



United States Department of

Health & Human Services

Office of the Assistant Secretary for Preparedness and Response



Sections of the RFP and Online Resources

“RFP’s are just another *Civil Service Test*”

*S. Kyle Roberts- Section Chief,
Influenza and Emerging Disease*



Requests for Proposals (RFP) Ground Rules

- **Request for Proposals (RFP)**

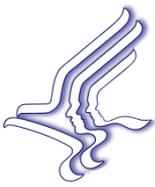
- Most common solicitation method used to procure goods and services
- Focus on a specific product, service or MCM solution
- Government states specific need and defines scope of work





Requests for Proposals (RFP) Ground Rules (cont.)

- Be certain to read the entire RFP.
- Ask questions on anything that requires further clarification.
- Direct all correspondence to the appropriate official.
 - Contracting Officer (CO) and Contract Specialist (CS).
- Generally two(2) separate volumes required when proposing on an RFP.
 - Technical Proposal (page limit)
 - Business Proposal (no page limit)



Requests for Proposals (RFP) Ground Rules (cont.)

- FAR 15.204-1 Uniform Contract Format**

TABLE 15-1—UNIFORM CONTRACT FORMAT

SECTION	TITLE
Part I—The Schedule	
A	Solicitation/contract form
B	Supplies or services and prices/costs
C	Description/specifications/statement of work
D	Packaging and marking
E	Inspection and acceptance
F	Deliveries or performance
G	Contract administration data
H	Special contract requirements
Part II—Contract Clauses	
I	Contract clauses
Part III—List of Documents, Exhibits, and Other Attachments	
J	List of attachments
Part IV—Representations and Instructions	
K	Representations, certifications, and other statements of offerors or respondents
L	Instructions, conditions, and notices to offerors or respondents
M	Evaluation factors for award



Sections of the RFP

- **Section A (Standard Form 33)**

- Sign your name.
- Must be signed at completion of the test. Remember, this is an optional open book test and instructions should be read prior to taking the test.



- **Section B**

- Cost/Price schedule is an important part of the Business Test.
- Refer to Section L for instructions on how to develop these prices and costs.

- **Section C**

- Statement of Work/Objectives--Technical text book reading.
- Technical information that you will need to read and thoroughly understand to take the technical and business tests in Section M.





Sections of the RFP

- **Section F**

- Deliverables to the Government.
- Delivery schedule in Section F corresponds to deliverables listed in your text book reading in Section C and tracks to the price/cost schedule in Section B.



- **Section G**

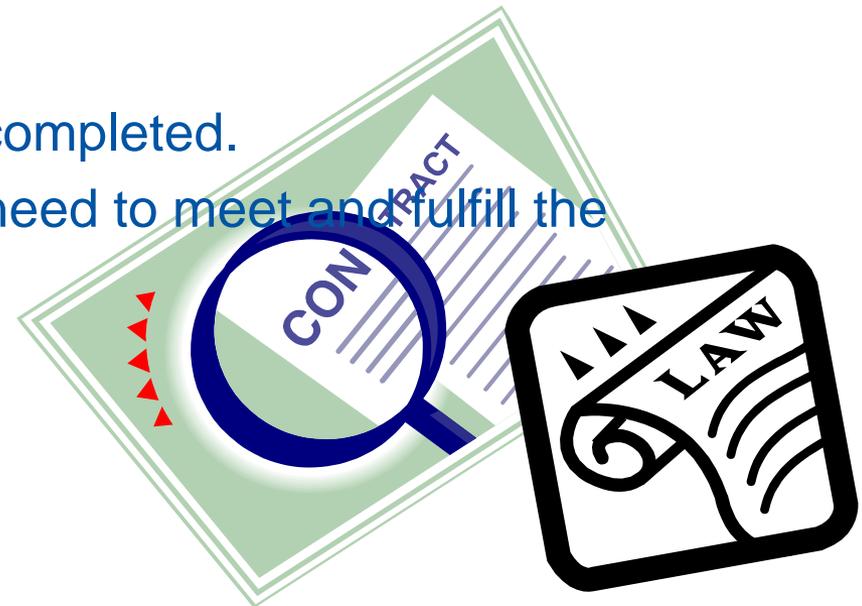
- Contract Administration
- Instructors: Contracting Officer (CO), Contract Specialist (CS), and Contracting Officer Representative (COR).
- List of students: Offeror Key Personnel
- Invoice Requirements





Sections of the RFP

- **Section H**
 - Advanced readings needed to fully understand the context and requirements of the test.
- **Section I**
 - Legal reading that must be understood and complied with.
 - FAR 52.227 generally Patents, Data and Copyrights
- **Section J and Section K**
 - Objective quizzes that must be completed.
 - Ensure you complete what you need to meet and fulfill the requirements of the test.





Sections of the RFP

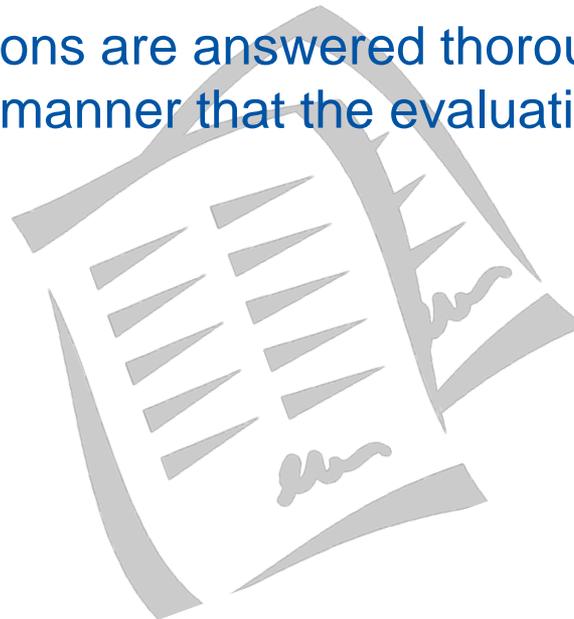
- **Section L**

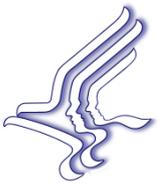
- Instructions for the test
- It is important that these instructions are followed very carefully.

- **Section M**

- **THE TEST**

- Make sure all questions are answered thoroughly, clearly, and unambiguously in a manner that the evaluation team can understand.

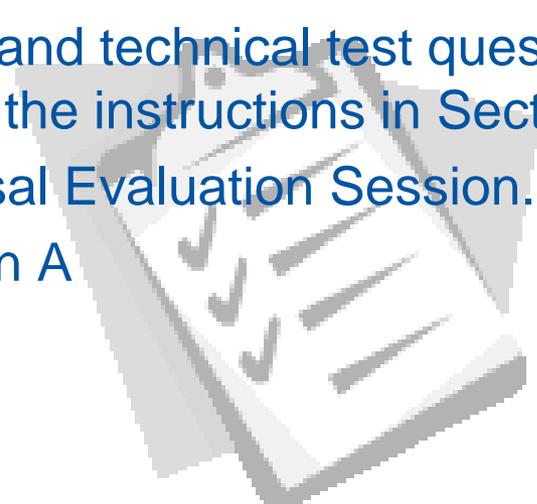




Sections of the RFP

- **Summary**

- Read Sections C, F, L and M and determine whether the solicitation interests you
- Carefully understand the terms in Sections H,I & B
- Make sure you complete all the forms in J&K
- Make sure you receive and understand any amendments to the RFP
- Make sure you answer the business and technical test questions in Section M in total compliance with the instructions in Section L
- Make sure you don't miss the Proposal Evaluation Session.
- Sign your name to the RFP in Section A





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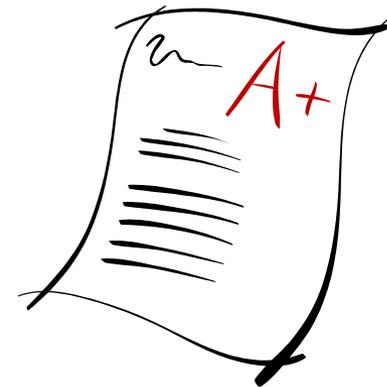
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Remember, this is just another Civil Service Test

Except, its open book *and* questions are welcomed, so please ask questions!





Additional Online Resources

- Solicitation Look Out:
 - Federal Business Opportunities (<https://www.fbo.gov/>)
 - HHS/ASPR/BARDA (<https://www.medicalcountermeasures.gov/>)
- Section I Clauses:
 - Federal Acquisition Regulation (<https://acquisition.gov/far/index.html>)
 - HHS Acquisition Regulation (<http://www.hhs.gov/regulations/hhsar/>)
- Section K Completion:
 - System for Award Management (<https://www.sam.gov/portal/SAM/#1>)
 - Dun & Bradstreet (<http://www.dnb.com/>)
- Deeper Understanding:
 - WIFCON (<http://www.wifcon.com/>)