



# MILITARY SEALIFT COMMAND

## Contract Solicitation Planning

Prepared for Military Sealift Command  
by Emprise Corporation

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# Learning Objectives

- **The overarching objective of this module is to introduce you to the fundamentals of solicitation planning for government contracting**
- **At the conclusion of this module, you will understand and be able to describe the roles and responsibilities of Requirements Officials with respect to solicitation planning activities, including:**
  - Acquisition strategy development
  - FEDBIZOPPS synopsis
  - RFP development
  - Source selection plan development
  - Funding availability certification



# Solicitation Planning

- **Major solicitation planning activities in which Requirements Officials are involved include:**
  - Acquisition strategy development
  - FEDBIZOPPS synopsis
  - RFP development
  - Source selection plan development
  - Funding availability certification



# Acquisition Strategy Development

- **Requiring Officials are responsible for working with N10 and N00L to determine:**
  - **Need for written acquisition plan**
  - **If requirements can be satisfied using commercial items**
  - **If requirements can be satisfied using pre-existing contracts, including interagency and intra-agency contracts, to fulfill requirements before awarding new contracts**
  - **Contract type that would be most advantageous for government**
  - **Justification for less than full and open competition, as applicable**



# Written Acquisition Plan

- **Required per FAR Part 7 for:**
  - Acquisitions for goods or services when total cost of all contracts for acquisition program is estimated at \$50 million, or more for all years or \$25 million or more for any fiscal year
  - Any other acquisition considered appropriate by agency
- **Requiring Officials are responsible for working with N10 to develop a written acquisition plan, as applicable**



# FEDBIZOPPS Synopsis

- **Synopsis is an advanced notice of an upcoming solicitation issuance or other contracting action of potential interest to prospective offerors**
- **Requiring Officials are responsible for assisting Contracting Officers with preparing the FEDBIZOPPS synopsis**



# RFP Development

- **RFP contains several sections of particular interest to Requiring Officials**
  - **Section C, Description/Specifications/Work Statement**
  - **Section J, Attachments**
  - **Section L, Instructions, Conditions, and Notices to Offerors**
  - **Section M, Evaluation Factors for Award**



# RFP Section C

- **Section C, Description/Specifications/Work Statement**
  - Provides general summary of requirements to be fulfilled by contractor
- **Requiring Officials are responsible for working with N10 and N00L to develop Section C**





# RFP Section J

- **Section J, Attachments**
- **Requiring Officials are responsible for working with N10 and N00L to develop Section J**
- **Attachments of particular interest to Requiring Officials include:**
  - **Work package index**
  - **List of referenced drawings**
  - **Contract Data Requirements List (CDRL)**
  - **Contract Security Classification Specification**



# RFP Section L

- **Section L, Instructions, Conditions, and Notices to Offerors**
  - Describes information offerors are required to provide in their technical and costs proposals and required proposal formatting
- **Requiring Officials are responsible for working with N10 and N00L to develop Section L**



# RFP Section M

- **Section M, Evaluation Factors for Award**
  - Describes specific factors and sub-factors government intends to use to evaluate contractor proposals and relative importance (i.e., weighting) of evaluation factors and sub-factors
- **Requiring Officials are responsible for working with N10 and N00L to develop Section M**



# Source Selection Plan (SSP)

- **SSP describes the manner in which offerors' proposals will be revaluated and by whom they will be evaluated**
- **Requiring officials are responsible for working with N10 and N00L to develop the technical evaluation sections of the SSP**



# Funding Availability Certification

- **N10 requires certification of funding availability for anticipated contract award value based upon IGE prior to contract solicitation,**
- **Requiring Officials are responsible for providing necessary funding**



# Let's Review

- Describe the key responsibilities of Requiring Officials with respect to developing an acquisition strategy.
- Describe the key purposes of the SSP.
- Describe the purpose of RFP sections L and M.
- Who is responsible for funding contracting actions?



# Summary

- **During this module, we have discussed the roles and responsibilities of Requiring Officials with respect to solicitation planning:**
  - Acquisition strategy development
  - FEDBIZOPPS synopsis
  - RFP development
  - Source selection plan development
  - Funding availability certification



# Additional Information

- **For additional information, please refer to:**
  - **DOD Education Activity Procurement Customer Guide**
  - **DOD Guidebook for the Acquisition of Services**
  - **DOD Source Selection Procedures**
  - **MSC Port Engineering Manual, dated January 2010 (revision pending)**





# Final Questions





# Revision History

Date	Version	Description	Author
5/8/19	1.0	Revised slide template.	Gary Fields
7/6/20	1.1	Minor editorial and clarification revisions	Gary Fields