

Source Selection TIPs
SDVOSB
Conference
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NAVFAC MID-ATLANTIC
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DO's

- Read the entire RFP first before planning on responding.
- What is the Government asking you to provide?
- Look at each of the evaluation factors for which you will be evaluated on.
- Determine what resources you will need to submit for each of those factors.

DO's

- Ensure you have met all of the minimum requirements of the RFP.
- Always put your best proposal together at the first go around. There may not be any rounds of discussions. Award could and will always be tried to be made on initial proposals.
- Always QA your proposal to ensure you have met the requirements down to the nth degree. Ensure your narratives match your drawings.

DO's

- Early on if you have RFI's, that is why it is important to read the RFP first. Please submit them early on in the procurement.
- Ensure that you provide mitigating circumstances for your safety program or past performance.
- Any alternatives you proposed, ensure you have met the minimum requirements first, than provide your alternative with prices if it not within the contract to budgeted amount.

Don'ts

- Don't assume anything, if questionable, put in writing your concern to the Contracting Officer or Contracts Specialist
- Don't qualify your proposal.
- Don't make assumptions about the contract to budget. That is the amount of monies has to make award.