

Government Contracting

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Contract Specialist
NWLA PTAC

Let's get real! Really real.

If you “need” a government contract to keep your business afloat, government contracting is NOT right for you.

You must be able to afford your supplies and pay your employees and/or subcontractors for upwards of 15 - 60 days in some cases. This is detrimental!!! The government does not pay “up front”.

You **MUST** have a steady stream of income and working capital.

Is government contracting right for you?

Does the government buy
what you sell?

Can you handle the job?

Can you be competitive?

DO YOUR RESEARCH

Check Award Notices

[USAspending.gov](https://www.usaspending.gov)

[SAM.gov](https://sam.gov)

LAPAC

Bid Tabulations

IMPORTANT!

Tax Identification Number

Internet access

Email account

Bank account

Accept credit cards

2 years Past Performance*



But how do I
get started?

- ▶ **Classify**
- ▶ **Register**
- ▶ **Certify**

- ▶ NAICS codes
- ▶ Keywords
- ▶ Product service codes

Do you qualify as a small business?

Classify your business



Registrations

LA State Vendor Portal
(LAPAC)

SBA's General Login
System (GLS)

System for Award
Management (SAM)

Dynamic Small Business
Search (DSBS)

IMPORTANT!

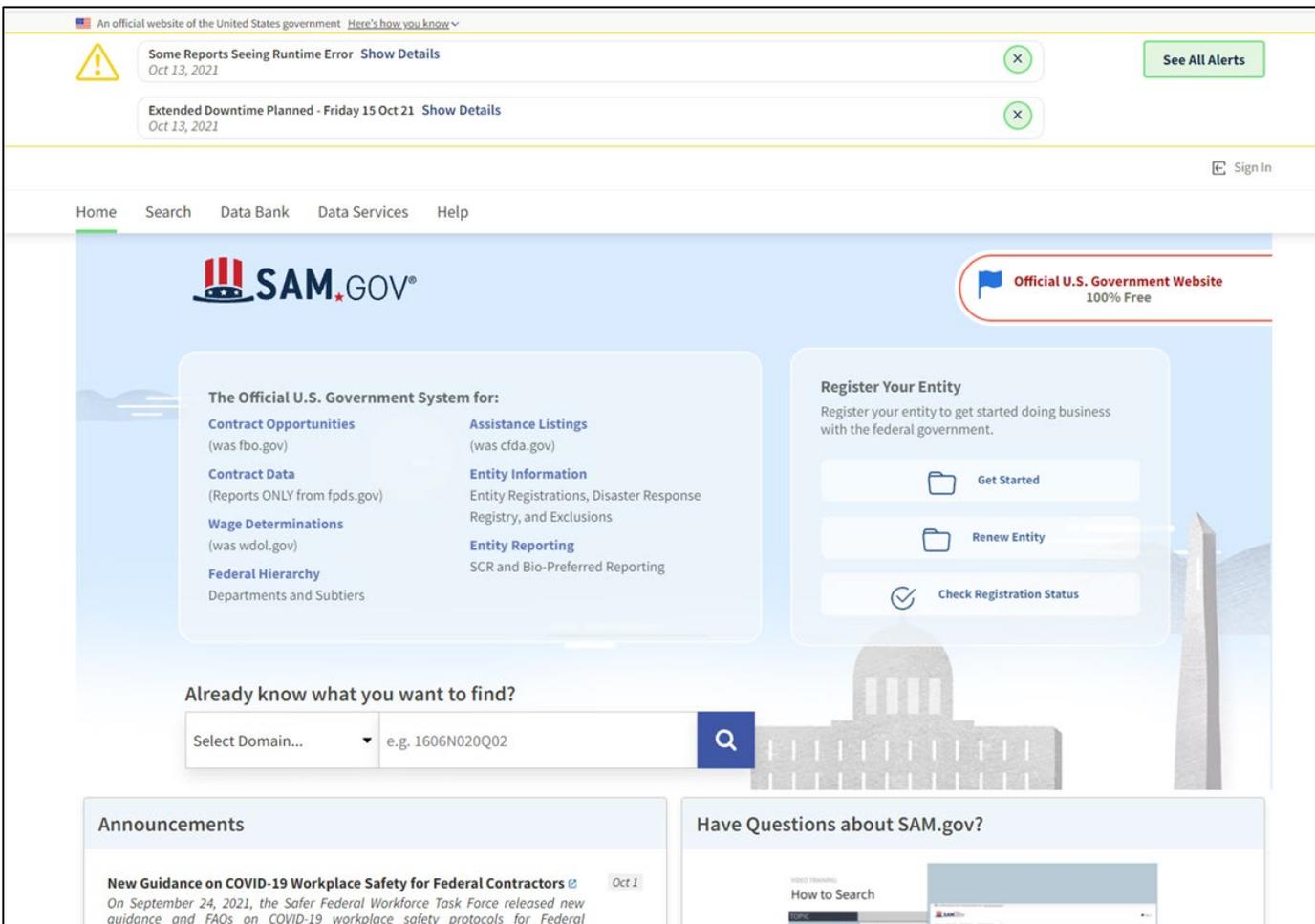
Before registering your business, make sure that all your business information is the same across the board. This means:

Your IRS information needs to be correct (address, taxpayer name, etc.).

Your business information listed with the Secretary of State must match your IRS information. You also need to be in good standing.

The information listed in USPS (also your 911) needs to match what's registered with the Secretary of State.

Any discrepancy between any of these agencies will kick back some registrations.



SAM - System for Award Management
www.sam.gov



Skip Navigation Accessibility Options

SBA DSBS [Print](#) [Exit](#) [Help](#)
[DSBS](#) [Quick Market Search](#) [TM OnLine](#)

Welcome to the Dynamic Small Business Search All search form hotlinks open a new browser window

NEW NEW MARKETING FEATURE FOR CONTRACTING OFFICERS:
 Use the "Quick Market Search" button above to go to the **Quick Market Search**

This is generally a self-certifying database. The SBA does not make any representation as to the accuracy of any of the data included, other than certifying Disadvantaged Business status. The SBA strongly recommends that contracting officers diligently review a bidder's small business self-certification before awarding a contract.

All form fields that require typing in data have "tooltips" with data format information.

Location of Profile

State(s):
(How to make multiple selections.)
 Searching within a State:
(Requires exactly one state from the list at left.)
 AL - Alabama
 AK - Alaska
 AA - American Atlantic (APO/FPO)
 AE - American Europe (APO/FPO)
 AP - American Pacific (APO/FPO)
 AS - American Samoa
 AZ - Arizona
 AR - Arkansas
 CA - California
 Congressional District: [Help](#)
 County: [Lookup Help](#)
 Area Code or Phone Number Initial Fragment
 Metropolitan Statistical Area [Help](#)
 SBA Servicing Office [Help](#)
 Zip Code or Zip Code Initial Fragment

Government Certifications

8(a) Certified or 8(a) Joint Venture:
 Required (Active Certifications only)
 Required (Active Certifications and Previously Certified)
 Required (Previously Certified only)
 Not Required

Small Disadvantaged Business:
 Required (Active Certifications only)
 Required (Active Certifications and Previously Certified)
 Required (Previously Certified only)
 Not Required

Disadvantaged Business Enterprise, Certification States: [HUBZone Certification:](#)

Last modified: 07/13/2004 12:00:00 AM [FirstGov](#) [E-Gov](#) [Regulations.gov](#) [White House](#)
 * Privacy & Security * Information Quality * FOIA * No Fear Act * ADA

DSBS

Dynamic Small Business Search

SBA Search Results				
6	Jacobs Group, Inc.	Scott R Jacobs	2515 Markingly Rd Buckner, KY 40010-8801	
7	Nac Heavy Highway, Inc.	SARAH IQBAL	310 CUTTERS HILL CT LEXINGTON, KY 40509-9426	General Contractor with experience in excavation, concrete, mechanical and steel buildings
8	DFS-Artesian JV III LLC DFS-Artesian	Emmett L Drane	13 E 9th St Apt 2 Covington, KY 41011-2454	
9	Cleary Construction, Inc.	Darren Cleary	2006 Edmonton Rd Tompkinsville, KY 42167-7445	We lay gas, sewer, and water lines.
10	GP Absher One, LLC	Gerald Palmer	532 E. Market Street Suite 201 Louisville, KY 40202-1117	Mentor/Protégé Joint Venture capable of performing general contracting services to include new construction and renovation projects. The joint venture is also capable of responding to natural disasters.
11	MAY CONTRACTING, INC.	Dee Goble	12354 VIRGINIA BLVD ASHLAND, KY 41102-8644	
12	COMMONWEALTH INTERIORS, LLC	Roger B. Graves II	1780 MUIR STATION ROAD LEXINGTON, KY 40516-9403	
13	MCI AST, LLC	Andrew Russman	444 Terry Blvd Ste 2 Louisville, KY 40229-4057	
14	MURTCO UTILITY SERVICES, LLC	Keith Murt, JR	815 ABELL ST PADUCAH, KY 42003-0168	Murtco Utility Services performs utility, directional boring, and general construction work.
15	CLAYTON E HOLLAND JR	Clayton Holland	106 SCOTT PERRY DR PAINTSVILLE, KY 41240-9000	
16	R & R Restoration, LLC	Dan Bartlett	708 ARGILLITE RD FLATWOODS, KY 41139-1006	
17	Kofi Consulting Services, Inc. Martin Construction Company	KOFI M FREMPONG	1207 DURRETT LN LOUISVILLE, KY 40213-2021	GENERAL CONSTRUCTION, DESIGN/BUILD, CARPENTRY, CONCRETE, PAINTING, HVAC, ELECTRICAL, MASONRY, DRYWALL, FLOORING, ROOFING, EXCAVATING, DEMOLITION
18	D&I GENERAL CONTRACTING LLC	IKE Isenhoff	1992 LONGVIEW DR GEORGETOWN, KY 40324-9183	
19	Liberty Handyman Services LLC Liberty Handyman Services	Franko J Antolovich	226 Peterson Dr Ste 130 ELIZABETHTOWN, KY 42701-7368	At House Doctors Handyman Service. We provide residential and commercial handyman services. Our objective is to provide professional technicians you can trust. Our bonded and insured technicians specialize in the small jobs, honey-do list items. To help with that never ending list were building long term customer relationships becoming your first choice for handyman services. Our customers can rely on us to show up when expected, complete the required work, and clean up when finished. House Doctors Handyman Service also specializes in ageing in place services, see how we can simplify your daily living.
20	Overflow Service, LLC Overflow Plumbing	PAUL D Bryant	2110 Reynolds lane rear unit LOUISVILLE, KY 40218-2645	General Construction/Plumbing & Mechanical/Technology, Hospitals, Renovations, Roofing, flooring, Masonry, Concrete, Life Safety, LED/Pole/Emergency Lighting, Emergency Generators, Fencing, Facility Maintenance, water line, sewer line, toilet, plumbing fixtures, water heaters, gas lines, demolition, storm cleanup

DSBS Dynamic Small Business Search

IMPORTANT!!! Make sure your keywords and capabilities narrative are fully and brilliantly filled out! Look BETTER than your competition!

SBA Woman-owned Small Business	SBA Economically-disadvantaged Woman-owned Small Business	SBA Small Disadvantaged Business	SBA Service-disabled Veteran-owned Small Business
SBA HUBZone	SBA 8(a) Program	VA CVE	LaDOTD DBE & SBE
Opportunity Caddo	City of Shreveport Fair Share	Minority Business Enterprise (MBE) & Women's Business Enterprise (WBE)	<u>State of LA</u> SEBD Hudson Veteran Initiative

Certifications available



Understanding Purchasing Protocol

Federal Acquisition Regulation (FAR)



Procurements valued
<\$2,000-\$10,000* GPC Card
<\$25,000 3 quotes needed

Procurements valued
\$25,000-\$250,000

#1
Small business set-aside, which
includes HUBZone or 8(a) or
SDVO or ED/WOSB

#2
Full and open competition
(unrestricted; not set-aside if no
small businesses available)

Procurements valued
Over \$250,000

#1
Consider HUBZone or 8(a) or
SDVO or ED/WOSB first

#2
Small business set-aside

#3
Full and open competition
(unrestricted; not set-aside if no
small businesses available)

***Micropurchases (GPC card purchases):**

\$2,000 construction, \$2,500 services, \$10,000 commodities, \$25,000 GSA
~Needs between those amounts up to \$25,000: requires three quotes only~

Federal Contracting Statutory Goals

Total small business goal - 25%

7% goal for Woman-owned

11% goal for Small Disadvantaged Business (15% by 2025)

4% goal for Service-Disabled Veteran-owned

4% goal for HUBZone

****RULE OF TWO**: if there is a reasonable expectation that two or more will submit an offer, the CO can set aside for that particular category. Refer to the DSBS.**

Barksdale AFB Goals FY20



Total Small Business Goal - 84% achieved 92.8%

Small Disadvantaged/8(a) - 42% *achieved 53%

Service-Disabled Veteran - 7% *achieved 13.5%

Woman-owned - 16% *achieved 24%

HUBZone - 11% *achieved 13.8%

*Every Agency and MAJCOM has their own goals

Barksdale AFB Spending...

In FY21, 2CONS spent \$43.4M (excluding GPC cards)

- ▶ \$6M to Shreveport/Bossier
- ▶ \$10M to the rest of LA

There are an average of 350 GPC Cardholders on base.
GPC Cardholders spent over \$14M in FY21.
GPC Cardholders average 20,000 purchases a year.

BAFB Vendor Fair scheduled for Jan. 23-24, 2023

LA Public Bid Law Titles 38 & 39

State and Local Purchasing

MATERIALS AND SERVICES

Purchase card <\$1k

Informal Bids “Prudent Person Standard” \$1k-\$10k

3 Quotes \$10k-\$30k

Sealed Bids >\$30k

*CONSTRUCTION/Public Works

threshold \$250,000

less than < “informal bids” (pick and choose)

variable posting time

more than > sealed bids (competitive)

posted 28 days 3x

Bids are located at:

SAM (Federal)

LAPAC (La State)

BidSync (municipal)

Bid Express (municipal)

LaDoTD

PTAC BidMatch service**

You can search solicitations by entering any criteria (i.e. NAICS, by state, by keyword). You can also save your searches and set up email notifications.

- ▶ Solicitation
- ▶ Request for Quote (RFQ)
- ▶ Request for Proposal (RFP)
- ▶ Invitation for Bid (IFB)
- ▶ Invitation to Bid (ITB)
- ▶ Pre-Solicitation Notice (PSN)
- ▶ Sources Sought Notice
- ▶ Solicitation Modification
- ▶ Amendment
- ▶ Combined Synopsis/Solicitation
- ▶ Award Notice

Common Terms

- Bid package is a set of documents that a bidder uses to develop a proposal
- Solicitations used by the government typically come as a -
 - Request for Quote (RFQ) - lowest price
 - Request for Proposal (RFP) - best value
 - Invitation for/to Bid (IFB or ITB or “sealed bid”) - lowest price
 - *Sources Sought (RFI)

Solicitations

Bid #RFP 21-804 - Weed and Vegetation

Control Abatement Spraying Season

City of Shreveport, LA Time left: 36 days, 5 hrs

Bid started: Feb 05, 2021 9:56:33 AM CST

Bid ends: Mar 18, 2021 3:00:00 PM CDT

[? How do I place an offer?](#)

Notifications are OFF



With notifications turned off you will not be notified of the following information for this Bid: Addendums, Q&A, and Pre-bid conferences

[Notify me about this Bid](#)

[Download Bid Packet](#)

[Add to My bids](#)

[Details](#) [Documents](#) [Line items](#) [Q&A](#) [Vendor ads](#)

Bid #RFP 21-804 - Weed and Vegetation Control Abatement Spraying Season



Time started: Feb 05, 2021 9:56:33 AM CST

Bid contact: [See contact information](#)

Issuing agency: City of Shreveport, LA [See other Bids by this agency](#)

Bid Comments: To place a proposal digitally, please review the attached RFP document. Then click "Place Offer" where you will be prompted to upload attachments on the Right Hand side of the page.

Please deliver paper responses to:

City of Shreveport
Office of the Purchasing Agent
505 Travis Street, Suite 610
Shreveport, LA 71130-1109

If you download the RFP packet with intention of submitting a proposal, please contact the buyer via email dereka.abner@shreveportla.gov, phone 318-673-5455 or fax 318-673-5408 to be added to the plan holders list. Include your company name, address, e-mail, phone and fax numbers.

Description: RFP 21-804 Weed and Vegetation Control Abatement Spraying Season

Delivery location: No Location Specified

Classification codes: [View classification codes](#)

Contract duration: One Time Purchase

Contract renewal: 1 annual renewal

Prices good for: 45 days

Estimated Amount: \$200,000.00

Regions: [View regions](#)

BidSync



Things to pay attention to...

- Bid Opening Date, Time, and Location
- Site visit information (is it mandatory?)
- Statement of Work
- Evaluation Factors (i.e., Past Performance)
- Required registrations/certifications
- Q&A
- Attachments
- Instructions for submission
- Number of copies to submit
- Bonding and insurance requirements

Table of Contents and what to include in your submission...

City of Shreveport



REQUEST FOR PROPOSALS

RFP 22-846

ANNUAL CONTRACT FOR TREE MAINTENANCE

INDEX

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General Information - Part I	3-4
Introduction - Part II	5-6
Scope of Work - Part III	7-8
Evaluation Criteria - Part IV	9
Submission Requirements - Part V	10
Fair Share Program Requirements - Part VI	11-16

NOTE: All items listed in Part V must be submitted with your proposal

Index of reference items **not** included herein that is incorporated by reference with the same force and effect as if set forth in full text. Should any of these be in conflict with those listed herein, the more stringent will apply.

The General Contract Clauses (**Section 20**), the Standard Instructions/Conditions for Request for Proposals (**Section 30**) will no longer be incorporated in solicitations but will be incorporated by reference in the City of Shreveport (hereinafter the City) book of Standard Solicitation Instructions / Provisions and General Contract Clauses; which are available at www.shreveportla.gov (click on Business, then on Bids & RFPs). If you do not have a computer, you can use one of the public use computers that are available at the Shreve Memorial Library or at most library branches.

EXHIBITS

NARRATIVE ON THE APPROACH TO THE SCOPE OF WORK	A-17
SCHEDULE OF EVENTS	B-18
OFFERORS EXPERIENCE	C-19
PERSONNEL STAFFING	D-20
*FORMAT FOR THE LAST PAGE OF THE COST PROPOSAL	E-21
COST PROPOSAL CONTINUED	F-22
FORMAT FOR THE RETURN ENVELOPE	G-23

*Required for all RFPs

APPENDIX

#1- FAIR SHARE FORMS 1-4 & 6 (should be furnished with your proposal)	24-29
#2- ADJUDICATED OR LIEN PROPERTY AFFIDAVIT (do not furnish with your proposal)	30
#3- FELONY CONVICTION / E-VERIFY AFFIDAVIT (must be furnished with your proposal)	31
#4 INSURANCE	32-36

The Felony Conviction Statement (Appendix 3) should be submitted with your proposal. Revised 12-05-17

JULY 11, 2022

RFP 22-846

MUST BE RECEIVED NOT LATER THAN 3:00 P.M. (CST) ON: August 9, 2022

PROPOSAL TITLE: ANNUAL CONTRACT FOR TREE MAINTENANCE

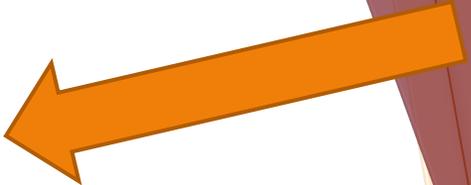
You are invited to submit proposals in accordance with the requirements of this solicitation which are contained herein.

In order for your proposal to be considered, it must be received in the Purchasing office not later than the date and time as listed above. Solicitation documents are posted on BidSync.com. To view the general RFP information and receive notices by email, register with BidSync. Registration is free. If you wish to view or download entire RFP packages, you may do so for an annual fee. It takes about two weeks to get a digital signature. *Allow additional time to set up the digital signature in BidSync. Go to BidSync.com for more information on this.* Solicitation documents are also available at www.shreveportla.gov/Solicitations. BidSync shall be the official source of solicitation documents.

It shall be the responder's responsibility to make inquiry as to the addenda issued. All inquiries pertaining to this RFP shall reference RFP number as shown above. Paper proposals received by the Purchasing Office after the time specified will be documented and then returned to the Offeror unopened. Due to the possibility of negotiation with all Offerors, the identity of any Offeror or the contents of any proposal will not be public information until after the contract award is made. Paper proposals and modifications received in response to this Request for Proposals shall be time stamped upon receipt and secured in the Purchasing Division until the established due date. Attendance by the submitter on the established due date is unnecessary, because submittals will be opened at a later time in the presence of a procurement employee or selection committee member.

The proposals must be signed in ink by an official authorized to bind the Offeror, and it shall contain a statement to the effect that the proposal is firm for a period of at least 120 days from the closing date for submission of proposals. **Paper proposals must be submitted using the envelope format as provided in this solicitation document in a sealed opaque envelope/container showing the above proposal title, number, opening date, time of opening and appropriate license number(s) on the outside of the envelope or if a sealed container is used, then all this information shall be shown on the top of the container. The City does not accept faxed or emailed responses for formal solicitations.**

All submittals (see Part V, Submission Requirements) received in response to this Request for Proposals will be rated by the City's Selection Committee, based upon the Evaluation Criteria as listed in Part IV. If the best Offeror is clearly identified from the point summary, there will not be a need for oral presentations. If not, then an oral presentation from a minimum of two (the highest rated) firms shall be required. This solicitation does not commit the City to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for the articles of goods or services.

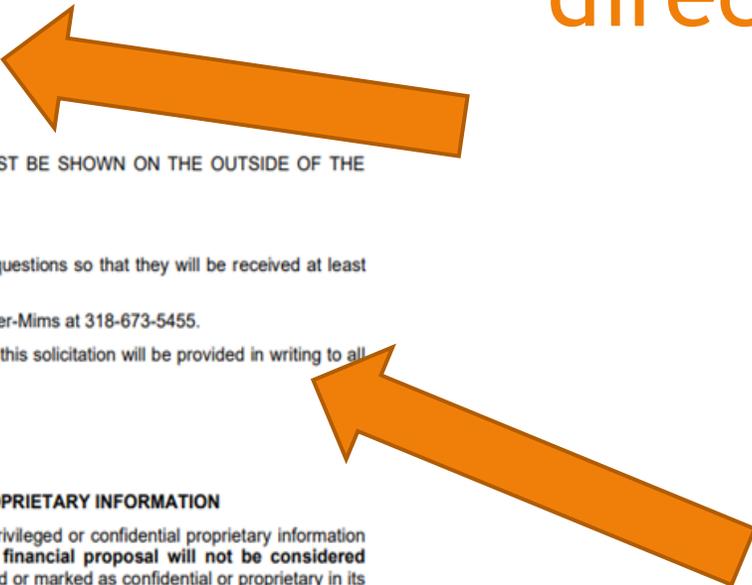


Bid opening date and time...

GENERAL INFORMATION

- 1.0 Proposals will be considered as specified herein or attached hereto under the terms and conditions of this proposal.
- 2.0 Proposals must be made in the official name of the firm or individual under which business is conducted (showing an official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.
- 3.0 Offerors are to include all applicable requested information and are encouraged to include any additional information they wish to be considered.
- 4.0 It is up to you to make sure that all the information requested is returned to us by using the envelope format shown in this package.
- 5.0 ***Each Proposer shall submit one (1) signed original response. Four (3) additional copies of the proposal***
- 5.1 Proposals should be sent to:
- 5.1.1 City of Shreveport
5.1.2 Office of The Purchasing Agent
5.1.3 Government Plaza-Suite 610
5.1.4 505 Travis Street
5.1.5 Shreveport, LA 71101-3042
- 5.1.6 **If required- STATE CONTRACTORS LICENSE NUMBER MUST BE SHOWN ON THE OUTSIDE OF THE ENVELOPE.**
- 6.0 **QUESTIONS**
- 6.1 Offerors requiring additional information may email or fax their questions so that they will be received at least five (5) working days prior to proposal opening to:
- 6.2 Email Dereka.abner-mims@shreveportla.gov or fax DeReka Abner-Mims at 318-673-5455.
- 6.3 Answers to questions received that should change and/or clarify this solicitation will be provided in writing to all Offerors via an amendment.
- 7.0 **EXPENDITURE**
- 7.1 Estimated Expenditure: \$300,000
- 8.0 **CONFIDENTIAL INFORMATION, TRADE SECRETS, AND PROPRIETARY INFORMATION**
- 8.1 The designation of certain information as trade secrets and/or privileged or confidential proprietary information shall only apply to the technical portion of the proposal. **The financial proposal will not be considered confidential under any circumstance.** Any proposal copyrighted or marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.
- 8.2 For the purposes of this procurement, the provisions of the Louisiana Public Records Act (La. R.S. 44.1 et. seq.) shall be in effect. Pursuant to this Act, all proceedings, records, contracts, and other public documents relating to this procurement shall be open to public inspection. Proposers are reminded that while trade secrets and other proprietary information they submit in conjunction with this procurement may not be subject to public disclosure, protections must be claimed by the Proposer at the time of submission of its Technical Proposal. Proposers should refer to the Louisiana Public Records Act for further clarification.
- 8.3 The Proposer shall clearly designate the part of the proposal that contains a trade secret and/or privileged or confidential proprietary information as "confidential" in order to claim protection, if any, from disclosure. The Proposer shall mark the cover sheet of the proposal with the following legend, specifying the specific section(s) of the proposal sought to be restricted in accordance with the conditions of the legend:
- 8.4 *The data contained in pages ____ of the proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential information and such data shall only be disclosed for evaluation purposes, provided that if a contract is awarded to this Proposer as a result of or in connection with the

General information and directions



Grading scale....

PART IV- EVALUATION CRITERIA

RFP#: _____ Title of RFP: _____

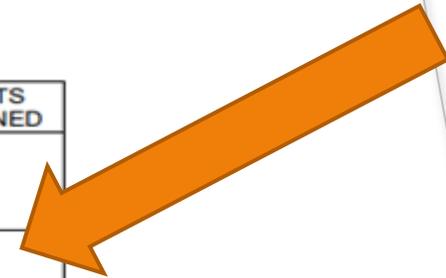
Evaluator: _____ Phone #: _____

Date: _____ Company Name: _____

		POINT RANGE	POINTS ASSIGNED
1	Qualifications of project personnel and Offeror's ability to commit a capable staff and support for a project of this size under the time constraints as listed in the RFP. Also, commitment to change computer system to accommodate the processing of data during the current year and beyond.	0-20	
2*	Cost effectiveness and reasonableness of offer's proposed fee	0-20	
3	Soundness of Offeror's approach to the problem and needs present by the project, including Offeror's methodology for achieving specific tasks and objectives.	0-20	
4	Equipment	0-10	
5	Demonstrated understanding of the problems and needs presented by the project.	0-10	
6	Experience and capacity of Offeror, including recent and related experience.	0-10	
7	Offeror's commitment to meet Fair share Requirements.	0-10	

TOTAL POINTS: 100 Points

*The points for cost shall be furnished by the Purchasing Agent, based upon the standard formula as listed below: Fee schedules, including total life cycle costs (when applicable), will be scored by applying the maximum number of points permissible to the responsible firm submitting the lowest responsive fee. All other Offerors are prorated points, by determining the percentage of differential between the low Offerors responsive total and cost and each of the other Offerors total cost, and then applying the percentage of differential accordingly.



Checklist-
Follow this format!

Within the CoS bid
packages, pages are
provided.

Don't be lazy here!

PART V

PROVIDE SUBMISSION REQUIREMENTS IN THE FOLLOWING FORMAT

Proposals submitted in the prescribed format and with properly completed exhibit forms, as provided herein, will be evaluated for contract award.

1.0 SUBMISSION REQUIREMENTS & CHECKLIST

1.1 To achieve a uniform review process and allow for adequate comparability, the proposals must be organized in the manner specified below:

- 1.1.1 A Table of Contents - clearly identify the material, by section and page number.
- 1.1.2 A Letter of Transmittal - **limit to four printed pages.**
- 1.1.3 ___ Provide number of years in business, office location, email address, and financial stability of company.
- 1.1.4 ___ Briefly state your firms understanding of the work to be done, and make positive commitment to perform the work.
- 1.1.5 ___ Identify your proposals principal strengths and weaknesses.
- 1.1.6 ___ Give the names of the persons who will be authorized to make representations for your firm, their titles, addresses, and telephone numbers.
- 1.1.7 ___ State whether or not your firm has been involved in any litigation and/or has been disqualified by any agency within the past five (5) years, because of your performance. Explain fully if your firm has been involved in any litigation and/or has been disqualified.
- 1.1.8 ___ Indicate the number and dates of amendments that you have received. **(end of transmittal letter)**
.....
- 1.2 Provide narrative on the approach to the scope of work (proposed project plan) using the format of **Exhibit A.**
- 1.3 Submit Schedule of Events using the format of **Exhibit B.**
- 1.4 Document five of Offerors prior similar projects with name, address, and phone number of a contact with whom City can discuss Offerors past performance using the format of **Exhibit C.**
- 1.5 Submit qualifications of personnel that will work on this project using the format of **Exhibit D.**
- 1.6 Submit cost proposal using **Exhibit E and F.**
- 1.7 Provide completed Fair Share forms (Appendix 1) which includes the amount and percentage of commitment.
- 1.8 **Submit Appendix #3 - FELONY CONVICTION STATEMENT.**
- 1.9 List proposed warranty to include terms, conditions, length, location of repair facility, means of transport and etc.
- 1.10 List any exceptions to this RFP (and/or the City's Standard Agreement).
- 1.11 Other information and materials which the Offeror wishes to submit in support of this proposal, qualification, etc.

FROM: _____

*License # _____

*State Contractors License Number or Insert EXEMPTION, IF NOT REQUIRED.

PLEASE RUSH TO:

**CITY OF SHREVEPORT
OFFICE OF THE PURCHASING AGENT
505 Travis Street, Suite 610
SHREVEPORT, LOUISIANA 71101-3042**

SEALED PROPOSAL FOR:

RFP Number: _____

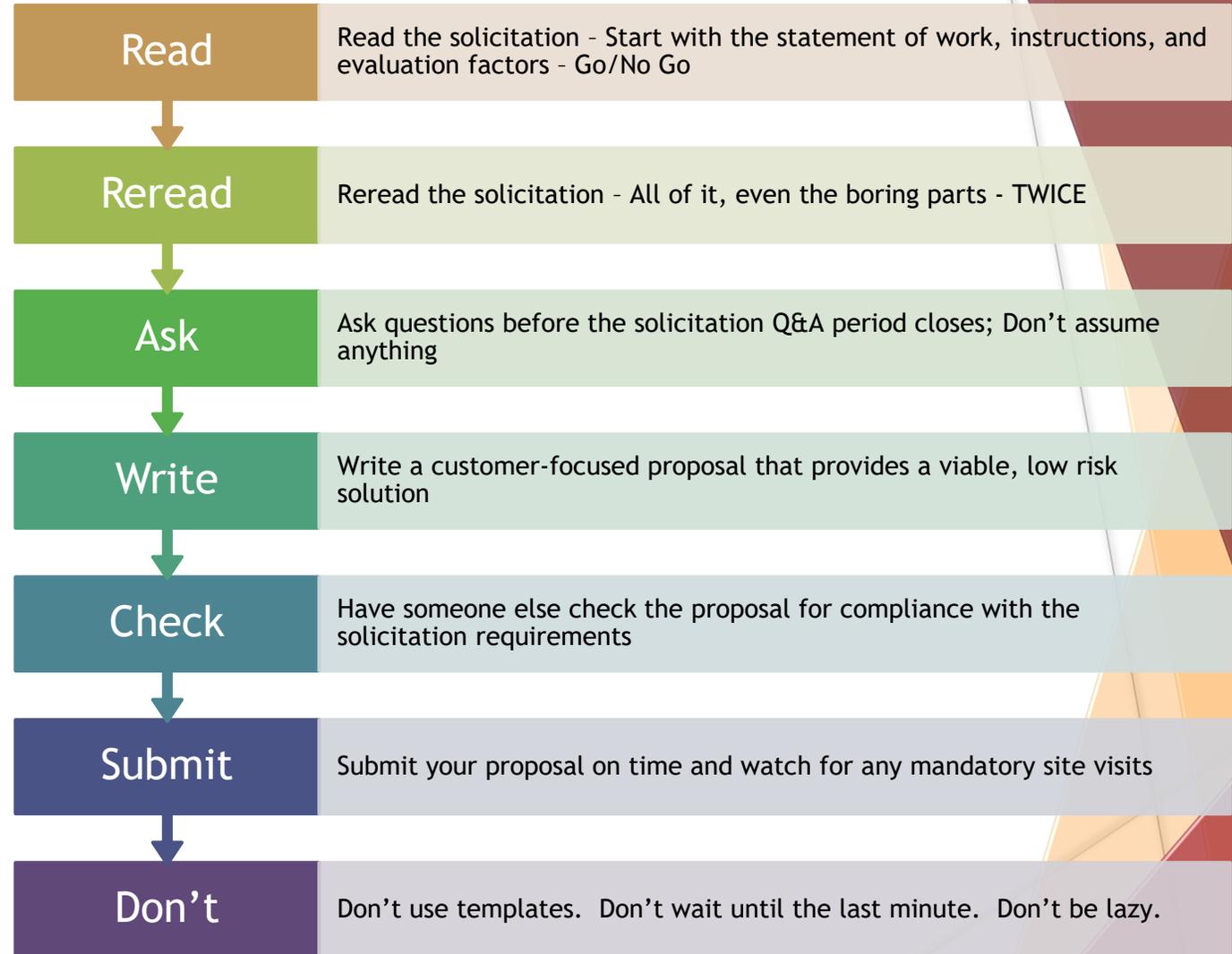
Project Name: _____

Opening Date/Time: _____

**Attention: Use this format on the outside of your container when responding with a paper proposal.
We do not accept faxed responses for formal solicitations! Revised 12-15-11**

EXHIBIT G

*If you
remember
nothing
else...*



- Describes what the government agency wants you to do or supply.
- When writing your proposal, it is important to list every item on the required SOW and state how you will deliver what is needed.
- Insert your business name as the “respondent” and reinforce that you will provide the services requested.
- You can also create a supporting section to highlight your approach to delivering on the listed SOW and illustrate your firm’s capabilities to the agency.

Statement of Work (SOW)

Evaluation Criteria

Shows how they will review and assess each written proposal against the stated evaluation.

They will give you assigned points according to the stated technical factors.

Reviews and assesses the proposal according to responsiveness and compliance with submission requirements.

Proposal Tips

- Reread the entire solicitation
- Ensure your proposal demonstrates complete understanding of customer's needs
- Don't "parrot back" the RFP requirements
- Provide specific, compelling, practical, risk-free solutions laden with insights and benefits
- Eliminate fluff
- Don't use broad, unsubstantiated claims. Back up statements with evidence and past performance
- Keep your proposal to the point
- Make it easy for evaluators to find information and see how your content matches the requirements and solves their needs
- Articulate what makes you the best

Items that can eliminate your proposal from consideration

Late submission

Not attending mandatory site visits

Not following RFP directions

Incomplete response that does not address all requirements

Insufficient resources

Poor proposal organization

Failure to show relevance of past performance

Unrealistic pricing

Proposal Content

FOLLOW THE INSTRUCTIONS EXACTLY!!!

Number of folders

Number of pages allowed

Type and font

Number of binders, folders, and copies/USBs

How to tab and/or organize

How to address and where to send

TIME AND DATE DUE!!!

Proposal Content

- Support claims you make in the proposal with references, dates, etc.
- Address each evaluation factor and subfactor
- Use same numbering system as the RFP does
- What makes you better and the reason they should purchase from you

Proposal Content

Graphics

- Use graphics, drawings, and charts to emphasize and support the proposal as needed

Theme

- Enter a theme statement at the top of each evaluation factor

Summary

- Put a summary statement at the end of the factor based on the theme statement

Final Check

- Did you sign the offer?
- Did you acknowledge the amendments?
- Did you provide everything that was required?
- Can you get it to the right place and get it there on time?

“Many will enter, few will win”

Reasons Government Contract Proposals Fail:

- ▶ **Little Value Offered/Price Too High**
- ▶ **Selling What Government Is Not Buying**
- ▶ **Lack of Senior Leadership And Resources**
- ▶ **Lack of Customer Insight**
- ▶ **Lack of Preparation**

Market Yourself!

**Needs that are below \$25,000 are not posted publicly.
You MUST let them know you're out there!**

- ▶ Dynamic Small Business Search (DSBS)
- ▶ GPC Cardholders
- ▶ Vendor lists
- ▶ Website
- ▶ Social media
- ▶ Agency visits
- ▶ Capabilities statements



Empire Freight Logistics is a small business offering its services nationwide.

DUNS: 138428813
CAGE: 6VG98

NAICS Codes:

488510: Freight Transportation Arrangement

484110: General Freight Trucking, Local

484121: General Freight Trucking, Long-Distance, Truckload

484122: General Freight Trucking, Long-Distance, Less Than Truckload

484220: Specialized Freight (except Used Goods) Trucking, Local

484230: Specialized Freight (except Used Goods) Trucking, Long-Distance



104 Jamesville Road, Suite 7
DeWitt, NY 13214

1.866.335.9911
www.empirefreightlogistics.com

Capabilities

EFL offers its expertise in LTL, truckload, expedited/time critical, ocean/air and international freight services. Understanding the pressures to do more with less in the trucking industry, EFL guarantees cost efficient solutions and innovative technology. Our technology lends itself to unmatched operational efficiency, allowing customers to:

- Select from multiple carriers
- Track and trace shipments in real time
- Get reliable rate quotes instantly
- Gain instant access to complete shipment history
- Schedule pick ups effortlessly

Differentiators

For EFL, it's all about customization for our customers, providing them with the most advantageous and hassle-free logistics experience. For each of our customers, our team of experts designs unique and comprehensive transportation programs after an in-depth analysis of the customer's needs. We are tirelessly dedicated to methodically and cost-effectively delivering our services each and every day with the same level of attention and quality that was paid the day before.

Not only do we pride ourselves in our service delivery, but we also invest ourselves on a personal level. As a small company, we are afforded the ability to engage our customers during our one-on-one communications, affirming the job will get done correctly and on time.

Awards & Accomplishments

EFL is the proud recipient of the following awards and accomplishments:

- Top Freight Forwarder, Central New York Business Journal (2008)
- Company of the month, TCCNY (2009)
- Diamond Broker, Internet Truckstop

Contact Information

Empire Freight Logistics

104 Jamesville Road, Suite 7

DeWitt, New York 13214

866.335.9911

bcami@empirefreightlogistics.com

Capabilities Statement Example

Relationship Tips

✓ Follow up immediately after events

 Send capabilities statements

 Attend pre-bid meetings

 Follow up periodically with updated capabilities statements

 Request in-person meetings

 Respond to Sources Sought notices

 Keep registrations and certifications current

PTAC Monthly training and one-on-one counseling

Government Contracting for Beginners

SAM/DSBS Registrations

Certifications for Set-Asides

How to Get a GSA Schedule

Understanding and Locating Solicitations

Proposal Writing

Teaming and JV Arrangements

Marketing

SBIR/STTR for Research and Development

Cybersecurity Requirements

Contracting During Disasters/Doing Business with FEMA

AND MORE!

nwlaptac.org/events

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Contract Specialist

Certified Verification Counselor CVE

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www.nwlaptac.org

**NWLA PTAC services are
free of charge**