



*Office of Diversity
Management and Equal
Opportunity
(Contracting Basics)*

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TMT

Technology Management Training Group, Inc.

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“Today Molds Tomorrow”



Agenda



- Initial Considerations
- Getting Registered
- Finding opportunities
- Partnering
- Contract Preparation
- Resources
- Checklist
- Q&A



Initial Considerations

Contracts vs. Grants



- A contract is a legally binding document in which the parties make a promise to deliver a product or service in exchange for payment.
- A grant is when one party grants funds to another party to do something, in reasonable hopes that the task can be accomplished.



Initial Considerations Contracts



- **Firm Fixed Price** - A firm-fixed-price contract (FFP) provides for a price that is not subject to any adjustment on the basis of the venders cost experience in performing the contract. This contract type places upon the vender maximum risk and full responsibility for all costs and resulting profit or loss. It provides maximum incentive for the contractor to control costs and perform effectively and imposes a minimum administrative burden upon the contracting parties.
- **Cost Reimbursement** - Cost-reimbursement types of contracts (Cost Plus) provide for payment of allowable incurred costs (Direct and Indirect), to the extent prescribed in the contract. These contracts establish an estimate of total cost for the purpose of obligating funds and establishing a ceiling that the contractor may not exceed (except at its own risk) without the approval of the contracting officer.



Initial Considerations

Why work with the Federal Government?

Statistics FY 2017

➤ Over \$168.3B in contracts and \$377.8B in grants

➤ \$20B (1.9%)

Total Federal purchases of goods/services awarded to universities

Information obtained from: <http://www.usaspending.gov> and
<http://www.fedspending.org>



Initial Considerations

What DoD Spent (Contracts)



Search Data by Keyword Search Site
Enter Keyword Go
Advanced Data Search

- HOME
- ABOUT
- WHERE IS THE MONEY GOING
- REFERENCES
- DOWNLOAD CENTER
- CONTACT US

USAspending > Where Is the Money Going > Agency Summary

AGENCY PROFILE: DEPARTMENT OF DEFENSE

Department of Defense Fiscal Year 2017 Go

Total Funds Awarded - FY 2017
\$88,287,420,708

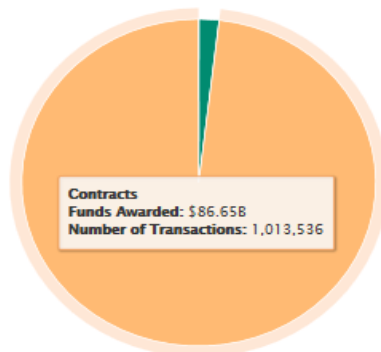
Total Number of Transactions - FY 2017
1,019,881

Total SubAward Funds - FY 2017
\$9,101,626,639

Total SubAward Transactions - FY 2017
17,927

MORE DATA FOR DEPARTMENT OF DEFENSE
» Assistance Awards
» Contracts Awards

TOTAL FUNDS AWARDED BY TYPE



Contracts
Funds Awarded: \$86.65B
Number of Transactions: 1,013,536

- Contracts
- Grants
- Other Financial Assistance

[Text View of Total Funds Awarded by Type](#)

TOP PRIME RECIPIENTS

Contracts	Grants	Other Financial Assistance *	
1. LOCKHEED MARTIN CORPORATION			\$11,398,583,939
2. GENERAL DYNAMICS CORPORATION			\$5,681,267,358
3. RAYTHEON COMPANY			\$4,233,510,560
4. THE BOEING COMPANY			\$3,547,845,081
5. BOEING COMPANY, THE			\$2,443,047,732
6. BECHTEL GROUP INC.			\$2,296,898,064
7. NORTHROP GRUMMAN CORPORATION			\$2,004,689,862
8. L-3 COMMUNICATIONS HOLDINGS INC.			\$1,923,082,205
9. BAE SYSTEMS PLC			\$1,798,436,777
10. Huntington Ingalls Industries Inc.			\$1,788,338,284

[Text View and More Details on All Contracts](#)



Initial Considerations

What DoD Spent (Grants)



ASSISTANCE DATA

Includes Grants, Loans, and Other Financial Assistance

Total Assistance Funds Awarded - FY 2017
\$1,639,846,954

Total Number of Assistance Transactions - FY 2017
6,345

Total Assistance Funds to SubAwardees - FY 2017
\$261,251,995

Total Assistance Transactions to SubAwardees - FY 2017
1,119

TOP PRIME RECIPIENT

1. HENRY M. JACKSON FOUNDATION FOR THE ADVANCEME	\$61,787,315
2. MILITARY AND VETERANS AFFAIRS, PENNSYLVANIA D	\$38,359,990
3. ADJUTANT GENERAL, INDIANA OFFICE OF	\$32,833,854
4. NATIONAL GUARD, ARKANSAS DEPARTMENT OF	\$31,542,353
5. NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY	\$30,318,483

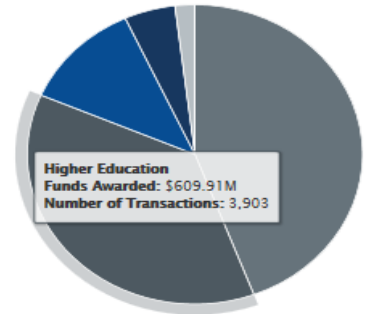
[Text View and More Details on All Prime Recipients](#)

TOP CFDA PROGRAMS

1. National Guard Military Operations and Maintenance (O&M) Projects	\$673,455,553
2. Basic and Applied Scientific Research	\$284,285,598
3. Basic Scientific Research	\$137,805,378
4. Air Force Defense Research Sciences Program	\$120,961,010
5. Military Medical Research and Development	\$109,829,358

[Text View and More Details on All CFDA Programs](#)

TOP PRIME RECIPIENT TYPES



■ Individual
 ■ Government
 ■ For-Profit Organization
 ■ Higher Education
 ■ Non-Profit Organization
 ■ Other

[Text View and More Details on All Prime Recipient Types](#)

TYPES OF ASSISTANCE

1. Cooperative agreement	\$1,062,706,873
2. Project grant	\$548,378,078
3. Other reimbursable, contingent, intangible, or indirect financial assistance	\$18,162,393
4. Block grant	\$8,023,890
5. Formula grant	\$2,075,822

[Text View and More Details on All Types of Assistance](#)



Initial Considerations

What DoD Budgeted for S&T 2017



- Science and Technology
 - ✓ FY 17 Budget - \$12.5B
 - ✓ Basic Research (6.1) - \$2.1B
 - ✓ Applied Research (6.2) - \$4.8B



Initial Considerations



What do Universities have that the Government wants?

- Products
 - ✓ Basic and Applied Research
 - ✓ People
 - ✓ Facilities

- Capability Statement – *Your University at a Glance*
 - ✓ Crisp and client focused
 - ✓ Name, address, website and POC
 - ✓ Core research description, experience, facilities and certifications
 - ✓ DUNs#, Cage code, and Primary NAICS codes
 - ✓ Past Performance 2-3 years from satisfied customers, or significant projects



Getting Registered

Where To Start



- Obtain a Data Universal Numbering System Number (DUNS)
- Register and Certify in System for Award Management (SAM)
- Determine the Product/Service Classification





Getting Registered

How to obtain a DUNS Number

- The DUNS number is a nine-digit number, issued by D&B, assigned to each business location in the D&B database, having a unique, separate, and distinct operation for the purpose of identifying them.
- You'll need this number to register with the System for Award Management (SAM)
- To Obtain a DUNS number:
 - ✓ Call DUNS & Bradstreet at (866) 705-5711
 - ✓ Or register online at <http://fedgov.dnb.com/webform/displayHomePage.do>
- Note: There is no charge for obtaining this number.





Getting Registered

System for Award Management (SAM)

- Required to do business with the federal government, or receive a contract award. (*Replaced CCR – Central Contractor Registration ORCA – Online Representations and Certifications Application*)
- What it does:
 - ✓ Assigns Commercial and Government Entity (CAGE) Code.
 - ✓ Allows you to get paid electronically (ETF)
 - ✓ Links to Dynamic Small Business Search
 - ✓ Allows you to manage your Representations and Certifications
- What it does not do:
 - ✓ Sign you up for procurement opportunities
- What you need to do:
 - ✓ Initial registration
 - ✓ Update annually

www.sam.gov





Getting Registered

Classifying Products/Services




- North American Industry Classification System (NAICS)
- What is it?
 - ✓ The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.
- Who assigns it?
 - ✓ The U.S. Census Bureau assigns one NAICS code to each establishment based on its primary activity (the activity that generates the most revenue for the establishment) to collect, tabulate, analyze, and disseminate statistical data describing the economy of the United States.
- Example: <http://www.census.gov/eos/www/naics/>



Finding Opportunities

Solicitations, Bids and Purchases

- Contract Purchasing Guidelines

<p>Credit Card Card holder's purchasing power is determined by their level of authority.</p> 	<p>\$3,000 to \$25,000 Agencies must solicit competitive quotes (non credit card purchases)</p>
<p>Greater than \$25,000 Must be advertised on fedbizopps.gov</p>	<p>Greater than \$650,000 Requires subcontracting plan</p>



Finding Opportunities

Government-Wide Point of Entry for Federal Procurement

- Federal Business Opportunities
- What is it?
 - ✓ The website where the government post its needs and vendors search for opportunities.

<https://www.fbo.gov>

The screenshot shows the homepage of the Federal Business Opportunities (FBO) website. The header features the logo for FEDBIZOPPS.GOV and the text "Federal Business Opportunities". Navigation tabs include Home, Getting Started, General Info, Opportunities, Agencies, and Privacy. A search bar at the top right indicates "Search more than 25,900* active federal opportunities." Below this is a search form with fields for Posted Date (Last 90 Days), Set-Aside Code (Any), Place of Performance (Any State or Territory), Type (Any), Keyword / Solicitation #, and Agency. A "Search" button is present. A note mentions "Additional criteria and multiple selections are available on the advanced search form." A "RECOVERY" section highlights actions funded by the American Recovery and Reinvestment Act, with buttons for "SEARCH RECOVERY OPPORTUNITIES" and "SEARCH RECOVERY AWARDS". A "SMALL BUSINESS EVENTS" section provides a link to learn more and a "SEARCH SMALL BUSINESS EVENTS" button. A "VENDOR COLLABORATION" section mentions the Vendor Collaboration Central Event Listing with a "VENDOR COLLABORATION" button. A "USER GUIDES" section lists links for Buyer, Vendor, Engineer, and Location / Agency Admin. A "DEMONSTRATION VIDEOS" section offers to learn about FBO features and functionality in on-line videos. Two main sections are visible: "Buyers / Engineers" and "Vendors / Citizens".

Buyers / Engineers
Government users may post, manage, and award opportunities.

Username: [View Opportunities](#)
No login is required to view opportunities.

Password: [Register Now](#)
[Password Reminder](#)
 [Recovery FAQs](#)

Vendors / Citizens
Vendors and citizens may search, monitor, and retrieve opportunities.

Username: [Find Opportunities](#)
No login is required to view opportunities.

Password: [Register Now](#)
[Password Reminder](#)
 [Recovery FAQs](#)



Finding Opportunities

Government-Wide Point of Entry for Federal Procurement

- Federal Business Opportunities
- What does it provide?
 - ✓ Pre-solicitations
 - ✓ Solicitations
 - ✓ Amendments/Modifications/Cancellations
 - ✓ Awards
 - ✓ Request for Information
 - ✓ Sources Sought
 - ✓ **Broad Area Announcements**
- Use as a market research tool



Finding Opportunities

Tips When Reviewing Solicitations



- Read the solicitation carefully – Read it again!
 - ✓ Know your market
 - ✓ Obtain a procurement history if available (FOIA)
 - ✓ Find out who was previously awarded the contract (ask the contracting officer)
 - ✓ Attend industry and opportunity days
 - ✓ Get clarifications through Q&A sessions from contracting officers
 - ✓ Consider cost, time, and relationship for bid decisions
 - ✓ Consider partnerships and teaming with Small and Large business



Finding Opportunities

Marketing Strategies



- Government Contracting *is* Business
 - ✓ Agency match/search and agency websites
 - ✓ Agency forecasts
 - ✓ Attend conferences and seminars
- Network
 - ✓ Professional Associations
 - ✓ Majority Universities
 - ✓ DoD Laboratories

<http://www.arl.army.mil>

<http://www.onr.navy.mil>

<http://www.wpafb.af.mil/AFRL/afosr/>



Partnering

- Team with industry, non-profit, for-profit and other universities
- Federal Small Business Contracting Goals:
 - ✓ 23% of prime contracts to small business
 - ✓ 5% of prime and subcontracts to SDB
 - ✓ 5% of prime and subcontracts to WOSB
 - ✓ 3% of prime and subcontracts to SDVOSB
 - ✓ 3% of prime and subcontracts to HUBZONE



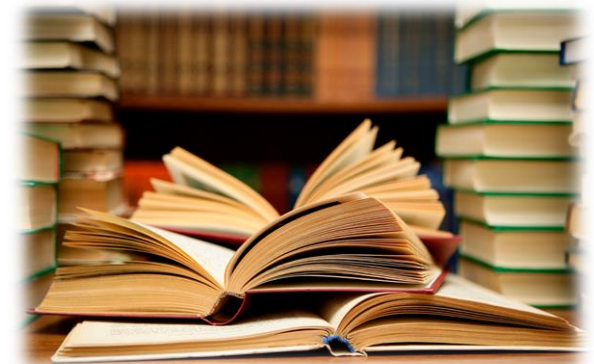
Contract Preparation & Administration



- Federal Acquisition Regulations (FAR)
 - Federal Acquisition Regulations (and Agency Supplements) establishes policies and procedures for acquisition
 - Title 48 of the Code of Federal Regulations
 - Divided into 53 **Parts**
 - Parts 1 – 51: Regulations
 - Part 52: Provisions and Clauses
 - Part 53: Forms
- Be familiar with and understand the FAR clauses in your representations and certifications (SAM).

Federal Site:

<http://www.acquisition.gov/far/>





Contract Preparation & Administration



- Factors for Contract Award (Responsiveness)
 - ✓ Did the bidder provide all the information requested?
 - ✓ Did the bidder respond to all sections requiring responses?
 - ✓ Did the bidder submit a sample, if requested?
 - ✓ Did the bidder acknowledge amendments?
 - ✓ Did the bidder submit their bid on time?



Contract Preparation & Administration



- Factors for Contract Award (Responsible)
 - ✓ Adequate financial resources?
 - ✓ Can comply with proposed delivery or performance schedule?
 - ✓ Satisfactory performance record?
 - ✓ Bidder has necessary organization, experience, accounting and operational controls and technical skills?
 - ✓ Bidder has necessary technical equipment and facilities?



Contract Preparation & Administration



- Factors for Contract Award (Payment)
 - ✓ Wide Area Work Flow (WAWF) – supports DoD receipt, acceptance, entitlement, and payment process.
<https://wawf.eb.mil/>
 - ✓ Prompt Payment – The due date for the Government to make an invoice payment is the 30th day after the designated billing office receives a proper invoice from the vender.



Resources

Contract Award

- If you are awarded a contract and *before you sign it...*
 - ✓ Review the terms and conditions
 - ✓ Review the deliverables and schedule
 - ✓ Review the period of performance
 - ✓ Review the payment and (contract line item number)CLIN structure for accuracy
- Timeline is imperative (contract kickoff)



Resources

Contract *Not* Award

- Timeline is still imperative
- Request a debriefing immediately
 - ✓ According to FAR 15.506 contact the contracting officer within 3 days
 - ✓ Learn what went wrong
 - ✓ Learn what went right
 - ✓ Don't expect them to compare you to the winner
- Protest (if appropriate)
 - ✓ Improper Award
 - ✓ May happen at three different levels
 - Agency
 - Government Accountability Office (GAO)
 - U.S. Court of Federal Claims



Resources

Freedom of Information Act (FOIA)

- The goal: transparency in the federal procurement and acquisition
- FOIA Request
 - ✓ Use as a research tool
 - ✓ Agency has 20 business days to respond and additional time to provide requested documents
 - ✓ The agency may charge a fee for responding to a request
 - ✓ To make a request, contact the FOIA office at the particular agency where the information resides (each agency may have a different process)



Resources

Current Help

- Staying informed is essential
 - ✓ Defense News <http://www.defensenews.com>
 - ✓ Federal Times <http://www.federaltimes.com>
 - ✓ Government Executive <http://www.govexec.com>
 - ✓ National Journal <http://nationaljournal.com>
 - ✓ Department of Defense <http://www.defense.gov/>
 - ✓ Department of Energy <http://energy.gov/>
 - ✓ Department of Human Health Services <http://www.hhs.gov/>

.....to name just a few



Checklist....

1. Develop Capability Brief
2. Obtain a DUNS Number
3. Identify commodity codes
4. Register in SAM
5. Perform Market Research
6. Search for Opportunities
7. Establish Relationships
8. Team/partner well
9. Bid
10. Debrief