

# Welcome to FY16 Meet-the-Corps Day



# Today's Schedule

- 1000 Welcome and Industry Introductions (I)
- 1015 Support Team Updates
  - ▶ SAME OK-Combined Post
  - ▶ Vocational Rehabilitation and Employment Office, Veterans Affairs
  - ▶ Small Business Administration
  - ▶ OK Procurement Technical Assistance Centers
  - ▶ Tulsa Technology Center
- 1100 Industry Intro (II) and Tulsa District Brief
- 1200 Industry Intro (III) and Break/Lunch
- 1215 Breakout Sessions
  - ▶ 1) Top 5 Things Contractors Need to Know (Charlie Thurman-TAFB, Mike Nance-Tulsa Res Office, Rick West-Fort Sill Area Office
  - ▶ 2) Regional Planning and Environmental Center Update
- 1330 Face-to-Face with Tulsa District and Large Businesses
- 1630 Event Completion
- 1530-1730 Extended Networking Session – Los Cabos



# U.S. Army Corps of Engineers

## Tulsa District

### FY 16 Meet-The-Corps Day

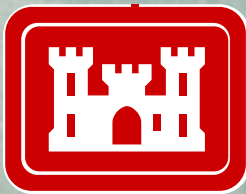
COL Richard Pratt  
District Commander

Lee Conley  
Deputy District Engineer,  
Program Management

Ken Kebbell  
Chief Military and Interagency  
Environmental Branch, Regional  
Planning and Environmental Center

Gene Snyman  
Small Business Deputy

10 February 2016



US Army Corps of Engineers  
BUILDING STRONG



# Agenda

- FY15 Flood Fight (COL Pratt, Tulsa District Commander)
- Overview (Lee Conley, Director of Program Management)
  - ▶ Civil Trends
  - ▶ Military Trends
- Work Areas
  - ▶ Architecture/Engineering
  - ▶ Military – MILCON
  - ▶ Military – Sustainment, Renovation, Modernization
  - ▶ Civil – Construction
  - ▶ Civil – Service
  - ▶ Environmental (Ken Kebbell, Military and Interagency Environmental Branch, Regional Planning and Environmental Center)
- Small Business (Gene Snyman, Deputy for Small Business)

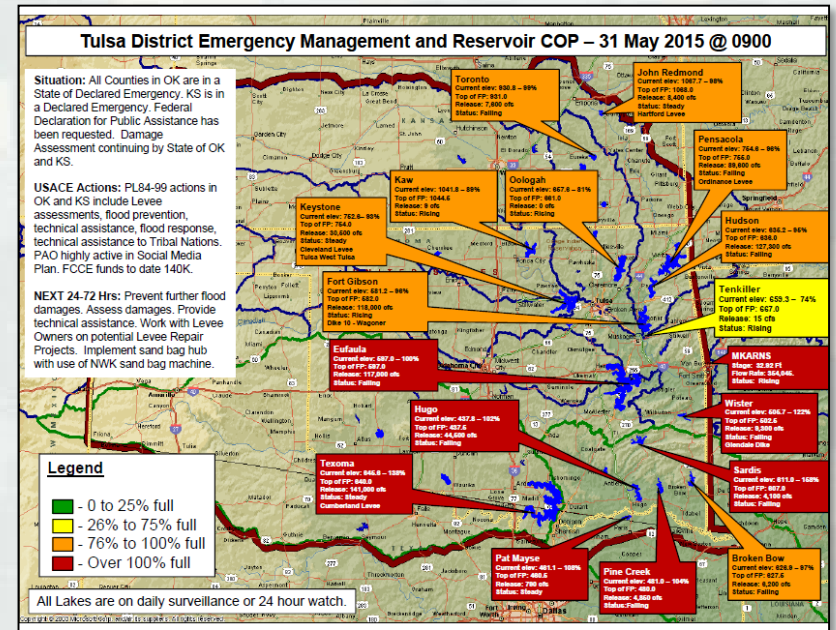
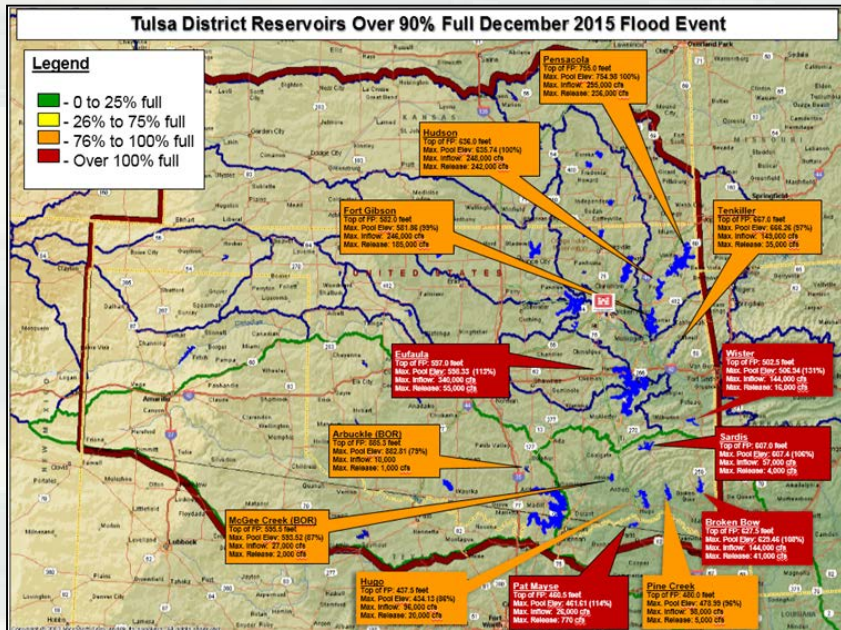


**AUXILIARY SPILLWAY**    **CONSERVATION POOL**    **TANTIER GATES**  
**UNCONTROLLED RUNOFF**  
**HYDROPOWER**    **SERVICE GATES**  
**LOW FLOW GATE**    **INACTIVE POOL**  
**REGULATING STAGE**    **MEGA WATTS**  
**OKLAHOMA**  
**C**    **ACRE-FT**    **REGULATING FLOW**  
**F**    **FLOODING**    **F**  
**S**    **SURCHARGE OPERATIONS**    **E**  
**CUBIC FEET PER SECOND**    **E**  
**FLOOD POOL**    **T**

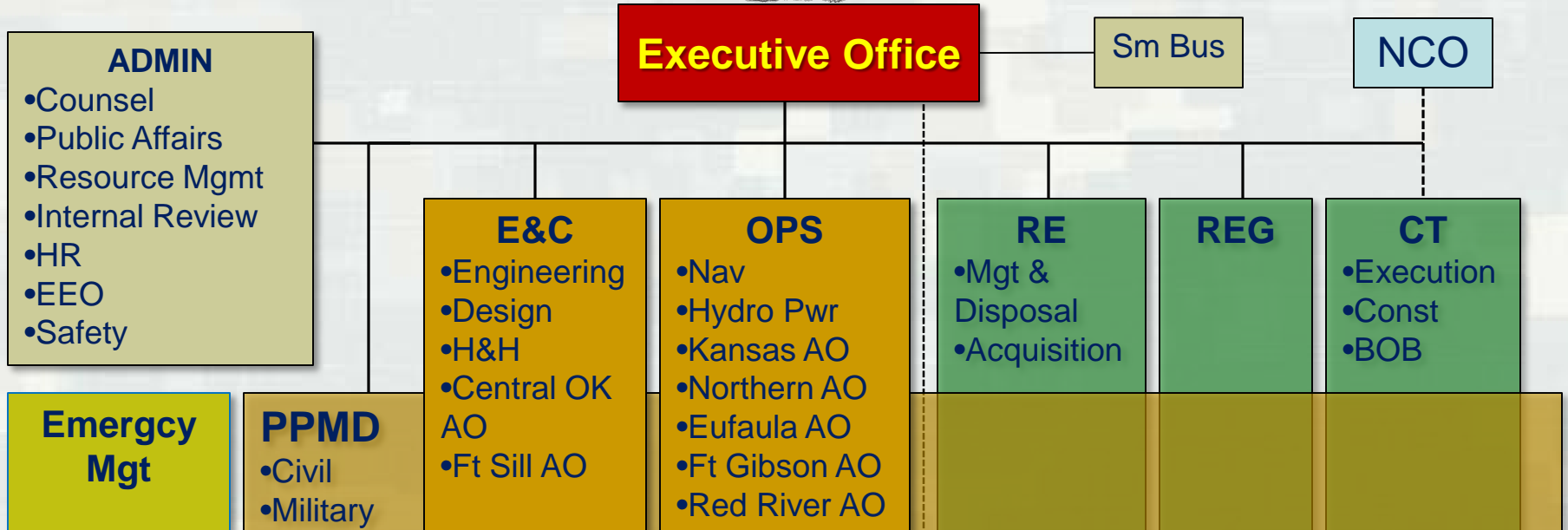
**Tulsa District**  
**COL Richard Pratt**



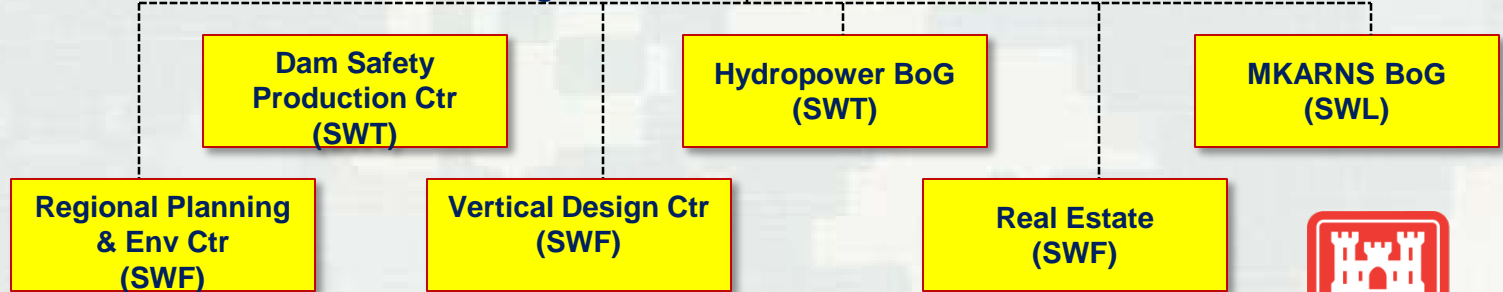
# 2015 Flood Risk Management



# SWT Organization



## Southwestern Division Regionalization



- AO-Area Office
- BOB-Business Oversight Branch
- BoG-Board of Governance
- CT-Contracting
- EEO-Equal Opportunity
- EM-Emergency Mgmt
- Env-Environmental
- H&H-Hydraulics and Hydrology
- HR-Human Resources
- MKARNS-McClellan-Kerr Arkansas River Navigation System
- Nav-Navigation Office
- NCO-National Contracting Organization
- OPS-Operations Div
- PPMD-Programs & Project Mgmt
- REG-Regulatory
- RE-Real Estate



# Tulsa District



- 700 people



- Arkansas River and Red River Basins in Oklahoma, Southern Kansas and Northern Texas



- Major Missions of the Corps of Engineers

- War Fighting
- Navigation
- Hydropower
- Flood Control (Flood Risk I
- Military Construction
- Regulatory/Environmental
- Homeland Security





# Tulsa District Program Priorities

- ✓ Strategic communications and exceptional stakeholder relationships
- ✓ KC46A bed down mission with Depot maintenance mission at Tinker AFB, and training mission at Altus AFB, with aircraft scheduled to arrive MAR 2019
- ✓ Sustainment, Restoration and Modernization (SRM) support for Army, Air Force and Interagency Support customers
- ✓ Improve the resiliency and reliability of our Civil O&M Project by reducing the critical backlog maintenance
- ✓ Support Regional Planning Initiatives to maximize water resources reliability





# Military Mission



- Engineering
- Construction
- Installation Support
- Environmental Management



KC 46A Program  
Altus AFB



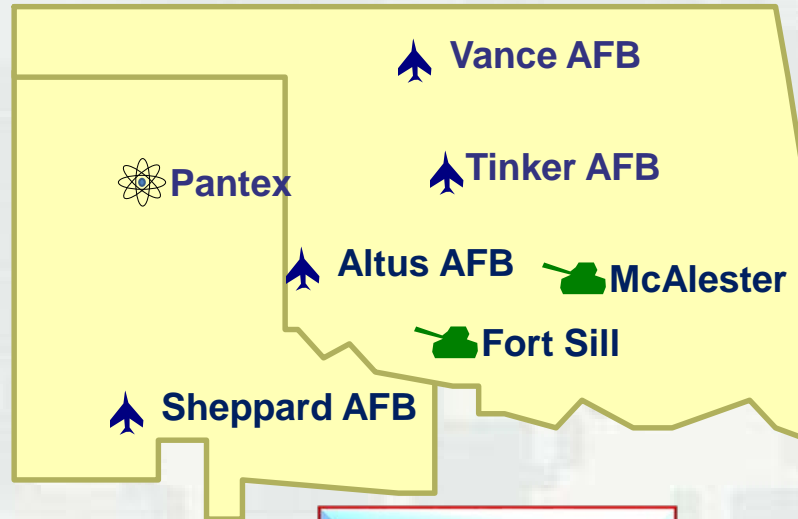
Control Tower  
Vance AFB



Medical Facility  
Tinker AFB



ENJPT Training Facility  
Sheppard AFB



Reserve Center  
McAlester Army  
Ammunition Plant

Air Defense Artillery School  
Fort Sill



**BUILDING STRONG®**

# Tulsa District Military Program Trends

- Military Construction (MILCON)
  - KC46a (Tinker AFB; Depot Maintenance & Altus AFB; Training)
  - Defense Logistics Agency Support at Tinker AFB
  - FT Sill TRADOC mission
- Sustainment , Renovation, Modernization (SRM)
  - More centralized management by the Army/AF
  - Trends; Large Building Renovations, Airfield Pavement Work & Small short duration projects
  - Becoming Larger part of the USACE Military Program
- Interagency and International, Support Program (IIS)
  - Support to National Nuclear Security Agency at PANTEX
  - New Customers; Veterans Affairs (National Cemetery Administration) and 63rd Army Reserves





# Civil Works Mission



## Water Supply

- 50% of Corps water supply contracts
- 18 lakes, 104 water supply customers
- 2.2 million people served



Tenkiller Lake

## Water Quality

- Enhances municipal, industrial, irrigation usage
- Protects endangered species
- Improves degraded streams



Red River Chloride, Area VI



Webbers Falls Turbine

## Hydroelectric Power

- 8 power plants produce 585,000 kw capacity
- Generates power to 8 million customers



Honors Cottage, Skiatook Lake

## Recreation

- 267 recreation areas at 33 projects
- 22.5 million visitors in 2012



## Inland Navigation (MKARNS)

- 5 locks & dams
- 3 major ports



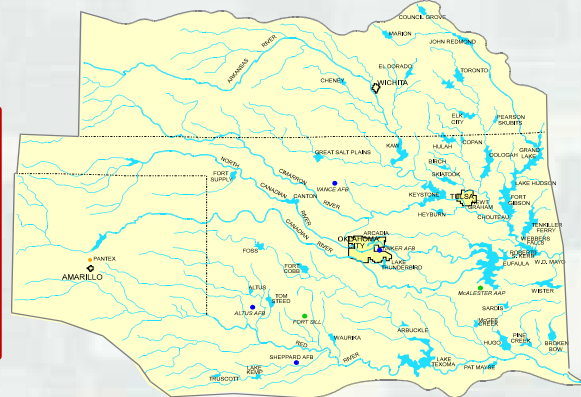
**BUILDING STRONG®**

## Flood Risk Management

- 38 Corps dams + 10 others
- 15,950,000 acre feet of flood storage
- Arkansas River Basin: \$11,144B in cumulative flood damage reductions
- Red River Basin: \$1,936B in cumulative flood damage reductions



Grand Lake



## Environmental Stewardship

- Tenkiller Low Flow Pipe
- Supersaturated Dissolved Oxygen System (SDOX)





# Tulsa District Civil Works Trends

- Investigations
  - Feasibility – Arkansas River Corridor Feasibility Study
  - Planning Assistance to States - \$10M National Limit
    - SWT Total PAS program for FY16 is \$807,000
- Construction
  - Continuing Authorities Program – Luther Road
  - Dam Safety Rehab – Canton and Pine Creek
  - Hydropower Rehab – Customer Funded – Webbers Falls and Denison
- Operations and Maintenance
  - Aging infrastructure, but limited funding



# Architecture/Engineering

- Access
  - ▶ FY 15 – 175 AE (not Env) Contract Actions obligating \$17.7M
  - ▶ District continues to award AE requirements generally through IDIQ contracts.
  - ▶ Build exposure and local experience through teaming
- Current Capacity
  - ▶ Full Suite of AE contracts were established in 2015 with 5 year Periods of Performance
- Future Capacity
  - ▶ TBD through the District Acquisition Strategy Board process
- Future Work
  - ▶ MILCON, SRM, Civil Works Construction/Services



# MILCON

## ▪ Access

- ▶ **MILCON acquisition strategy based on complexity**
  - Sources Sought to determine set asides
- ▶ **Less complex discrete projects set aside competed or negotiated IDIQ**

## ▪ FY 15 MILCON

- ▶ TAFB/KC-46A TWO-BAY Depot Maint Hangar \$50-\$100M UR (Adv) Feb-16 (Awd) Jul-16
- ▶ TAFB Heat Recovery Controls \$1.5-\$5M SB (Adv) Mar-16 (Awd) Jul-16
- ▶ SAFB/Convert circuit 6 \$10-\$25M SB (Adv) 25-Jan (Awd) 4QFY16

## ▪ FY 16 MILCON

- ▶ TAFB/Air Traffic Control Tower \$10-\$25M UR (Adv) 4QFY16 (Awd) 1QFY17
- ▶ TAFB KC46A Depot Main Dock \$15-\$45M TBD (Adv) 4QFY16 (Awd) 4QFY16
- ▶ Fort Sill/Training Support Facility \$10-\$25M SB (Adv) 1QFY17 (Awd) 1QFY17
- ▶ Fort Sill/Reception Barracks Complex \$50-\$100M UR (Adv) 1QFY17 (Awd) 2QFY17
- ▶ Fort Sill TBUP Renovation (SRM) \$35-\$60M UR (Adv) 4QFY16 (Awd) 4QFY16
- ▶ AAFB/120-Man Dormitory \$10-\$25M TBD (Adv) 1QFY17 (Awd) 3QFY17

## ▪ FY 17 MILCON

- ▶ TAFB/Systems Integration Lab \$10-\$25M TBD (Adv) 1Q17 (Awd) 3Q17
- ▶ SAFB/Medical Dental Clinic \$50-\$100M UR (Adv) 2Q17 (Awd) 4Q17
- ▶ AAFB/KC-46 FTU FTC Simulator Fac Ph II \$10-\$25M TBD (Adv) 1Q17 (Awd) 2Q17



# Sustainment, Renovation, Modernization (SRM)

## (Tinker AFB, Vance AFB, Sheppard AFB, Altus AFB, Ft. Sill)

- Access
  - ▶ Most SRM requirements awarded through existing IDIQs
  - ▶ Reputation gained through local experience important
  - ▶ Build experience
    - Teaming and Subcontracting
    - Other federal and installation contracts
  - ▶ 8a, HUBzone, WOSB, SDVOSB designation; discriminators that tip the scale
- Current Capacity (After FY16)
  - ▶ Several expiring MATOCs, SATOCs, and POCAs in FY15. The District will be at risk for EOY FY16 capacity until new contracts are in place.
  - ▶ District in final approval stage for a \$550M 5-year Programmatic D/B Construction Plan
- Future Capacity
 

			(Adv)	(Solicitation #)	(Awd)
▶ <b>D/B MATOC (NAICS 236220)</b>	<b>\$49.5M</b>	<b>SDVOSB</b>	<b>2QFY16</b>	<b>W912BV-16-R-0074</b>	<b>3QFY16</b>
▶ <b>D/B MATOC (NAICS 236220)</b>	<b>\$49.5M</b>	<b>HZ</b>	<b>2QFY16</b>	<b>W912BV-16-R-0073</b>	<b>3QFY16</b>
▶ <b>D/B MATOC (NAICS 238220)</b>	<b>\$49.5M</b>	<b>EDWOSB</b>	<b>2QFY16</b>	<b>W912BV-16-R-0075</b>	<b>3QFY16</b>
▶ <b>D/B SATOC (NAICS 236220)</b>	<b>\$25M</b>	<b>8a</b>	<b>2QFY16</b>	<b>W912BV-16-R-0076</b>	<b>3QFY16</b>
▶ <b>D/B SATOC (NAICS 236220)</b>	<b>\$25M</b>	<b>8a</b>	<b>2QFY16</b>	<b>W912BV-16-R-0077</b>	<b>3QFY16</b>
- Future Work
  - ▶ Total FY16 Planned SRM \$110M





# Civil Works (Major/Minor Maint)

- Access
  - ▶ Often open competed contracts due to specialized work
  - ▶ Respond to Sources Sought
  - ▶ Team with specialists
- Current Capacity
  - ▶ Three Civil Works POCAs in FY16 (Contractors already identified)
  - ▶ All FY16 D/B Construction capacity may be used if appropriate
- Future Capacity
  - ▶ Additional POCA contracts planned for FY17/18.

- FY 16 Schedule Maintenance Work

▶ <b>Texoma Lake, OK</b>	<b>Cumberland Levee PH II Repair</b>	<b>\$5M-\$10M</b>	<b>TBD</b>
▶ Texoma Lake, OK	Replace Service Gate Hoist	\$1-\$5M	SB
▶ Canton Lake, OK	Repair Sluice Gates	\$1-\$5M	SB
▶ Canton Lake, OK	Road Paving	\$1-\$5M	SB
▶ El Dorado Lake, KS	Rplc Two Service Gates	\$1-\$5M	UR
▶ Marion Lake, KS	Rpr Bridge Spillway Box Girders	\$1-\$5M	SB
▶ Webbers Falls L&D, OK	Rpr Miter Gates	\$1-\$5M	SB
▶ Hulah Lake, OK	Rpr 6 Tainter Gates	\$1-\$5M	SB
▶ Canton Lake, OK	Toe Drain Channel	\$1-\$5M	SB
▶ Yukon, Ok	Yukon Waterline & Water Tower	\$1-\$5M	SDVOSB
▶ Canton Lake, OK	Blain Park Remediation	\$1-\$5M	TBD



# Civil Works (Service)

- Access

- ▶ Good way to gain experience with the district as stepping stone to other work
- ▶ Do your homework –
  - Who are the POCs? Operation Project Managers, Lake Managers
  - What specifically needs to be done?
  - When will the cycle (1+4) on that contract come available? Normally all awarded by 2<sup>nd</sup> QTR
  - Where is the work; go visit site and ask questions
  - How will it be advertised? SB set-aside for all work under \$150k
- ▶ Talk to SB Deputy/Lake Managers

- Current Capacity

- ▶ Typically do not use IDIQ contract for area service requirements.

- Future Work (FY16)

- ▶ Copan Lake (In FBO)      PCMC      \$150k-\$1M
- ▶ Kaw Lake                      PCMC      \$150k-\$1M
- ▶ Marion Reservoir (KS)    PCMC      \$150-\$1M
- ▶ Oologah Lake                PCMC      \$150k-\$1M
- ▶ Skiatook Lake                PCMC      \$150k-\$1M



# Environmental

- Access
  - ▶ Majority of requirements awarded through existing IDIQs and MATOCs
  - ▶ Reputation gained through Army/Air Force customer experience important
  - ▶ Build experience in main environmental program areas e.g. Environmental Quality, Restoration (including MMRP)
    - Teaming and Subcontracting
    - Other federal and installation contracts
- Current Capacity (SWT)
  - ▶ AE
    - FY15 UR Env Services x 3, FY15 SB Env Services x 3
  - ▶ Services
    - FY 11 UR ERS x 5, SB Env Services x 3, SB ERS x 7,

- Future Capacity

▶ PBR Parcel 3 Closure	\$100-\$150M	UR	(ADV) TBD	(AWD) 2Q
▶ IDC SATOC for Hazardous Waste	\$9.9M	SB	(ADV) TBD	(AWD) 2Q
▶ Env AE Svcs (Master Planning)	\$49.90	SB/LG	(ADV) 4QFY16	(AWD) 1QFY17
▶ MEGA ECS	\$60M	8a	(ADV) TBD	(AWD) 4Q
▶ MEGA ERS	\$45M	SB	(ADV) TBD	(AWD) 4Q
▶ AE for Iwakuni (Master Planning)	\$9.9M	TBD	(ADV) TBD	(AWD) 4QFY16



# Small Business Advice

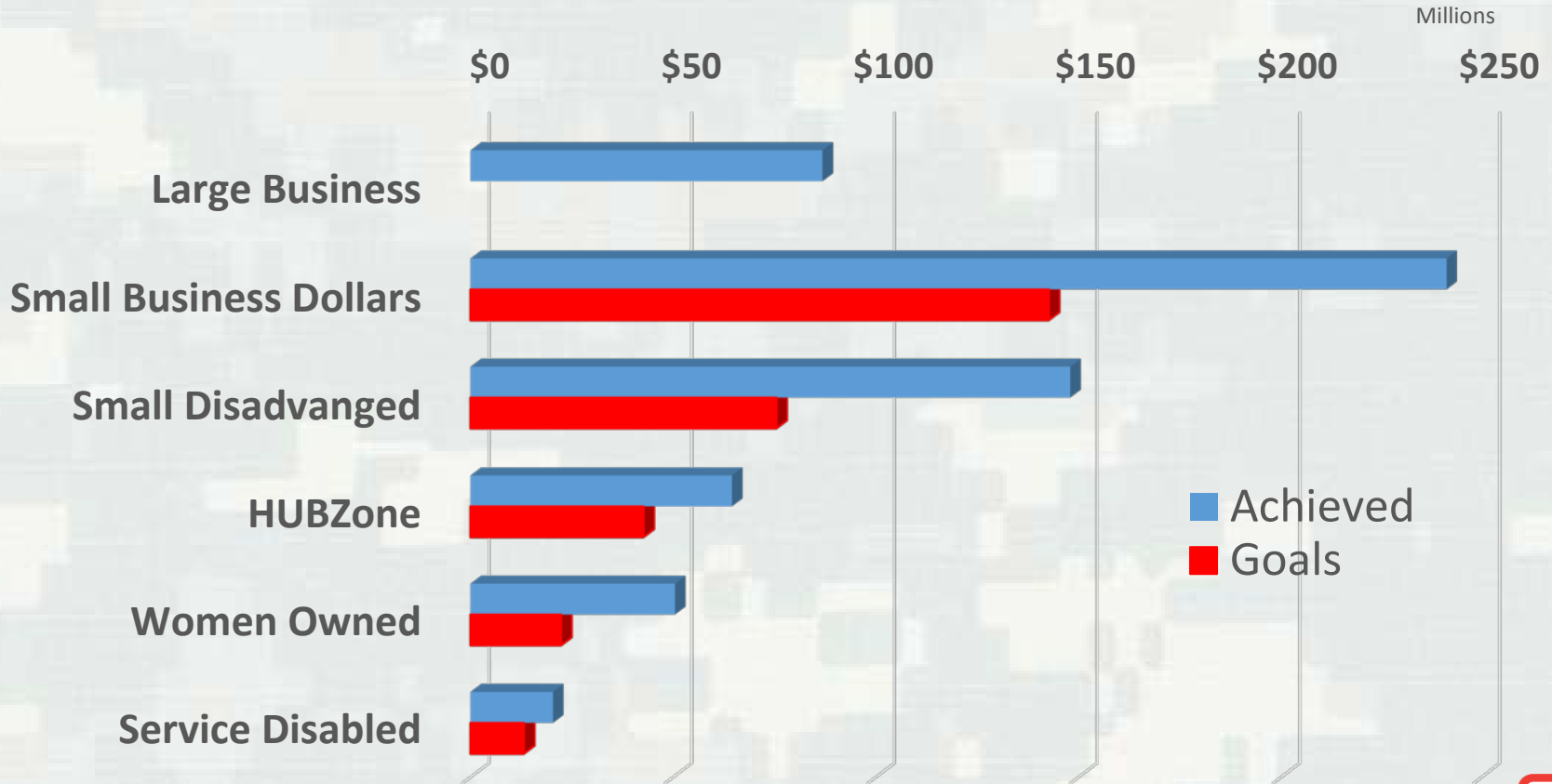


- Start Small and Be Patient
- Don't Over-Commit
- Build experience through teaming and subcontracting
- Consider Multiple Certifications
- Build Relationships - Get to Know SBD and PMs
- Use Procurement Technical Assistance Program
- Network through SAME
- "W912BV" in Federal Business Opportunities ([www.fbo.gov](http://www.fbo.gov))
- Safety is Critical
- Subcontracting Plan Matters

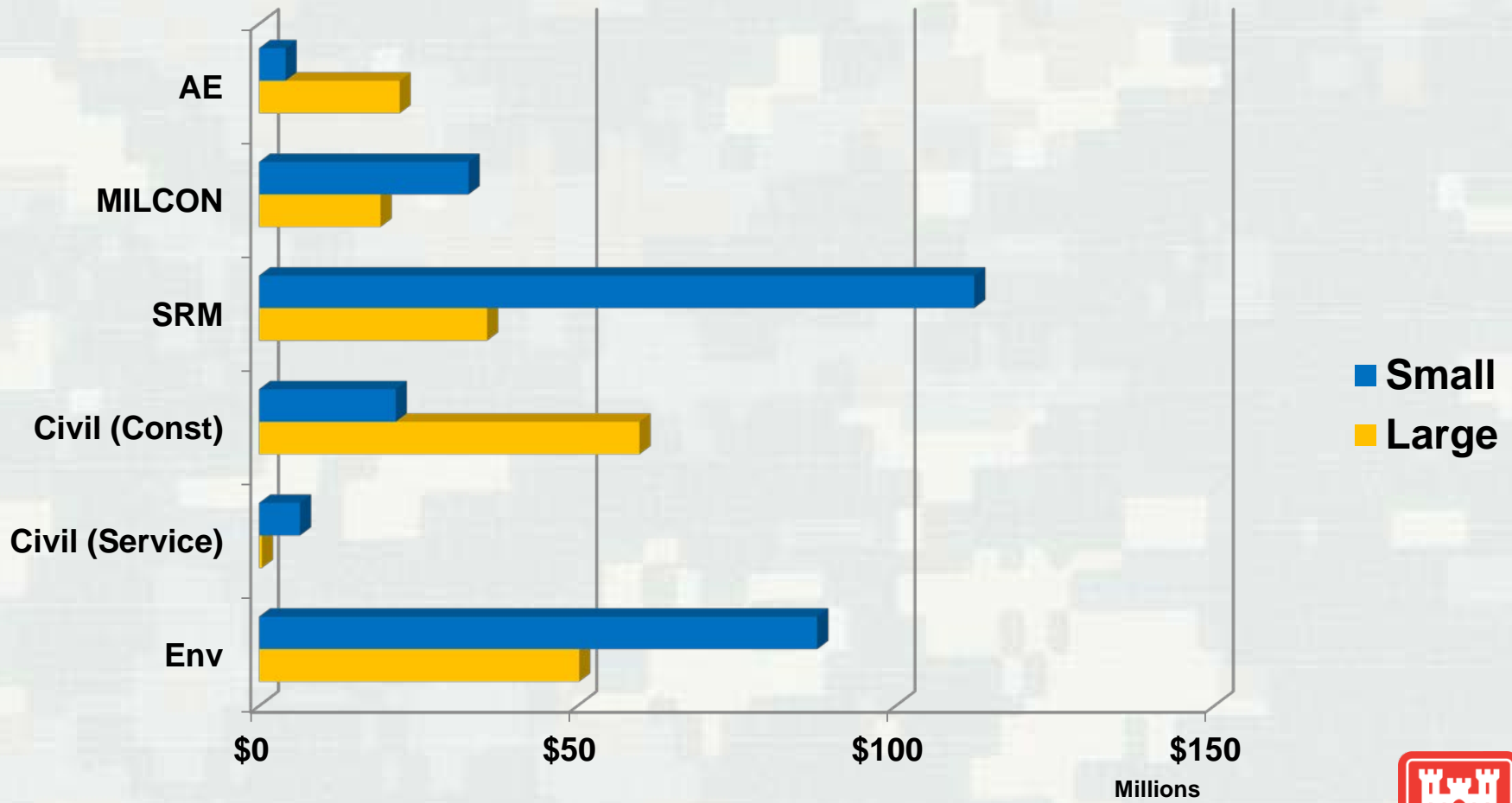


# SWT FY15 SB Goals Achieved

FY 15 Obligations



# FY 14 Business Size by Work





SAME  
Membership

Drink Station

Jerry Cummings  
Bill Smiley  
Ken Kebbell  
Loretta Turner

Safety RPEC  
EM

Scottie Fiehler  
Brenda Anderson  
Robert (Woody) Reed  
Amy Feemster

RPEC CT

Diane Ciance  
Bert Peterson  
Anderson, Wade

CT DSPS

Allinder, Ashley  
Warren, Clif  
West, Richard  
Hughes, Todd

E&C Ft. Sill

Woodham, Wade  
Michelle Lay  
Beard, Patrick  
Angela Hughes

Const Civil PM

Angela Hughes  
Thurman, Charlie  
Hudson, David

TAFB SAFB

J. Knack (Eufaula)  
D. Roberts (Ft. Gibson)  
A. Ryan (Eastern Area)

Operations

E Goff (Eastern Area)  
M. Ellison (Red River)  
Earl Groves  
John Marnell

Operations

Burns & McDonnell  
HDR  
Mead & Hunt  
CH2M

Gold Sponsors

AECOM  
Ross Group  
Garver  
Geo Consultants

Silver Sponsors

Leidos  
Arcadis  
Cynergy  
EMH Marketing

Silver Sponsors

Guernsey  
Kiewit  
Northwind  
Pika

Silver Sponsors

Harrison, Walker & Harper  
Rich & Carmill  
SWCA Env Con  
Skanska

Terry Glendening  
Sharon Caldwell  
Angela Cash(Tulsa)  
Terry Shook (OKC)

VR&E SBA  
PTAC

Seating

Seating

Seating

Stage

Drink Station



**BUILDING STRONG®**

# Questions?

Gene Snyman

[gene.snyman@usace.army.mil](mailto:gene.snyman@usace.army.mil)

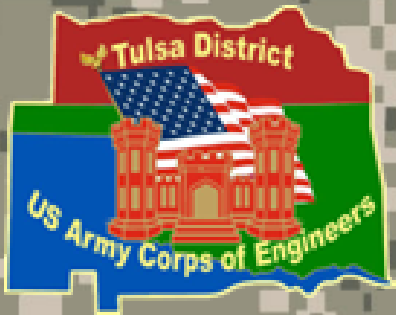
918-669-7010



---

**BUILDING STRONG®**





US Army Corps  
of Engineers®

**ARMY STRONG.™**

# Regional Planning and Environmental Center (RPEC)



**Regional Planning & Environmental Center  
M2K1000 (PEC)  
Director, Eric Verwers FTW**

RPEC Deputy Director  
Rob Newman FTW

Deloris Greenwood FTW  
Karly Kneeling FTW

**Environmental Technical  
Services Branch  
M2K1200 (PEC-T)  
Chief, Kevin DaVee FTW**

**Business & Financial Mgmt  
Section  
Chief, Rob Giacomozzi FTW**

Jonathan Butler FTW  
Allen Bassett FTW  
Amanda Cox FTW  
John Kaitala FTW  
Annette Young FTW

**Military and Interagency  
Environmental Branch  
M2K1300 (PEC-E)  
Chief, Ken Kebbell TUL**

**Planning Branch  
M2K1400 (PEC-P)  
Chief, Diana Laird GAL**

**Mil Munitions & Environmental  
Restoration Section  
M2K1220 (PEC-TM)  
Chief, Traci Fambrough FTW**

Marcia Cannon FTW

Tim Bohannon FTW  
Carlos Duarte FTW  
Christopher Graber FTW  
Eric Kirwan FTW  
Angela Lane FTW  
Houston Lee FTW  
DJ Myers FTW  
Suzanne Simpson FTW  
Mike Slavens FTW  
Sam Slover FTW  
Jackie Smith FTW  
Barry Vercoe FTW  
VACANT (2)

**Environmental Engineering &  
Compliance Section  
M2K1210 (PEC-TE)  
Chief, Vacant FTW**

Dave Bowersock FTW  
Daniel Grisham TUL  
John Hickman TUL  
Steve Martin FTW  
Sarah Otto FTW  
Mike Scoville FTW  
Penni Walker TUL  
Eric Lam FTW  
VACANT

Robert Thurman TUL  
Lori Hodges TUL

**Air Force/Interagency  
Environmental Section  
M2K1310 (PEC-EE)  
Chief, Loretta Turner**

Jeff Brewer TUL  
A. Edwards-Phillips TUL  
Brad Hull TUL  
Diedrie Hurd TUL  
Tyler Jones TUL  
Lori Kruse-Johnson TUL  
Anthony Ruby TUL  
Susan Trussell TUL  
Ginger Wilkins TUL  
VACANT (2)

Patricia Brannan GAL  
Jeri Adams FTW

**Plan Formulation  
Section M2K1440 (PEC-PF)  
Chief, Sheridan Willey GAL**

Jodie Foster FTW  
Cheryl Jaynes GAL  
Lauren Kruse FTW  
Eugene Lilly TUL  
Marc Masnor TUL  
Rick Thomas TUL  
Ellie Covington GAL  
VACANT (4)

**Army Environmental & FUDS  
Section M2K1320 (PEC-EF)  
Chief, Scottie Fiehler TUL**

Suzanne Beauchamp TUL  
Mark Blair FTW  
Grady Greene TUL  
David Jones TUL  
Frank Roepke TUL  
Emily Seidel FTW  
Steve Smith FTW  
Aaron Williams TUL  
Richard Smith TUL  
Saqib Khan TUL  
Cynthia Kahn TUL  
Mike Flacone FTW  
VACANT (3)

**Master Planning  
Section M2K1420 (PEC-PM)  
Chief, Rumanda Young FTW**

Joey Ball FTW  
Vicky Hattingh TUL  
James Hill FTW  
Eric Irwin FTW  
Robert Morrow FTW  
Ed Murphy FTW  
Michael Robison FTW  
Ryan Shackelford FTW  
Jason Tackett FTW  
Susan Walters FTW  
Donald Wiese FTW  
Rhonda Fields FTW  
Suzan Ogut FTW  
Rebecca Ward FTW  
Leslie Slaughter FTW

**Economics  
Section M2K1430 (PEC-PE)  
Chief, Ed Rossman TUL**

Glenn Fulton TUL  
Julie Gibbs FTW  
Norm Lewis FTW  
Robert Needham GAL  
Jennifer Purcell FTW  
Christy Sorrels GAL

**ETS Deputy Branch Chief /  
NEPA/Cultural Resources Section M2K1230 (PEC-TN)  
Chief, Doug Sims FTW**

VACANT (1) FTW

**UNIT A**  
Carolyn Murphy, Chief GAL  
Danny Allen FTW  
John Campbell GAL  
Andrea Catanzaro GAL  
Amanda McGuire FTW  
Jennifer Morgan GAL  
Janelle Stokes GAL  
Jason Story FTW  
Nancy Parrish FTW  
Brandon Wadlington FTW  
Paul Roberts (DA) FTW

**Unit B**  
Charles McGregor, Chief FTW  
Melinda Fisher TUL  
David Gade TUL  
Marcia Hackett FTW  
Kathy Mitchell FTW  
Jack Mobley FTW  
Joseph Murphey FTW  
Jay Newman FTW  
Rebekah Sease FTW  
Zia Flossman (DA) FTW  
Bobby Shelton FTW

# 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 2016

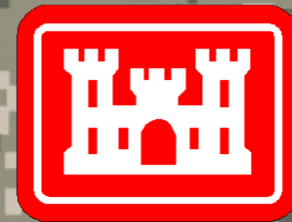
- LB Fort Wingate Parcel 3 Closure & Corrective Action  
~ \$100M (Award ~ JUL 2016)
- 8(a) EMS SATOC ~ \$9.9M (Award ~ JUL 2016)
- 8(a) ECS MEGA MATOC ~ \$60M
  - (Award ~ 2<sup>nd</sup> Qtr FY17)
- SB ERS MEGA MATOC ~ \$45M
  - (Award ~ 2<sup>nd</sup> Qtr FY17) by SWF Contracting Division
- LB Master Planning A-E ~ \$30M
  - (Award ~ 2<sup>nd</sup> Qtr FY17)
  - 2 or 3 contracts to be awarded



# RPEC Acquisition Update 2016

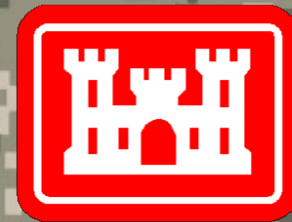
- SB Master Planning A-E ~ \$19.9M
  - (Award ~ 2<sup>nd</sup> Qtr FY17)
  - 2 or 3 contracts to be awarded
- SB Master Planning A-E for Iwakuni “C” Contract ~ \$9.9M (Award ~ Aug 2016)
- 8(a) SATOC for Fort Bliss Hazardous Waste Support ~ \$9.9M (Award ~ Aug 2016)





US Army Corps  
of Engineers®

**ARMY STRONG.™**



US Army Corps  
of Engineers®

**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**.

