



Solicitation Review (L & M)





Today's Agenda!

2

- ❖ Housekeeping (Phones on mute, Questions, etc.)
- ❖ Intro to Kentucky PTAC
- ❖ Overview - Solicitations
- ❖ Section L – Instructions to Offerors / Bidders
- ❖ Section M - Evaluation factors for award
- ❖ Questions?



Kentucky Procurement Technical Assistance Center

3

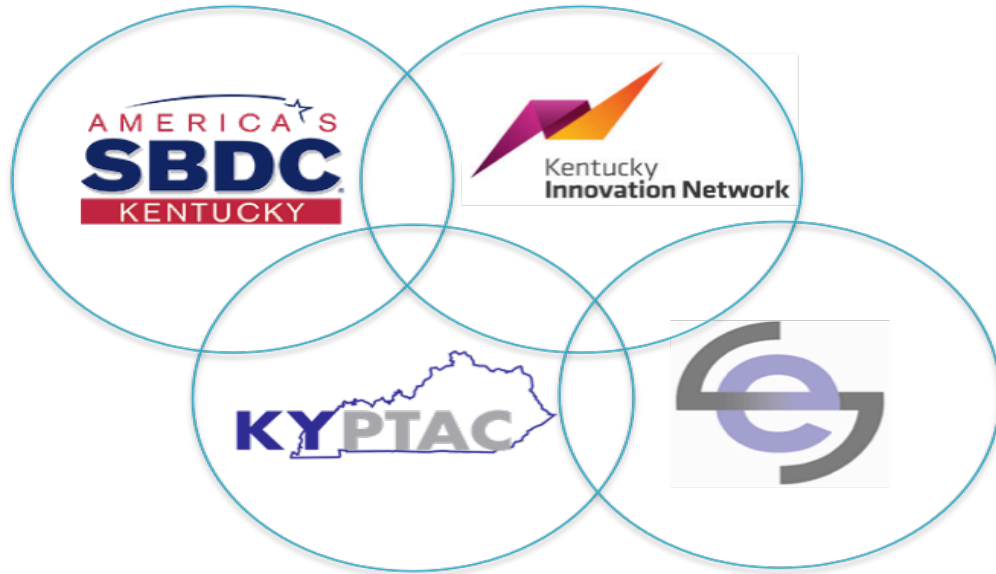
- ❖ Mission: Promote Kentucky economic development by assisting companies in the process of providing products and or services to Federal, State, and Local government.
- ❖ • Funding: Grant from the Defense Logistics Agency with matching funds from the Kentucky Cabinet for Economic Development.
- ❖ • Strategy: KY PTAC exists as part of a broader “funnel” of business development resources for Kentucky businesses. Specifically, we work with existing companies interested in selling to the government. The KYPTAC works with our Innovation Network partners, Small Business Development Centers (SBDC) and the Cabinet for Economic Development as a key player in Kentucky’s strategy for economic development.

Kentucky PTAC Services

4

- ❖ Assist companies in securing necessary registrations
- ❖ Identify government bid or proposal opportunities
- ❖ Assist with SDB, 8(a) and other set-aside certifications
- ❖ Contract and proposal review
- ❖ Researching Procurement histories and awards
- ❖ Government Contract Performance Issues
- ❖ Coaching and mentoring
- ❖ Training & webinars





Combining Resources to Help Kentucky Small Businesses Win!

Solicitation Overview

What to look for, and how to respond!

Uniform Contract Format (UCF)

7

Uniform Contract Format (FAR 14.201-1)

- ❖ Format specified in FAR 14 & 15 for certain solicitations & contracts
- ❖ Facilitates preparation of solicitation & contract
- ❖ Includes sections for contract requirements and solicitation instructions
- ❖ Section L – instructions to bidders / offerors
- ❖ Section M – Evaluation

TABLE 14-1—UNIFORM CONTRACT FORMAT

SECTION	TITLE
Part I—The Schedule	
A	Solicitation contract form
B	Supplies or services and prices
C	Description/specifications
D	Packaging and marking
E	Inspection and acceptance
F	Deliveries or performance
G	Contract administration data
H	Special contract requirements
Part II—Contract Classes	
I	Contract classes
Part III—List of Documents, Exhibits, and Other Attachments	
J	List of documents, exhibits, and other attachments
Part IV—Representations and Instructions	
K	Representations, certifications, and other statements of bidders
L	Instructions, conditions, and notices to bidders
M	Evaluation factors for award

14.201-2 Part I—The Schedule.

The contracting officer shall prepare the Schedule as follows:

- (a) Section A, Solicitation contract form.
- (1) Prepare the invitation for bids on [SF 33](#), unless otherwise permitted by this regulation. The [SF 33](#) is the first page of the solicitation and includes Section A of the uniform contract format. When the [SF 1447](#) is used as the solicitation document, the information in subdivisions (a)(2)(i) and (a)(2)(iv) of this subsection shall be inserted in block 9 of the [SF 1447](#).
- (2) When the [SF 33](#) or [SF 1447](#) is not used, include the following on the first page of the invitation for bids:
- Name, address, and location of issuing activity, including room and building where bids must be submitted.
 - Invitation for bids number.
 - Date of issuance.
 - Time specified for receipt of bids.

Instructions, Conditions, and Notices to Offerors and Respondents

- ❖ Include solicitation provisions & other information and instructions to guide bidders/offerors
- ❖ May include bid or proposal preparation instructions
- ❖ May include Instructions regarding organization or format of proposal submissions
- ❖ May include Technical proposal preparation instructions

Evaluation factors for award

- ❖ IFB's -- Identify price related factors other than bid price to be considered in evaluating bids
- ❖ RFP's – Identify all significant factors (and subfactors) that will be considered in evaluations, and their relative importance

- ❖ FAR 52.212-1 Instructions to Offerors – Commercial Items (L)
- ❖ FAR 52.212-2 Evaluation – Commercial Items (M)

Solicitation Types

12

- ❖ Request for Quotations (RFQ)
- ❖ Commercial Items
- ❖ Invitation for Bids (IFB)
- ❖ Request for Proposals (RFP)

Type of Solicitation – Request for Quotations

13

RFQ: Simplified Acquisition (FAR 13), or
Commercial Item (FAR 13.5)

- ❖ Informal process up to \$150,000.00
- ❖ Commercial Item process up to \$7.0 Million
- ❖ May use procedures in FAR Parts 12, 13, 14, or 15

Type of Solicitation: Commercial Items

14

Commercial Items (FAR 12)

- ❖ May be either RFQ, IFB, or RFP
- ❖ Can use procedures of either FAR 13, 14, or 15
- ❖ Solicitation documents may or may not be available

Type of Solicitation: Invitation for Bids

15

IFB: Invitation for Bids (FAR 14)

Structured process to :

- ❖ Solicit Competitive bids
- ❖ Conduct Public bid openings
- ❖ Award on basis of price & price related factors

Type of Solicitation – Request for Proposals

16

RFP: Request for Proposals (FAR 15)

-- Uniform Contract Format (FAR 15.204-1)

Structured process to :

- ❖ Solicit Competitive / sole source negotiated proposals
- ❖ No public bid opening – rather evaluation & selection process
- ❖ Award on basis of price, technical, past performance, or other factors (Best value, LPTA)

Sample solicitations

17

- ❖ Sample Commercial item solicitation:

https://www.fbo.gov/index?s=opportunity&mode=form&id=4b0ffe58a3580c8632a9c51d6dc6d934&tab=core&_cview=0

- ❖ Sample IFB

- ❖ Sample RFP

Questions?

18

Please ask questions in the chat room.

Contact Information:

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THANK YOU!

19

Next Week's Webinar...
Overview of Procurement
Stages!

Feedback: KYPTACinfo@kstc.com

