

<b>FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE</b>		
<b>Subject:</b>  <b>PRE-AWARD ACTIVITIES</b>	FMEP-P-0730	Rev. No. 0
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1.0 PURPOSE

To provide the details of Pre-Award activities.

2.0 GENERAL

2.1 Meetings/Visits

This procedure discusses the items listed below.

- (a) Pre-Bid Site visit.
- (b) Pre-Bid meeting.
- (c) Bid Clarification meeting.
- (d) Pre-Award meeting.

2.2 Purpose

The purpose of the various meetings/visits is discussed below.

- (a) The Pre-Bid Site Visit and Pre-Bid Meeting are held to provide prospective bidders an opportunity to evaluate jobsite conditions, and to obtain clarification of bid or work scope requirements.
- (b) Bid Clarification Meetings may be held with selected bidders, prior to subcontract award, to review their proposals, and to allow further clarification of bid or work scope.
- (c) A Pre-Award Meeting may be held with the selected subcontractor to assure that a clear mutual understanding of the work to be awarded has been reached.

2.3 Responsibilities

The responsibilities of the personnel involved in the Pre-Award activities are defined below.

- (a) The Procurement and/or Contracts Organizations are responsible for the coordination of the subcontract formation process, as well as for commercial content of the subcontract. This responsibility may not be delegated to others.
- (b) The Contracting Officers Technical Representative (COTR) will provide advise to the prospective subcontractor on conditions at the project site, work week, waste disposal, safety, communications provisions, transportation, utilities and other such items deemed important to onsite subcontractors.

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(c) The COTR may participate in the determination of completeness of information required of the bidders (e.g. prior experience, equipment available, etc.), and in the determination of other unique qualifications on work that is negotiated.

**3.0 PROCEDURE**

- (a) The Contracts Specialist shall conduct all meetings held prior to award.
- (b) Each meeting shall have an agenda prepared in advance. Attendance, pertinent information, questions, and answers shall be recorded. Meeting minutes shall be issued to all attendees.
- (c) All contacts with the bidders prior to award are to be coordinated through the designated Contracts Specialist.
- (d) If there are separate jobsite visits, these are usually conducted by the COTR.
- (e) The Science Applications International Corporation Project Manager for the Scope of Work, the Architect Engineer for the Scope of Work, and the COTR should participate, to the extent possible, in the meetings/visits identified in this procedure.