

Pre-Proposal Secrets - Are you ready?

Insider Secret #1 – The Team

By the time a project is advertised there is not enough time to build a Design Build Team...Build the best design build team **NOW** or you'll miss the boat.



Insider Secret #2 - Hire the RIGHT People

A private company assisting the Federal Government in preparing a Request for Proposal (RFP) is prohibited from further competing on that project. There are no such restrictions for *former* employees of that same company. You will want to hire these people to get project information.



Insider Secret #3 – Design Firms Prep Work

This is a Design Team Pre-proposal Task. This requirement needs to be obtained in advance. Waiting till the last minute will create a lot of unnecessary pressure and time constraints. **NOW** is the time to get the following information together and lay the groundwork so the government has **NO** excuse to deny your proposal:



- Prepare/complete your Form SF 330

Insider Secret #4 - Paperwork

This is a General Contractor Pre-proposal Check List of requirements to look for in the RFP. These requirements need to be obtained in advance. Waiting till the last minute will create a lot of unnecessary pressure and time constraints. **NOW** is the time to get the following information together and lay the groundwork so the government has **NO** excuse to deny your proposal:

- **Central Contractor Registration number (CCR)**
 - **Online Representation and Certification Applications (ORCA) number**
 - Financial information on your company or joint venture
 - **DUNS Number**
 - **Commercial and Government Entity (CAGE) Code**
 - **Taxpayer Identification Number (TIN)**
 - **NAICS Number**
 - **Experience Modification Rating (EMR)**
 - **Construction Contractor Appraisal Support System (CCASS) ratings**
 - **Company Policies and Procedures Manual needs to include chapters on:**
 - Drug-Free Workplace Policy
 - Affirmative Action
 - Compliance with Veterans' Employment Reporting
 - Equal Opportunity
 - Eliminate key people in your company that have been convicted of fraud or other defense contract-related felonies
 - Liability Insurance
 - Recent Company Project Résumé to support the type of project you are seeking
 - Performance and Payment Bonding
 - Safety and Accident Prevention Plan written in accordance with the Government's Safety and Accident Prevention Manual EM 385-1-1
 - Quality Control Plan for both Design and Construction written per government standards.
 - Environmental Management (Protection) Plan written per government standards
- Check with the Small Business Administration for the definition of "Small Business" because, frequently, high-income businesses may still qualify as a "Small Business" thus making it unnecessary to prepare a Small Business Sub-Contracting Plans

