

Helpful Hints on Participating in the Competitive Procurement Process

The projects listed have been tentatively identified for award through the competitive procurement process. A separate solicitation will be developed for each of the studies listed and announced on the [Federal Business Opportunities](#) (FedBizOpps) website.

Most competitive procurements begin with a “synopsis” which is a “request for interest” to determine whether there are any “small businesses” capable of conducting the research. If there are enough qualified small businesses, the project will be set aside for competition among small businesses. Even with this type of competition, small businesses may partner with other organizations such as universities or large firms. If there are an insufficient number of small businesses to warrant a small business set aside, the project will be advertised in FedBizOpps as a full and open competitive procurement.

Following the “request for interest” phase, our procurements usually proceed in two steps. In step one, interested offerors are requested to submit “capability statements” which detail personnel and organizational qualifications, experience, facilities, and past performance relevant to the project. The specific requirements for the capability statements are provided in a FedBizOpps notice. The capability statements are reviewed. Then in step two, those offerors determined to be most qualified are provided with additional instructions in a “request for proposal” and invited to submit a proposal. Depending on the project, the proposal may include written and oral components.

The announcement date for individual solicitations is fluid and the response time is limited. Therefore, those interested in our research opportunities are encouraged to frequently check the FedBizOpps website.