



# MILITARY SEALIFT COMMAND

## Contract Solicitation Process

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 solicitation process used by MSC.**
- **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 process activities:**
  - RFP release
  - Prospective bidder's shipcheck
  - Requests for clarification
  - RFP amendments
  - RFP closing



# Contract Solicitation Process

- **Major activities include:**
  - RFP release
  - Prospective bidder's shipcheck
  - Requests for clarification
  - RFP amendments
  - RFP closing



# RFP Release

- RFP release to prospective bidders is a major milestone on critical path to contract award
- Each prospective offeror receives a complete copy of the RFP, including a complete copy of the section J attachments (e.g., work items and associated drawings)



# Prospective Bidder's Shipcheck

- **Opportunity for prospective bidders to:**
  - Inspect shipboard configuration and conditions to better understand scope of work
  - Identify necessary implementing details not specified in work items
- **Requiring Officials are responsible for assisting N10 with planning and management of bidder's shipcheck**



# Requests for Clarification

- Submitted by prospective offerors to request clarification regarding various aspects of scope of work and other requirements reflected in work package or other sections of RFP
- Requiring Officials are responsible for reviewing requests for clarification and assisting N10 with preparing responses in a timely manner



# RFP Amendments

- **Periodically issued by N10 to:**
  - Respond to requests for clarifications
  - Modify RFP terms and conditions (as necessary)
  - Add/delete/amend work items (as necessary)
- **Requiring Officials are responsible for assisting N10 with preparing amendments, as required**



# RFP Closing

- Prescribed deadline for offerors to submit their proposals





# Let's Review

- Describe the documentation each prospective offeror receives in connection with RFP release.
- Describe the importance of the bidders' shipcheck.
- How should requests for clarification be handled during a bidder's shipcheck?
- What is the Requiring Official's responsibility with respect to requests for clarification?
- What is the Requiring Official's responsibility with respect to contract amendments?



# Summary

- **During this module, we have discussed the roles and responsibilities of Requirements Officials with respect to solicitation process activities:**
  - RFP release
  - Prospective bidder's shipcheck
  - Requests for clarification
  - RFP amendments
  - RFP closing



# 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