Getting Started

• **Step 1.** - Get TIN from IRS:

• **Step 2.** - Request DUNS # from D&B:
  • 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.
  • [http://fedgov.dnb.com/webform](http://fedgov.dnb.com/webform)
• **Step 3.** - Register with the System for Award Management (SAM):
  • [https://www.sam.gov](https://www.sam.gov)
  • "Create User Account" and "Register/Update Entity" to register with SAM.
  • Note that you must register for the type of work you do according to the North American Industry Classification Standard (NAICS). Search for appropriate NAICS codes here...

• **Step 4.** - Search for opportunities:
  • Contracting Opportunities are posted at the FedBizOpps website. You can search by keyword, NAICS, region, agency, etc.
  • [https://www.fbo.gov](https://www.fbo.gov)
System for Award Management (SAM)

• Prospective contractors shall be registered in the System for Award Management (SAM) database prior to award of a contract or agreement (FAR 4.11).

• FAR Clause 52.204-7 -- System for Award Management.
  • “(d) If the Offeror does not become registered in the SAM database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror.

  (e) Processing time, which normally takes 48 hours, should be taken into consideration when registering. Offerors who are not registered should consider applying for registration immediately upon receipt of this solicitation.”
Quick Start Guide for Entities Interested in Being Eligible for Government Contracts

How to register your entity to be eligible for CONTRACTS in SAM:

Before you register, you need to know the following:

**What is an Entity?**
In SAM, your company/business/organization is now referred to as an "Entity."
- **REGISTERING IN SAM IS FREE.**
  - If you were registered in CCR, your company’s information is already in SAM. You just need to set up a SAM account. See the "Migrating Roles" Quick Start Guide.

**Your Entity’s DUNS Number**
You need a DUNS to register your entity in SAM.
- If you do not have a DUNS number, you can request a DUNS number for free by visiting D&B at [http://fedsgov.dnb.com/webform](http://fedsgov.dnb.com/webform).
  - It takes 1-2 business days to obtain a DUNS.

**Your Entity’s Taxpayer Identification Number (TIN)**
You need your entity’s Tax ID Number (TIN) and taxpayer name (as it appears on your last tax return). Foreign entities that do not pay employees within the U.S. do not need to provide a TIN.
- A TIN is an Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS).
- Sole proprietors may use their Social Security Number (SSN) assigned by the Social Security Administration (SSA) if they do not have a TIN, but please be advised it will not be treated as privacy act data in SAM.
  - To obtain an EIN visit: [www.irs.gov/businesses/small/article/0, id=102877_00.html](http://www.irs.gov/businesses/small/article/0, id=102877_00.html)
  - Activating a new EIN with the IRS takes 2-5 weeks.

Steps For Registering Your Entity in SAM

2. Create a Individual Account and Login.
3. Click “Register New Account” under “Register/Update Entity” on your “My SAM” page.
4. Select your type of Entity.
5. Select “Yes” to “Do you wish to bid on contracts?”
6. Complete “Core Data”
   - Validate your DUNS information
   - Enter Business Information (TIN, etc.)
   - Enter CAGE code if you have one. If not, one will be assigned to you after your registration is complete. Foreign registrants must enter NCAGE code.
   - Enter General Information (business types, organization structure, etc.)
   - Financial Information (Electronic Funds Transfer (EFT) Information, Executive Compensation, etc.)
   - Executive Compensation
   - Proceedings Details
7. Complete “Assertions”
   - Goods and Services (NAICS, PSIC, etc.)
   - Size Metrics
   - E.D.I Information
   - Disaster Relief Information
8. Complete “Representations and Certifications”
   - FAR Responses
   - Architect/Engineer Responses
   - DFARS Responses
9. Complete “Points of Contact”
10. Your entity registration will become active after 3-5 days when the IRS validates your TIN information.

How do I get more information? Take a look at the SAM User Guide.

- Go to Our Website: [www.sam.gov](http://www.sam.gov)
- Contact the SAM Help Desk: [www.fed.gov](http://www.fed.gov)
Federal Business Opportunities (FedBizOpps)

• Federal Business Opportunities Web Site.
  https://www.fbo.gov/

• Government-wide website that you can use to find out what procurements are currently advertised, to find what procurements have been awarded, to find Sources Sought notices to respond to which enable the Government to refine their acquisition method.

• Learn to use FedBizOpps by downloading the Vendor Guide and reviewing the Demonstration Videos.

• Register to be a Vendor at FedBizOpps. You need to be SAM registered prior to registering for FedBizOpps.
How to Learn About FedBizOpps

FedBizOpps.gov

Getting Started

- FBO Demonstration Videos
- Small Business Training Videos
- User Guides
- Frequently Asked Questions

FBO Demonstration Videos

The following videos will help familiarize you with the features and functionality of the new FBO. The Adobe Flash plugin is required to watch the following videos.

For Vendors
- General Overview & Searching for Opportunities
- How to Register, Login and use Forgot Password
- Advanced Functionality: Search Agents, Watchlists and Export Controlled Documents

For Buyers/Engineers
- Managing FBO Notices
- Managing Non-FBO Notices
- Receiving Notice Notifications: Search Agents & Watch Lists
- Engineer Interface

For Agency/Location Administrators
- Managing Buyers & Locations
FedBizOpps Quicksearch for NAD Opportunities

Enter:
- W912DS for New York
- W912BU for Philadelphia
- W91236 for Norfolk
- W912DR for Baltimore
- W912WJ for New England
- W912GB for Europe
Identifying types of notices on FedBizOpps

Example: W912DS-17-B-0001

• **DODAC** – The first 5 digits identify the contracting office that is issuing the solicitation.

• **Fiscal year** – The next 2 digits identify the fiscal year the solicitation was issued in.

• **Notice type** – The next (8th) digit identifies the notice type.
  • B = Invitation for Bids (IFB)
  • R = Request for Proposals (RFP)
  • T = Request for Quotes (RFQ)
  • S = Sources Sought or other special notice
  • AE = Architect-Engineering services solicitation

• **Number.** The last 4 digits is a sequential number each notice. So, W912DS-17-B-0001 would be the first IFB issued in FY 2017.
FedBizOpps Advanced Functions

• **Search Agents.** Save and schedule Search Agents (daily, weekly, etc.). Filter by NAICS Code, area, agency, etc.

• **Interested Vendors List.** Let primes, subs, suppliers know that you are interested in a project.

• **Watchlists.** Enables you to receive updates when an announcement or solicitation is amended.
FedBizOpps Advanced Functions (cont.)

- Add firm to Interested Vendors List
- Add Opportunity to Watchlist
Types of Opportunities

• Request for Quotes (RFQ)
  • FAR Part 13 for non-commercial items
  • FAR Part 12 for commercial items

• Invitation for Bids (IFB)
  • FAR Part 14 – sealed bidding
    • Lowest priced responsive, responsible bidder

• Request for Proposals (RFP)
  • FAR Part 15 – contracting by negotiation
    • Best value. May award to other than lowest price
Submitting a Bid

• Ensure your **SAM** is “**Active**” and up to date.
• Submit prices for all CLINs.
• **Acknowledge all amendments.**
• **Bid is signed** (e.g. SF 1442, SF 33).
• **Bid bond** in proper form and amount.
  • STANDARD FORM 24 (REV. 8/2016)
• Do not alter IFB documents or condition your bid in any way.
• Seal bid and identify the package to identify it as a bid for IFB No. ________.
• Ensure your bid is received on time for bid opening. **Timeliness is bidder’s responsibility!!!**
Submitting a Proposal

• Ensure your **SAM** is “Active” and up to date.
• Submit all volumes in accordance with “**instructions to offerors**” section of the RFP.
• Don’t go over **page limits**. Extra pages will not be evaluated by the SSEB.
• **Acknowledge all amendments**.
• **Sign the proposal** (e.g. SF 1442, SF 33).
• **Bid bond** in proper form and amount.
  • STANDARD FORM 24 (REV. 8/2016)
• Propose on the plans and specs. Do not propose alternatives unless requested to do so.
• Mark package to identify it as a proposal for RFP No.________.
• Ensure your proposal is received by the due date & time.
  **Timeliness is offeror’s responsibility!!!**
Submitting a Proposal

Example Evaluation Factors

Example of typical factors:

• VOLUME 1 – TECHNICAL PROPOSAL
  • FACTOR 1 - Qualifications of Offeror’s Team
  • FACTOR 2 – Specialized Experience
  • FACTOR 3 – Past Performance

• VOLUME 2 - PRICE PROPOSAL
  • PRICE – SF 1442 and Price Proposal Schedule
  • Bid Bond
  • Pro-Forma Information
Submitting a Proposal

Basis of Award

• Lowest Price Technically Acceptable (LPTA)
  • A process used in competitive negotiated contracting where the best value is expected to result from selection of the technically acceptable proposal with the lowest evaluated price. See FAR 15.101-2.

• Trade-Off Process
  • The process which permits tradeoffs among cost or price and non-cost (technical) factors and allows the Government to accept other than the lowest priced proposal. See FAR 15.101-1
Submitting a Proposal
LPTA Ratings Evaluation

• LPTA Technical Ratings:

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptable</td>
<td>Proposal clearly meets the minimum requirements of the solicitation.</td>
</tr>
<tr>
<td>Unacceptable</td>
<td>Proposal does not clearly meet the minimum requirements of the solicitation.</td>
</tr>
</tbody>
</table>

Table A-1. Technical Acceptable/Unacceptable Ratings

• LPTA Past Performance Ratings:

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptable</td>
<td>Based on the offeror’s performance record, the Government has a reasonable expectation that the offeror will successfully perform the required effort, or the offeror’s performance record is unknown. (See note below.)</td>
</tr>
<tr>
<td>Unacceptable</td>
<td>Based on the offeror’s performance record, the Government has no reasonable expectation that the offeror will be able to successfully perform the required effort.</td>
</tr>
</tbody>
</table>

Table A-2. Past Performance Evaluation Ratings
# Submitting a Proposal

## Trade-Off Ratings Evaluation

<table>
<thead>
<tr>
<th>Color</th>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue</td>
<td>Outstanding</td>
<td>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.</td>
</tr>
<tr>
<td>Purple</td>
<td>Good</td>
<td>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.</td>
</tr>
<tr>
<td>Green</td>
<td>Acceptable</td>
<td>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.</td>
</tr>
<tr>
<td>Yellow</td>
<td>Marginal</td>
<td>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.</td>
</tr>
<tr>
<td>Red</td>
<td>Unacceptable</td>
<td>Proposal does not meet requirements and contains one or more deficiencies. Proposal is unawardable.</td>
</tr>
</tbody>
</table>

Table 1. Combined Technical/Risk Ratings
### Table 4. Past Performance Relevancy Ratings

<table>
<thead>
<tr>
<th>Rating</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very Relevant</td>
<td>Present/past performance effort involved essentially the same scope and magnitude of effort and complexities this solicitation requires.</td>
</tr>
<tr>
<td>Relevant</td>
<td>Present/past performance effort involved similar scope and magnitude of effort and complexities this solicitation requires.</td>
</tr>
<tr>
<td>Somewhat Relevant</td>
<td>Present/past performance effort involved some of the scope and magnitude of effort and complexities this solicitation requires.</td>
</tr>
<tr>
<td>Not Relevant</td>
<td>Present/past performance effort involved little or none of the scope and magnitude of effort and complexities this solicitation requires.</td>
</tr>
</tbody>
</table>

### Table 5. Performance Confidence Assessments

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Substantial Confidence</td>
<td>Based on the offeror’s recent/relevant performance record, the Government has a high expectation that the offeror will successfully perform the required effort.</td>
</tr>
<tr>
<td>Satisfactory Confidence</td>
<td>Based on the offeror’s recent/relevant performance record, the Government has a reasonable expectation that the offeror will successfully perform the required effort.</td>
</tr>
<tr>
<td>Limited Confidence</td>
<td>Based on the offeror’s recent/relevant performance record, the Government has a low expectation that the offeror will successfully perform the required effort.</td>
</tr>
<tr>
<td>No Confidence</td>
<td>Based on the offeror’s recent/relevant performance record, the Government has no expectation that the offeror will be able to successfully perform the required effort.</td>
</tr>
<tr>
<td>Unknown Confidence (Neutral)</td>
<td>No recent/relevant performance record is available or the offeror’s performance record is so sparse that no meaningful confidence assessment rating can be reasonably assigned.</td>
</tr>
</tbody>
</table>
Useful Links

• **SAM** – System for Award Management
  - [https://www.sam.gom](https://www.sam.gom)

• **DUNS** – Data Universal Numbering System
  - [http://fedgov.dnb.com/webform](http://fedgov.dnb.com/webform)

• **Fedbizopps** – Federal Business Opportunities
  - [https://www.fbo.gov/](https://www.fbo.gov/)

• **NAICS Search** - North American Industry Classification System

• **Small Business Size Standard**

• **USACE Public Website**
Useful Links

• USACE New York District
  • https://www.nan.usace.army.mil/

• USACE New York District – Small Business Office
Questions?

*Thank you for attending.*