



Office of Acquisitions & Grants Services (OAGS)

FDA SMALL BUSINESS OUTREACH VENDOR FAIR

Leonard Grant

February 20, 2013



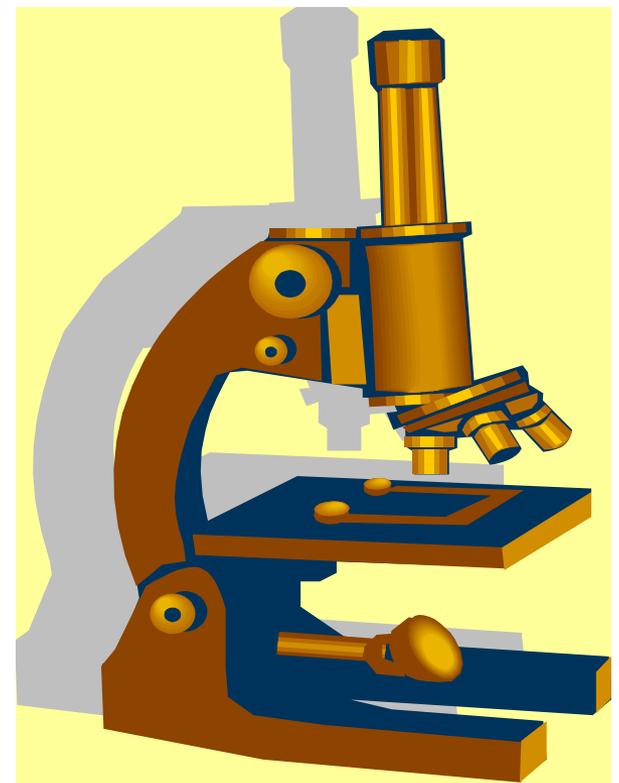
Agenda

- Who we are...
- What we buy...
- Goals and statistics...
- How to do business with us...



OAGS Mission

Our mission is to provide **high quality support** to FDA programs by managing all contracts, and assistance agreements in a **timely manner** and at a **reasonable cost**.



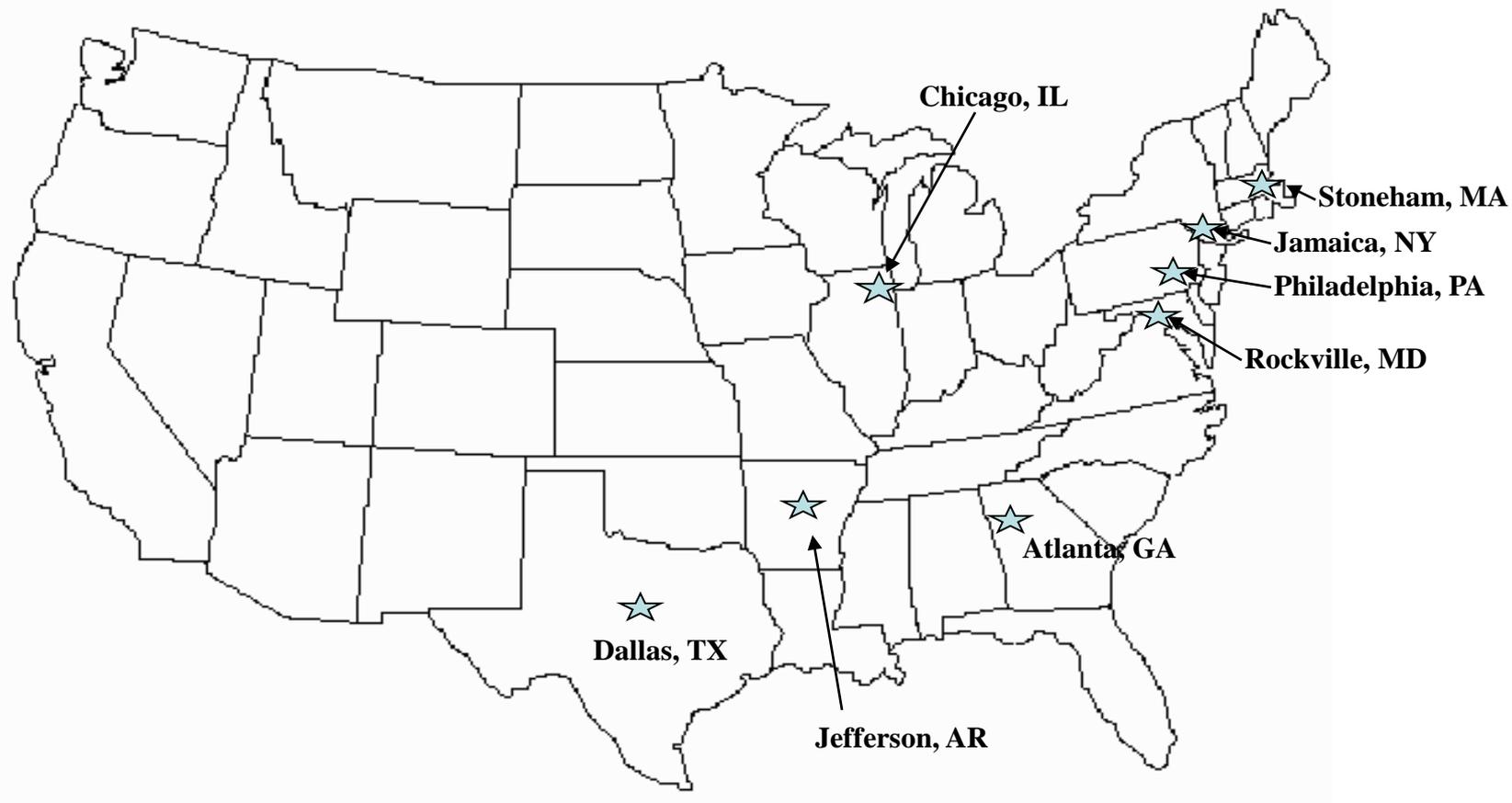
Acquisition Principles

- Fairness - all interested parties receive the same information
- Transparency – processes are ethical, legal, regulatory and known
- Competition – seek competition whenever possible
- Socioeconomic goals – provide opportunities to designated small business groups – Small Disadvantaged, SDVOSB, Women-owned, HubZone and 8(a)
- Acquisition Process – understanding, respecting and following the process takes time, supports principles, prevents problems

OAGS is a

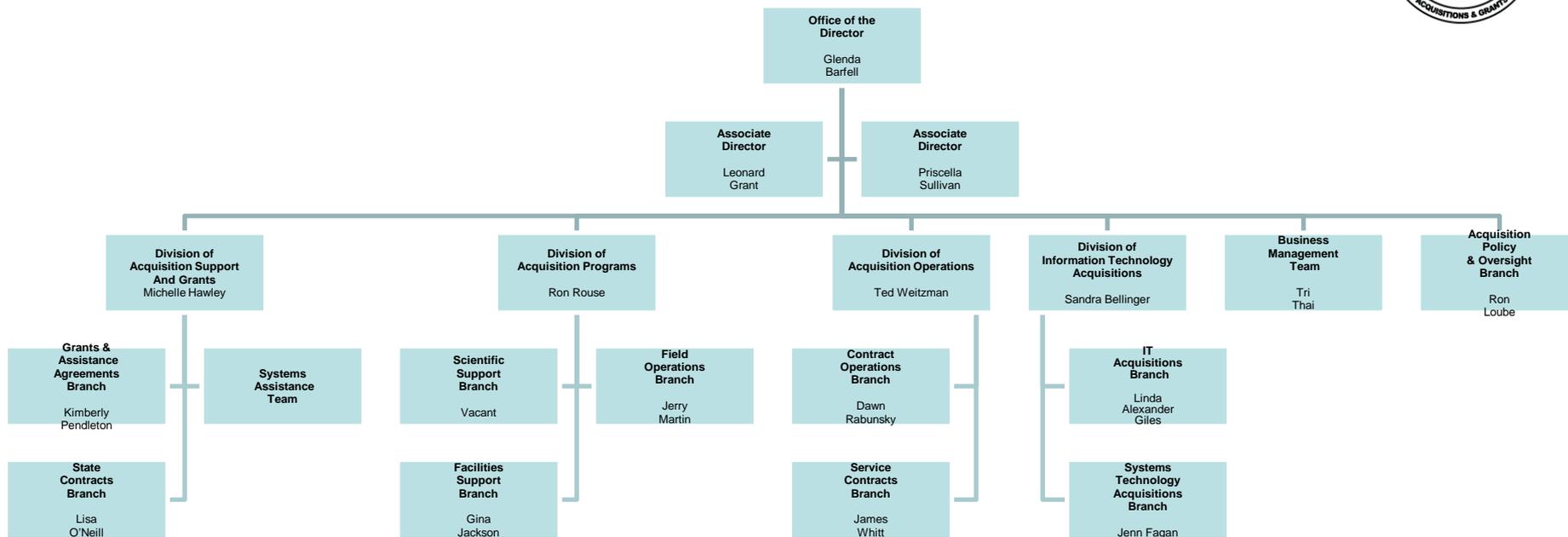
- Consolidated acquisition office
- Located throughout the country
- Aligned by commodity and service
- A “cradle to grave” operation
 - Pre-solicitation
 - Solicitation, Receipt and Evaluation
 - Negotiation, Source Selection and Award
 - Contract Administration and Closeout

OAGS Office Locations





OFFICE OF ACQUISITIONS AND GRANTS SERVICES



OAGS Team Specialties

Grants and Assistance Agreements Branch

Negotiate, award and monitor federal funds awarded through various grant mechanisms. Award and administer Inter-Agency Agreements (IAGs).

State Contracts Branch

Contracts to support the Mammography Standards Quality Act, Food, Tissue and Feed Programs. These contracts commission the states to conduct inspections to ensure the quality and safety of the nations' food, animal feed and medical devices.

Facilities Support Branch

Provides facility support, furniture, construction and renovation, architect/engineering services contracts and simplified acquisitions for all headquarter locations, Irvine, San Juan, and Dauphin Island.

Field Operations Branch

Provides support for National Center for Toxicological Research (NCTR) (Jefferson, AR) related work as well as lab supplies and lab equipment as designated.

Scientific Support Branch

Mission specific contracts and simplified acquisitions, including research and development requirements and lab supply and equipment requirements



OAGS Team Specialties

Contract Operations Branch

Service contracts and simplified acquisitions, including but not limited to, studies chemicals/drugs/reagents, animals, lab equipment, etc.

Services Branch

Service contracts and simplified acquisitions, including but not limited to, Document control/records management, events management, management support services, guard services, moving, library support, custodial, etc.

Information Technology Teams (IT Acquisitions & Systems Technology)

All information technology related contracts and simplified acquisitions.

Acquisition Policy and Oversight Branch

Provides acquisition policy, oversight, compliance and manages purchase card program

Business Management Team (BMT)

Facilitates collaboration between OAGS and the FDA Center/Offices to provide early acquisition support and multidisciplinary technical expertise in order to make the acquisition process more efficient.



Acquisition Goals and Statistics

SOCIOECONOMIC

Small Business Award Categories	FY Goal	FY 09	FY 10	FY 11	FY12
Small Businesses	35%	44.33%	37.20%	47.46%	55.90%
8(a) Businesses	5.0%	13.44%	10.12%	19.53%	24.10%
Small Disadvantaged Businesses	5.0%	25.08%	20.85%	28.24%	34.70%
Women-Owned Small Businesses	5.0%	15.61%	11.63%	12.05%	16.55%
HubZone Businesses	3.0%	3.23%	4.18%	2.96%	3.59%
Service Disabled Veteran Owned	3.0%	5.55%	1.96%	3.99%	4.68%



Acquisition Goals and Statistics

FY 12 COMPETITION

Center	Percent of Eligible Actions Completed	Percent of Eligible Dollars Completed
CBER	89.7%	96.65%
CDER	92.1%	98.20%
CDRH	86.0%	98.05%
CFSAN	90.4%	94.48%
CTP	85.7%	86.41%
CVM	90.2%	96.22%
NCTR	93.9%	98.65%
OC	93.2%	97.15%
ORA	91.1%	94.24%
Total FDA	91.0%	96.28%

Acquisition Goals and Statistics

AWARDS

Acquisition Summary	Actions	Dollars (in Millions)
FY 08	5,160	\$617.7
FY 09	6,045	\$831.1
FY10	5,700	\$1,200.0
FY11	6,334	\$1,400.0
FY12	6,791	\$1,280.0*

*Approximately \$9M was awarded to new small businesses that attended last year's Small Business outreach event.

Doing Business with the FDA (1 of 3)

- **Contact Small Business Program Office -**
www.hhs.gov/about/smallbusiness/
- **Review Procurement Forecast for the Products and/or Services that Your Business Sells -** www.hhs.gov/about/smallbusiness/
- **Obtain a DUNS number from Dun & Bradstreet and Register in System for Award Management (SAM).** A DUNS number is a business identification number and businesses must have DUNS numbers to do business with the Federal Government. There is no cost to obtain a DUNS number. You must be registered in SAM to do business with the Federal government. www.sam.gov
- **Become Familiar with Federal Contracting Procedures.** Federal agencies must follow certain rules relating to procurement, which can be different than typical business practices. The Federal Acquisition Regulation (FAR) is the primary source of guidance on federal contracting. Most agencies have agency-specific supplements to the FAR.

Doing Business with the FDA (2 of 3)

- **Market Your Business to the Right Contacts and know what FDA buys.**
Do not send information to the highest official that you can find. It is more effective to send information to the contracting office, the Small Business Specialist, or the appropriate program official.
- **Visit FedBizOpps Website at www.fbo.gov**
 - Single point of entry for business opportunities valued in excess of \$25,000
 - Register to receive notifications whenever business opportunities relevant to your industry are posted.
- **Attend Agency Sponsored Vendor Outreach Sessions, Trade Fairs, and Other Business Networking Events.**
 - HHS conducts monthly outreach session
 - Networking and teaming opportunities.
- **Explore Subcontracting Opportunities**

Doing Business with the FDA (3 of 3)

- **Respond to Requests for Information (RFI) / Sources Sought Notices**
 - Submit detail sufficient to determine capabilities
- **Obtain one or more GSA Schedule contracts and/or GWACs.**
 - Being on schedule and/or a GWAC makes good “business sense” and will provide your company with multiple options.
- **Maintain High Standards of Integrity.**
 - Do not attempt to act outside of the boundaries set in the FAR and various agencies supplements.
 - Federal officials involved in the procurement process are limited in what information they can disclose to whom and when. Do not pressure them for additional information and do not attempt to circumvent the boundaries set.

Sources Sought Objectives

- What a Sources Sought actually seeks
 - Evidence of [relevant](#) experience and expertise
 - [Capacity](#) to provide necessary resources
 - Succinct demonstration of [understanding](#) of synopsis requirement
 - Evidence of prior [adaptability](#), e.g., teaming, staffing scalability, obtaining expertise
 - Ability to meet the [specific need](#) synopsis
- Most of all, a sources sought seeks a response that addresses the points in the synopsis
- Tailor your response specifically to the sources sought and provide supporting evidence.
- Document your small business category within the NAICS code size standard listed for the proposed acquisition.

Request For Proposal (RFP) Pointers

- **Are you capable?** Make an intelligent/informed business decision
- **Read, read, and re-read Sections C, L & M** (statement of work, proposal prep. instructions & evaluation criteria)
- **Answer the mail:** “How” are you are going to do the job – do not parrot back the RFP
- Succinctly demonstrate your understanding of the issue & substantiate your costs
- **Pay attention to page limitations**
- **Be aware of Best Value** - Lowest cost does not always win
- **Always request a debriefing.** Learn how to improve

When Responding to FDA Solicitations...

(1 of 4)

- Read and understand the complete solicitation. Be sure to follow all proposal preparation instructions, respond to everything in the solicitation that needs a response, and be mindful of due dates.
- Review agency regulations, guidance, and instructions referenced in the solicitation for relevance to your proposal. In some cases, FDA has requirements and policy unique to us.
- Don't presume that the FDA knows what you can do. Your response to the solicitation must demonstrate you have the capability to provide the products or services requested.
- Make sure that the proposal is well-written. Proofread to eliminate mistakes. If the stakes are high, evaluation by an in-house "quality review team" is a useful technique. Be sure to acknowledge any solicitation amendments, and address changes as necessary.

When Responding to FDA Solicitations.....

(2 of 4)

- Address the major topics in the solicitation in the same sequence as requested. Do not simply restate the language used in the solicitation, but describe how your company will accomplish the work.
- Keep the Executive Summary concise, and summarize why your company should be chosen for the contract. Explain how your company is going to accomplish the requested work
- If small business (SB) size requirements, ensure you are considered a SB for the requirement's NAICS code.
- If you are planning on proposing as the prime, make sure you can perform at least 50.1 percent of the work.

When Responding to FDA Solicitations.....

(3 of 4)

- When past performance information is requested, read the instructions to offerors carefully. You will often be requested to provide a questionnaire to previous customers, which they will send directly to the FDA. Choose your references carefully.
- Provide a safety plan if your proposal involves the use of hazardous materials. This will probably be expressly requested, but be sure to address any safety issues even if a formal plan is not mentioned. Research FDA regulations on the use of the kind of equipment or materials that will be necessary for the work; you may be held responsible for adhering to regulatory requirements that are not expressly spelled out in the SOW.
- If key personnel are identified, provide their resumes, qualifications and responsibilities.

When Responding to FDA Solicitations.....

(4 of 4)

- Identify any subcontractors and describe their responsibilities and how the relationship will be managed.
- Ensure that any charts and graphs included in the proposal are relevant. Use them as exhibits whenever possible.
- Complete and sign all paperwork correctly. Errors and incomplete paperwork could result in proposal. Do not assume that discussions will take place or that you will have a chance to correct errors; make sure that your initial proposal reflects your best effort. Observe page limits – any pages over the limit may be disregarded by the evaluators.
- Participate and request debriefings – timing is critical. Means to obtain valuable feedback to improve proposals for future requirements.

Proposal Checklist: Did you...?

- Ensure all pages for each copy of each volume of the proposal are present, and in the correct numerical order
- Tab major sections of the proposal and exhibits appropriately
- Ensure the proper title page is with the appropriate volume and all volumes are physically separated as necessary
- Provide the required number of copies? (Unless otherwise required by the solicitation, use 3-ring binders for submitting proposal documents.)
- Ensure all unit prices are correct and the amount shown equals the unit price multiplied by the quantity. (If there is an arithmetic error, the Government will evaluate the pricing based upon the unit price.)

Proposal Checklist: Did you...?

- Ensure all RFP documentation is signed and dated as required
- Include company's DUNS number, company name, address (with county), telephone number, and fax number
- Verify the number of amendments issued and the proposal due date and time; acknowledge all amendments
- Secure packages (seal envelopes and boxes with clear packing tape to ensure adhesive seals do not loosen during transport)
- Address mailing labels correctly (each package should identify the sender (in the upper left corner); the recipient (in the center); and the solicitation number, service required, service location(s), the volume enclosed (e.g., Volume II: Technical), the proposal due date and time (near the lower left corner)
- If hand-delivering the proposal, get signed receipt showing both the date AND time of the proposal was received by the government

Working Together

- The Contract Specialist/Contracting Officer (CS/CO), Contracting Officer's Representative (COR), Contractor, and Vendor Payments (Office of Financial Services) form an acquisition team that is responsible for ensuring that the necessary goods or services are successfully acquired and utilized.
 - The CS/CO assists the program in attaining the goals set forth by the Center/Office.
 - COR provides oversight and guidance of the project.
 - The Contractor provides the supplies and services required by the Government.
 - OFS ensures the timely payment of a proper invoice.
- This partnership facilitates the mission of FDA being accomplished.

Where to Go for More Information

- Doing Business With FDA - Make Your Connection (<http://www.fda.gov/AboutFDA/business/ucm288023.htm>)
- FedBizOpps (www.fbo.gov) site includes training videos for small business and instructions on registering and monitoring agency requirements.
- HHS Small Business Office (www.hhs.gov/about/smallbusiness) has information on current requirements, forecasts, “Doing Business,” etc.
- The Small Business Administration (www.sba.gov/category/navigation-structure/contracting) has great deal of information with web links for determining size status and resources to research government requirements.
- All grant announcements across the government are available at: <http://www.grants.gov>.



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Questions

