

Pre-Solicitation Phase

Solicitation Phase

Award Phase

Contract Administratio

<b>Description</b>	Begins when a requestor in a Program Office identifies a requirement, and ends when the requirement has been defined and a funded PR is fully approved.	Begins when a Contract Officer or Specialist uses a funded PR to put together a Solicitation for vendors to bid on the good or service, and ends when we receive quotes back.	Begins when we receive vendors' bids, evaluate them for technical acceptability, select a vendor to provide the good/service, and end when we make an award to a vendor.	Begins when a contract is awarded. This phase focuses on the lifecycle of the contract, including adding funds, modifying the contract, exercising options, de-obligating funds and close-out.
<b>Stages</b>	<ul style="list-style-type: none"> <li>• Requirements Development</li> <li>• Market Research</li> <li>• SOW Draft</li> <li>• ICGE Draft</li> <li>• IT Approval</li> <li>• PR Approval</li> <li>• Acquisition Planning</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-solicitation Documentation</li> <li>• Solicitation Draft</li> <li>• Solicitation Review / Approval</li> <li>• Solicitation Posted</li> <li>• Q&amp;A</li> <li>• Proposals Received / CS Eval</li> </ul>	<ul style="list-style-type: none"> <li>• Technical Evaluation</li> <li>• Discussion/Negotiations</li> <li>• Legal Review</li> <li>• Pending Award</li> <li>• Awarded</li> <li>• Debrief Post-Award</li> <li>• Kick-Off Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Modifications</li> <li>• Add or Deobligate funding</li> <li>• Exercising Options / Extending</li> <li>• Contract Close-out</li> <li>• Vendor performance issues</li> </ul>
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>• Defined Requirement</li> <li>• Funded PR</li> </ul>	<ul style="list-style-type: none"> <li>• Solicitation Package</li> <li>• Vendor Bids</li> </ul>	<ul style="list-style-type: none"> <li>• Selected vendor</li> <li>• Finalized Award</li> </ul>	<ul style="list-style-type: none"> <li>• Contract Maintenance</li> </ul>
<b>Key POC's &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• <u>Requestor</u> - responsible for defining the requirement.</li> <li>• <u>FBMS Requisitioner</u> - responsible for submitting a PR, and making sure it gets the proper approvals.</li> </ul>	<ul style="list-style-type: none"> <li>• <u>Contract Officer (CO) / Contract Specialist (CS)</u> - responsible for putting together a solicitation package, and putting it on the street for vendors to bid on.</li> <li>• <u>Requestor</u> - responsible for confirming details and helping answer questions that come up in the acquisition process.</li> </ul>	<ul style="list-style-type: none"> <li>• <u>Contract Officer (CO)</u> – Responsible for working with the requestor to make sure that the bids fulfill the requirement, and then making an award.</li> <li>• <u>Requestor</u> – Responsible for helping evaluate bids for acceptability.</li> </ul>	<ul style="list-style-type: none"> <li>• <u>Contract Officer Representative (COR)</u> - responsible for managing vendor performance and identifying issues.</li> <li>• <u>Contracting Officer (CO)</u> – Responsible for taking contracting actions to maintain and administer the contract (exercise options, add funds, close contract, etc).</li> </ul>
<b>Process</b>	Define Requirement, submit PR, get PR approvals, develop statement of work, perform market research	Electronic public advertisement of the solicitation and all events occurring while the solicitation is open for competitive bidding. Answering vendor questions, possible site visit	Reviewing for responsibility and responsiveness, ranking of offerors based on the solicitation	Contract performance; review and acceptance of supplies or services; review invoice for payment for accepted supplies and services
<b>Resources</b>	FBMS Requisitioner List	List of Contract Officers	List of Contract Officers	List of CORs

<p><b>Key Tips</b></p>	<p>1) When defining your req't, remember to answer the 6 questions: Who, What, Where, When, How and Why</p> <p>2) Always submit your PR for 10% more than you think it will cost.</p> <p>3) Always put the Requestor's info on the PR.</p> <p>4) If you have supporting documents (a previous SOW, vendor quotes, etc) Please attach those to the PR so they can be modified and reused.</p> <p>5) If there are any vendors you like working with, or do not want to work with, tell the CO before the solicitation goes out to bid!</p>	<p>1) Please make sure the Requestor is being responsive to the CO or CS, as there are approvals and questions that the CO cannot move forward without!</p>	<p>1) Please be responsive to any questions from the CO, and make sure the Requestor is also responsive to any questions</p> <p>2) The trickiest part of the Award phase is usually the Technical Evaluation of the vendor's bids. Often, the CO cannot complete it and needs input from the Requestor</p>	<p>1) Please reach out to your COR or CO as soon as possible if you are having issues with a contract.</p> <p>2) When exercising options, please let the COR or CO know at least 90 days ahead of the end date, so there is enough time to send notices to the vendor.</p>
<p><b>If you are having problems:</b></p>	<p>Reach out to your manager, or your FBMS Requisitioner and ask "What is the PR number for this requirement?" If there is no PR number, please ask them to submit a PR as soon as possible!</p>	<p>Reach out to your manager, or the Contract Officer / Specialist assigned to this and ask "Has this PR been posted yet? If so, when does it close? If not, what can I do to help get this posted soon?"</p>	<p>Reach out to your manager, or the contract officer assigned to your case to ask "Has an award been made to any vendor? If not, what needs to happen to make an award?"</p>	<p>If you are having problems in this stage, please reach out to the COR (Contracting Officer Representative) or the CO</p>

