pre-proposal Inquiries cut off date

Proposal due date

Amendments

Determine your potential to win the contract

Cybersecurity DoD Interim Rule (effective 1 Dec 2020 for some DoD Ks)

CMMC certification (effective 1 Oct 2025 for some DoD Ks)

Proposal Review

Cover Letter

Price Proposal *

CLINs (Contract Line Item Numbers)

SLINs (Sub Line Item Numbers)

Direct costs: labor, materials, & equipment

Indirect costs: Overhead (General & Administrative) *

Profit (fee)

Taxes

No contingencies

Longshore and Harbor Workers' Compensation Act *

Proposal Review (continued)

Technical Proposal Criteria (factors):

Approach

* Experience

Safety

Quality Control

* Past performance

Basis for Award

- May award without discussions.
- So, your 1st proposal needs to be your best proposal.
- Responsive & Responsible

Responsive, follow the solicitation instructions (you)

Responsibility, ability to perform (Contracting Officer)

Post-award

Ask for a debrief of the award.

- whether you win or lose
- Within 3 days after award notification (FAR 15.506)

Customer satisfaction is key for future contracts.

Assume there will be contract modifications. *

Contractor Performance Evaluations:

Initiated in CPARS and posted in PPIRS for all federal agencies to see.

Some thresholds for evaluations by type of contract:

A-E	\$ 35,000
Service	\$1,000,000
Construction	\$ 700,000
IT	\$1,000,000
Ship repair	\$ 500,000
All others	\$ 250,000



QUESTIONS ??



Summary

Steps in sequence:

- Registration (MPIN)
 - Solicitation
 - Solicitation review (Go or No Go decision)
 - **Proposal preparation & submission**
 - Proposal evaluation by Contracting Officer
 - Contract award
 - Post-award debrief
 - **Performance Evaluation**
- Three numbers to record and safe guard: MPIN, UEI, & CAGE code
- Check SAM reps & certs for each proposal you submit
- * Check our calendar for the other classes of interest to you.

See your local PTAC for assistance

For the WA Olympic Peninsula it is:

Kathy Cocus at 360-377-9499

Kitsap@washingtonptac.org

To find your local WA PTAC office go to

<https://washingtonptac.org>