

US Army Corps  
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**ARMY STRONG.™**

# Pre/Post Award Lessons Learned



THE SELECTION COMMITTEE



# Pre-Award Lessons Learned

- **Read** the solicitation carefully; each solicitation stands on its own.
- **Ask questions** during the solicitation phase. Ensure that you understand what is required by the solicitation.
- Read the solicitation **prior to the pre-proposal meeting**.
- Know which **evaluation criteria** are more important than others; the relative weights of the criteria are in the solicitation. Know the importance placed on technical merit versus cost/price as stated in the solicitation.
- Know the **basis of award** as discussed in the solicitation:
  - ▶ Technically-Acceptable, Lowest-Price or the Trade-Off method.
  - ▶ With or without discussions (may not get a chance to improve your proposal)
- To reduce risk, the Government looks for past experience relevant to the work required by the Statement of Work/Specifications. Therefore, **technical experience** that qualifies a firm to do the work described in the solicitation is most valuable.
- If your firm is lacking in experience in an area of work, you may **consider joint ventures or teaming** as a subcontractor with a firm who gets an award in order to gain experience.
- Do not fill the proposal with "fluff"; the source-selection board is **not looking for marketing brochures**. Respond thoroughly in the technical proposal to each factor and sub-factor listed in the solicitation with substantive information directly relating to the factors and subfactors. Missing information results in a deficiency. .
- Take **page limits** seriously!
- Highlight and deficiencies up front and **understand the risk**.



# Pre-Award Lessons Learned

- **Format** your technical proposal factor by factor, subfactor by subfactor as listed in the solicitation. If your response to a factor or subfactor is a repeat of information you have in another area in the technical proposal, offerors may cross reference but make sure it is very clear. **Don't make the Board search** for the information.
- The cost/price and technical proposals **are two separate documents**. Do not cross reference between them. All information asked for by the RFP should be contained in the technical or cost/price proposal as required even if there appears to be duplication.
- Prepare cost/price proposals as stated in the solicitation. Ensure that all required forms and documents are completed as indicated and are furnished with the proposal. Include all detail necessary to clearly substantiate prime and subcontractor labor rates, other direct costs, and markups proposed. **Detail is key in your cost / price proposal**. More detail is better than less.
- Respond fully to discussion questions/issues (if the Government elects to enter into negotiations). Ask for clarification if the Government's questions are not clear.
- Write your proposal as if you have never done business with the Government or Tulsa Dist. **Do not rest on the assumption we know your firm** and what your capabilities are. Past information and experience with your firm can not be used in the evaluation of your firm's technical proposal (with the exception of the factor for past performance) or cost/prices.

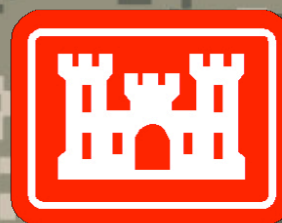




# Post-Award Lessons Learned

- **Read the contract** carefully and thoroughly!
- Understand the **importance of submittals** required before notice-to-proceed is issued. Delays in submittals do not constitute a valid delay of schedule.
- Identify any problems you may have with **contract reporting requirements** such as Resident Management System early in the process.
- Attend site visits, ask questions, and **seek clarification** of any unclear aspects of the Statement of Work.
- The Government staff on site must balance the development of and assistance to small businesses with customer requirements **quality and schedule**.





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# Regional Planning and Environmental Center (RPEC)





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Kathy Mitchell FTW  
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# AOR Coordination

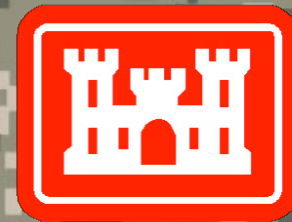
- The RPEC is responsible for all environmental work within the SWT, SWF, and SWG boundaries.
- All work that physically occurs outside of the SWD boundaries must be coordinated through the Division Office POCs.
- Exceptions include programs for which there is an MOU or MOA in place.



# RPEC Acquisition Update

- SB Environmental A-E (Award by end of April)
- LB Environmental A-E (Award by end of April)
- Unrestricted MEGA Remediation Services (ERS) MATOC (Award NLT 1<sup>st</sup> quarter FY16)
- 8(a) C-type contract for Fort Bliss Haz Waste Support
- 8(a) ECS MATOC IDIQ (FY16 Award, market research this FY)
- SB/LB ERS MATOC IDIQ (FY16 Award)
- C-type acquisition for Fort Wingate (FY16 Award, business class TBD)





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