



UNITED STATES TRANSPORTATION COMMAND

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TO: PROSPECTIVE USTRANSCOM VENDORS

FROM: TCAQ

SUBJECT: USTRANSCOM Acquisition Tips

Encouraging competition is sound acquisition policy. Therefore, USTRANSCOM desires maximum competition for all of our competitive acquisitions. Competition is stimulated with quality vendor proposals. Source selections are more straightforward and uncomplicated when prospective vendors convey their proposed approach in a way anticipated by the Government. The best way for the Government to support this process is to provide prospective vendors with feedback and lessons learned on previous acquisitions. This letter attempts to do that.

The following acquisition tips are based on previous USTRANSCOM acquisitions and are provided with the disclaimer that each acquisition is unique, these tips are general in nature and prospective vendors must always submit their responses in accordance with solicitation requirements.

- Submit “up to” the number of past performance examples requested in the solicitation.
- Do not submit an Indefinite Delivery/Indefinite Quantity (IDIQ) contract as a past performance example; typically there is no work performed on an IDIQ. The work is performed on a task order/delivery order and each one is considered a separate contract example.
- Do not submit consecutive awards as one example if those examples are outside of the “recent” performance period, typically within the past 3 years (see the Request for Proposal/Request for Quote for the applicable time period).
- Focus on the current Performance Work Statement (PWS) requirement and your unique approach to completing the requirement...tell us “how” you will perform the PWS requirement.
- Do not regurgitate or restate the requirements of the PWS; focus on your unique approach.
- Do not recite or repeat past performance information in your technical volume.
- Streamlined and adaptive best business practices tend to provide best value and result in source selection winners.
- Carefully read and understand the solicitation – specifically address all evaluation criteria.
 - Follow all proposal submission directions – ensure your offer is complete;
 - If needed, ask for clarifications on Evaluation Notices to facilitate responses; and

- Remember that the Government may evaluate proposals and award without discussions.
- In today's fiscal environment, competitive pricing is becoming a key discriminator.
 - Determine how to reduce price without sacrificing the quality of service.
- Check math on proposals.
 - Ensure numbers in your staffing matrix carry over to cost/price proposal; and
 - Ensure numbers in your cost/price proposal carry over to the Schedule B contract line item number (CLIN) structure.
- Pay attention to page limits. Pages beyond the stated limit will not be read or evaluated.

Best value for the Government is the expected outcome of a competitive acquisition. USTRANSCOM looks forward to receiving proposals that will secure the best value to the Government at fair and reasonable prices for both the contractor and Government while maintaining that quality service USTRANSCOM has come to realize from our contract partners. We trust these tips will aid you in developing your proposal submissions. For questions or clarifications on this memorandum, you may contact Gail Evans, Acting Chief, DPO Support Division at 618-220-7051 or e-mail at gail.evans@ustranscom.mil.


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