



2016 Annual MDA Small Business Conference

Lessons Learned

Small Business Cost Proposal Submission Missile Defense Agency

Presenter

Efrem J. Hanson

MDA Senior Contract Price/Cost Analyst

Approved for Public Release
16-MDA-8669 (17 May 16)



Topics

- Cost Proposal Preparation
- Proposal Deficiencies
- Resources Available



Cost Proposal Preparation

- Review synopsis, solicitation, and changes
 - Check Federal Business Opportunities (FedBizOps.gov) regularly
- If interested, request to be added to the vendors list
- Review the entire solicitation, including all documents, forms, and instructions
- Contact the contracting officer with questions, comments, or to request additional information
 - Make sure you understand the requirement
 - Test the MS Excel pricing models
 - If something looks wrong, point it out for consideration
 - With your question, indicate relevant document, form, or instruction title; page number; and section



Proposal Deficiencies

- Proposal is not organized or indexed
 - Basis of Estimate (BOE) does not identify the Statement of Work or Performance Work Statement item
- Noncompliant with RFP instructions or requested format
 - Proposal does not address entire Statement of Work or all Performance Work Statement items
 - Proposal includes scope outside the government's requirement
 - Missing electronic versions of prime and subcontractor cost proposals (Microsoft Word and Excel)
 - Cost/price analysis of subcontractor proposals not submitted with prime contractor's proposal
 - Missed proposal due date



Proposal Deficiencies

- Lack of configuration management across volumes.
 - The values listed in Section B do not match the values listed in the MS Excel pricing model
 - Hours listed in the Technical volume do not reconcile with the hours listed in the Cost volume
 - Summary schedules do not clearly reconcile to supporting schedules
- General statements, rather than objective evidence, provided as justification for proposed amounts
- MS Excel workbook contains math or formula errors
- SBA affiliation is not current or accurate (classification...type of SB)
- Cage, duns, NAICS not provided



Resources Available

- The contracting officer listed on the solicitation
- MDA Small Business Office
- DCAA's Information for Contractors: www.dcaa.mil
- Contract Pricing Reference Guides:
www.acc.dau.mil/cprg
- DCAA Small Business Focus Point Contact
 - Phone: 571-448-2008
 - Email: SmallBusinessFocalPoint@dcaa.mil



QUESTIONS???

Approved for Public Release
16-MDA-8669 (17 May 16)