

Doing work with the FAA: A Small Business Perspective

Presented to: Small Business Conference

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Federal Aviation
Administration

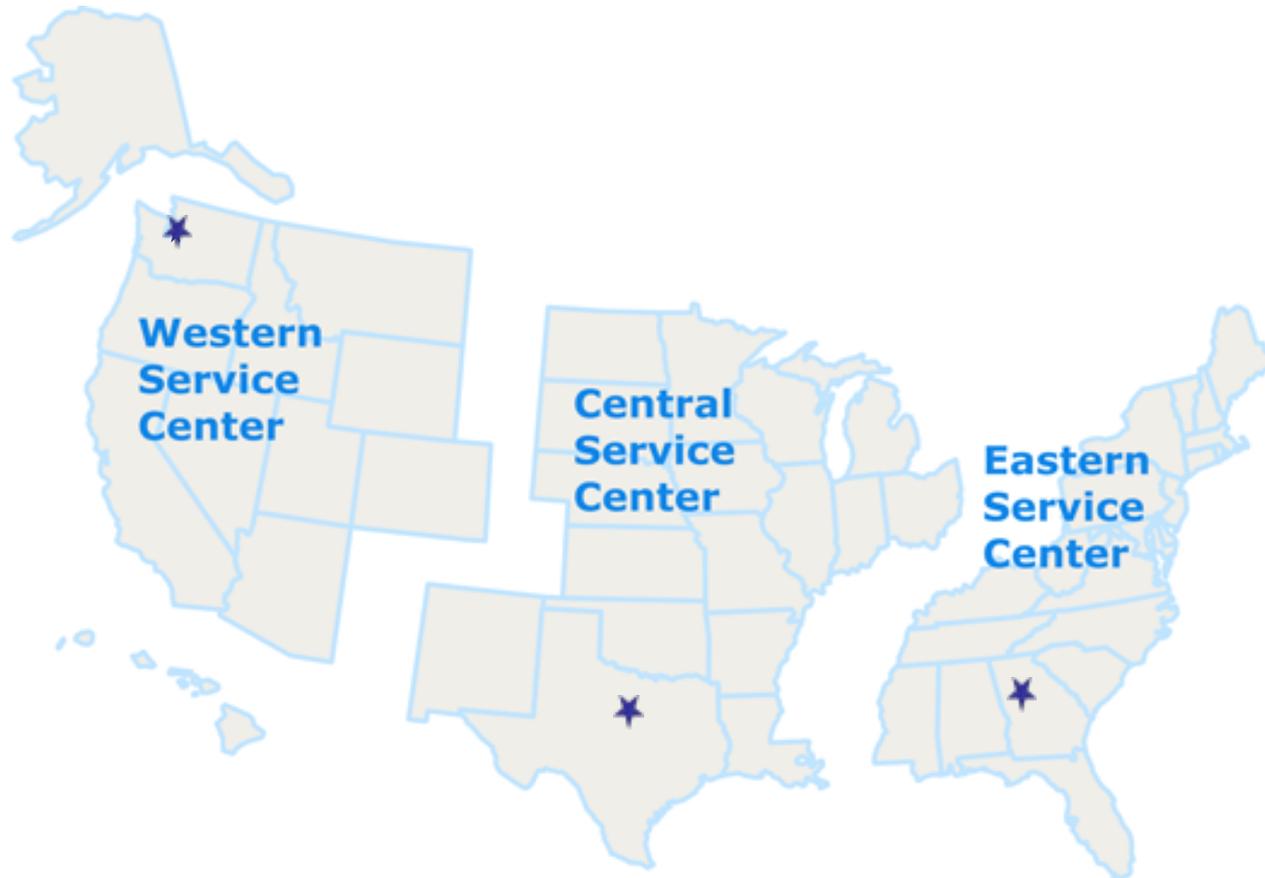


Topics

- Introduction to **Contracting Office**
- **The small business advantage**
 - What does it mean to be a “small business” for purposes of contracting with the Government?
- **Working with the Federal Government**
 - Understanding the **Solicitation & Award Process**

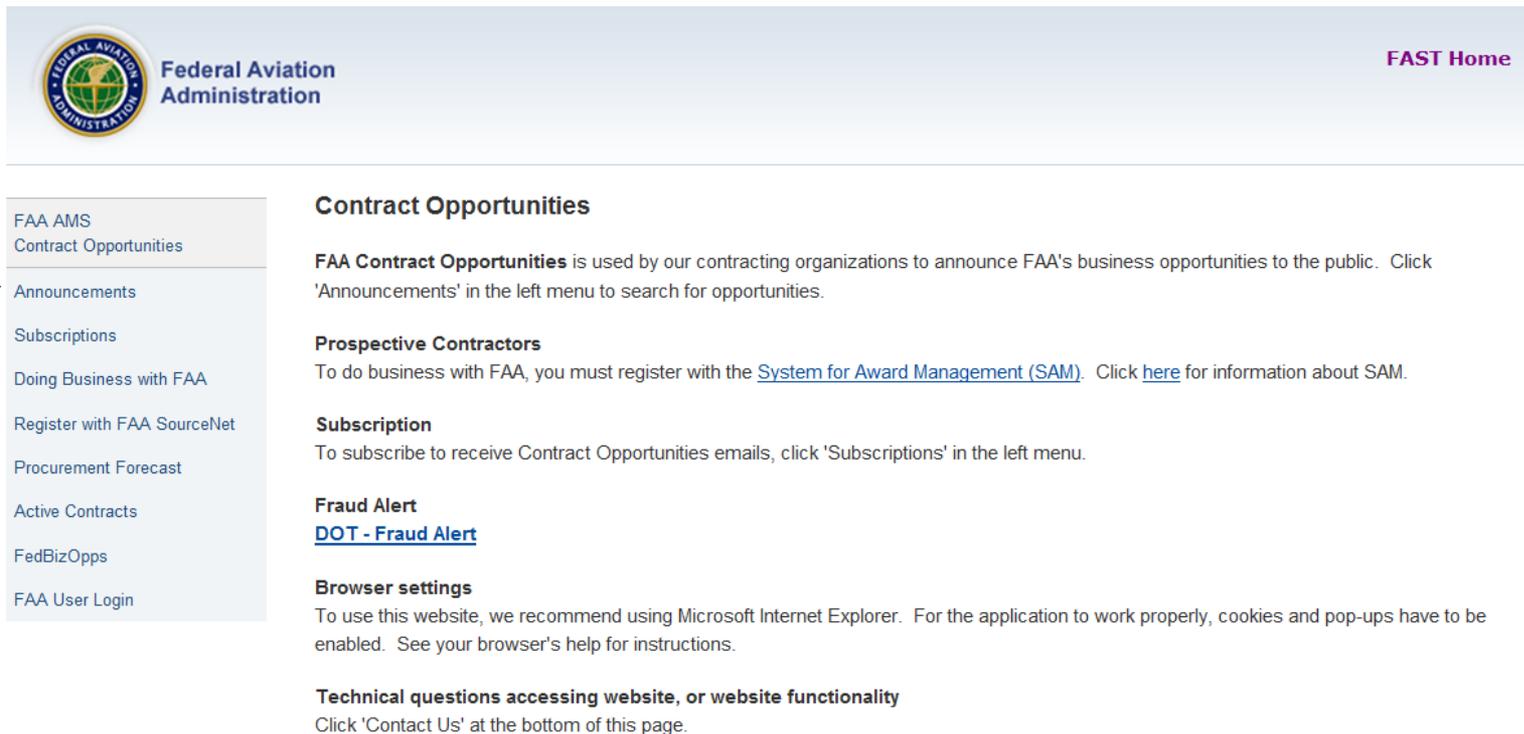


Contracting Organizations



Where do you look? Posted Requirements

- <https://faaco.faa.gov>



 Federal Aviation Administration FAST Home

FAA AMS
Contract Opportunities

Announcements

Subscriptions

Doing Business with FAA

Register with FAA SourceNet

Procurement Forecast

Active Contracts

FedBizOpps

FAA User Login

Contract Opportunities

FAA Contract Opportunities is used by our contracting organizations to announce FAA's business opportunities to the public. Click 'Announcements' in the left menu to search for opportunities.

Prospective Contractors

To do business with FAA, you must register with the [System for Award Management \(SAM\)](#). Click [here](#) for information about SAM.

Subscription

To subscribe to receive Contract Opportunities emails, click 'Subscriptions' in the left menu.

Fraud Alert

[DOT - Fraud Alert](#)

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Technical questions accessing website, or website functionality

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What isn't posted?

- **Requirements under \$100k**
- **Qualified Vendors Lists**
- **Multiple Award Contracts**
 - Construction-based ID/IQ's
 - Design ID/IQ's
- **Directed Awards**
 - AMS Policy <http://fast.faa.gov>
 - 3.6.1.3.4 **Set-Asides to Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals (8(a) certified)**
 - 3.6.1.3.5 **Noncompetitive Awards to SEDB (8(a)) Vendors**
 - 3.6.1.3.6 **Set-Asides to Service-Disabled Veteran Owned Small Businesses**

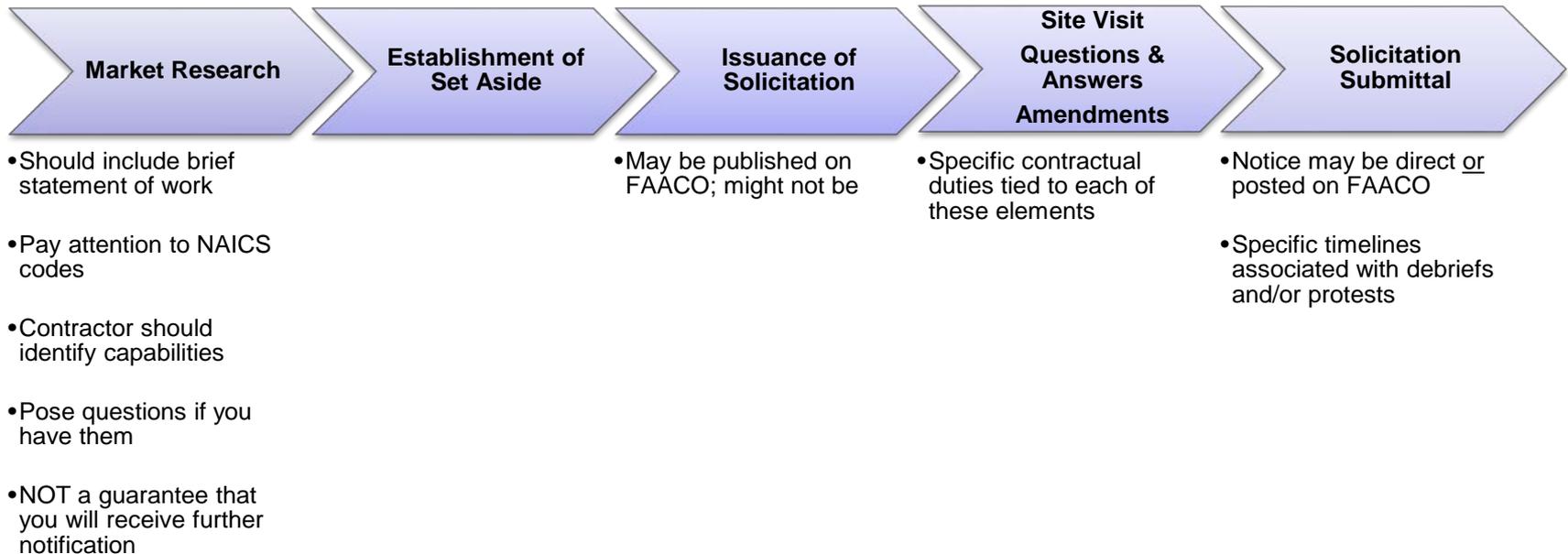


General Set Aside Rules

- **8(a) set asides: Unless exempted, each acquisition of supplies or services having an anticipated dollar value exceeding \$10,000 but not over \$150,000, is automatically reserved exclusively for SEDB (8(a)) vendors.**
- **Contracting Officers will conduct “market research” to determine whether there are sufficient SEDB (8(a)) vendors available.**



Acquisition Process



Site Investigation Responsibilities

•3.2.2.3-43 Site Investigation and Conditions Affecting the Work (July 2004)

(a) The **Contractor (you)** acknowledges that you have taken **reasonable steps to determine the nature and location of the work**, and **you have investigated and are satisfied about the general and local conditions which can affect the work...**

•You also acknowledge that you are satisfied as to the character, quality, and quantity of surface and subsurface materials or obstacles you might find, to the extent you can, from an inspection of the site, including all exploratory work done by FAA (we, us), as well as from the drawings and specifications that are a part of this contract. **If you do not take the actions described and acknowledged in this paragraph, you will still be responsible for properly estimating the difficulty and cost of successfully performing the work, and for proceeding to successfully perform the work without additional expense to us.**

(b) We are not responsible for your conclusions or interpretations of information we provided before contract award. We are not responsible for your understanding of conditions you get from any of our officers or agents before contract award. **You can rely on representations we make about conditions that we put into the contract.**

(End of clause)



Solicitation Tips

- **Contract Format**

- Section A: Standard Forms (SF)
- Section B: Pricing Schedule
- Section C: Statement of Work
- Section D: Packaging and Marking
- Section E: Inspection and Acceptance
- Section F: Deliveries or Performance
- Section G: Contract Administration Data
- Section H: Special Contract Requirements → Check for Security Requirements
- Section I: Contract Clauses
- Section J: Attachments
- Section K: Representations, Certifications and Other Statements of Offerors (Business Declaration)
- **Section L: Instructions, Conditions and Notices to Offerors**
- **Section M: Evaluation Factors for Award**



*Package Submission

• Business Proposal

- Cover Letter
 - Statement about any exceptions taken
- Standard Forms
 - Award Forms
 - Sub-Contractor
 - Amendments
- Business Declaration
 - MATCH NAICS Codes
- Section K
- Bonding / Insurance (if required)

• Technical Proposal

- Outlined in Sections L&M
 - Experience
 - Past Performance
 - Key Personnel
 - Technical Approach
- Comprehension & Writing Competition
 - Answer all questions asked

***Every Solicitation is different.**

Make sure to read the requirements of *each* Solicitation as they requirements may change.



Contracting Officer's Determinations

Responsive

Responsible

Technically Acceptable

Price is Fair and Reasonable



Source Selection Methods

Lowest Price Technically Acceptable

- Primary Procurement Method Used
- Must be found to be “technically acceptable”
- Generally, less complex requirements

Best Value

- Looks at factors other than just price, such as quality and expertise
- “Trade Offs”
- Reserved for more complex requirements



Resources:

