OVERVIEW

- OPO issues PALT/EOF Guidance on 2/6
- Program Offices have identified 43 critical requirements
  - The 43 requirements are highly complex procurement actions
  - Requirements development for many are behind schedule and will require bridge actions or result in a break in service
- OPO expects approximately 1300 additional requirements requests by EOFY
  - Less complex actions, options, mods, close-out (Deobs), and IAA’s.
- **Challenge:**
  - High volume of critical actions across the agency
  - Uncertainty of existing CR
  - Resource limitations
- **Key Decision Points:**
  - Determining agency priority across critical actions
  - Determining funding approach through CR & FY17 year-end
  - **Identify Actions that will be deferred due to resource constraints**
Sources Sought Notice

**What is a Sources Sought Notice?**
An announcement that the government is looking for sources (capable firms) to provide services or goods.

A Sources Sought is not an actual bid or proposal solicitation; instead, it's a solicitation of interest. Think of a Sources Sought as market research being conducted by a government agency to assess the capabilities and interests of the marketplace.

There is really only one reference to this term in the FAR at 5.205 which falls under **Subpart 5.2 for Synopses of Proposed Contract Actions**. And so according to FAR 5.201(c), the primary purposes of the synopses notices are to "improve small business access to acquisition information and enhance competition by identifying contracting and subcontracting opportunities."
The label “Sources Sought” may be seen on many contract opportunities posted on FedBizOpps (FBO), the place where federal agencies advertise their upcoming contracts. (You can search for Sources Sought using the “Advanced Search” link on the FBO home page.)
Sources Sought Notice Sample

There are always very specific instructions in each Sources Sought for responding. Follow these instructions to the letter, and give them no more and no less than requested – in other words, give the federal agency which posted the Sources Sought Notice exactly what it asks for.
Sources Sought Notice Posting

Relationship-building actually could create an “insider’s advantage” for you on the procurement, possibly even leading to a set-aside (limiting competition to only a few firms in your small business category) or a sole-source award (if your capabilities and expertise are unmatched by others).
To Respond or Not To Respond

It is important that you not respond just for the sake of responding. Some vendors are not capable but submit a single page standard line card in response to Sources Sought/RFI, perhaps in the hope of getting recognized for other work.

All that does is develop a negative image of a company that isn’t putting forth effort and is wasting an agency’s time.

The sources sought, is looking for capable sources that will likely respond to the solicitation when published.
So How Do You Respond?

Your job is not to just answer questions but to convince them of your capability.

Make this a best effort.

1. Address each task or element specifically and with detail – task by task.
2. Explain your capability level
3. Subcontractor functions
4. Locally related
5. Scope of the Contract
6. Past performance
7. Identify contract experience
So How Do You Respond?

8. Identify any regulations, certifications, or equipment
9. Identify your intentions to team or subcontract
10. Key personnel
11. Security Clearances
12. Address the need for new personnel
13. Management Skill
14. Financial Capability
15. Transition Plan
Closing Remarks

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