Topics

- Cost Proposal Preparation
- Proposal Deficiencies
- Resources Available
Cost Proposal Preparation

• Review synopsis, solicitation, and changes
  – Check Federal Business Opportunities (FedBizOps.gov) regularly
• If interested, request to be added to the vendors list
• Review the entire solicitation, including all documents, forms, and instructions
• Contact the contracting officer with questions, comments, or to request additional information
  – Make sure you understand the requirement
  – Test the MS Excel pricing models
  – If something looks wrong, point it out for consideration
  – With your question, indicate relevant document, form, or instruction title; page number; and section

Approved for Public Release
16-MDA-8669 (17 May 16)
Proposal Deficiencies

- Proposal is not organized or indexed
  - Basis of Estimate (BOE) does not identify the Statement of Work or Performance Work Statement item
- Noncompliant with RFP instructions or requested format
  - Proposal does not address entire Statement of Work or all Performance Work Statement items
  - Proposal includes scope outside the government’s requirement
  - Missing electronic versions of prime and subcontractor cost proposals (Microsoft Word and Excel)
  - Cost/price analysis of subcontractor proposals not submitted with prime contractor’s proposal
  - Missed proposal due date
Proposal Deficiencies

• Lack of configuration management across volumes.
  – The values listed in Section B do not match the values listed in the MS Excel pricing model
  – Hours listed in the Technical volume do not reconcile with the hours listed in the Cost volume
  – Summary schedules do not clearly reconcile to supporting schedules

• General statements, rather than objective evidence, provided as justification for proposed amounts

• MS Excel workbook contains math or formula errors

• SBA affiliation is not current or accurate (classification...type of SB)

• Cage, duns, NAICS not provided
Resources Available

- The contracting officer listed on the solicitation
- MDA Small Business Office
- DCAA’s Information for Contractors: www.dcaa.mil
- DCAA Small Business Focus Point Contact
  - Phone: 571-448-2008
  - Email: SmallBusinessFocalPoint@dcaa.mil
QUESTIONS???