

ORNL Small Business Proposal Workshop

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ORNL is managed by UT-Battelle, LLC for the US Department of Energy

Doing Business with ORNL

- System for Award Management ([SAM.gov](https://sam.gov))
- [ORNL Business Opportunities Page](#)
- ORNL Supplier registration on Ariba Network
 - [ORNL Contracts Staff](#)

Major Sections of Solicitation

- Project Scope Specifications
- Pricing and Cost Breakdown
- General Terms and Conditions
 - [Contracts Website - Current Provisions](#)
- Proposal Format
- Variable Clauses
- Submittal Requirements

- Overview
- Content**
- Suppliers
- Discovery Suppliers
- Report
- Messages
- Log
- Scenario
- Award

All Content [Filter](#) ▾

Name ↑	
▶ 1 Introduction ▾	
▶ 2 Event Information ▾	
▼ 3 RFP Package ▾	
3.1 Project Specifications	
Please download and review the attached documents which will support you while entering your pricing.	
📄 References ▾	
▼ 4 Pricing and Cost Breakdowns ▾	Less... <input type="text"/>
Savings:	
4.1 5 Year Training and Technical Support Labor Estimate ▾	Less... <input type="text"/>
Savings:	
4.2 5 Year Travel Estimate ▾	Less... <input type="text"/>
Savings:	
▼ 5 Proposal Format - Contract Type ▾	
5.1 Prime Flowdowns	
https://contracts.ornl.gov/wp-content/uploads/2021/10/Prime-Flowdown-Clauses-updated-10-18-2021.pdf	
▼ 5.2 General Terms and Conditions ▾	
5.2.1 What General Terms and Conditions need to be used? ▾	
5.2.2	
General Terms and Conditions - Time and Material	
https://contracts.ornl.gov/wp-content/uploads/2021/01/Terms-Conditions-Time-Material-2020-11-11.pdf	

Top Ten Reasons Proposals Don't Win

1. Didn't follow the proposal instructions

Missing Technical or Business Management Proposals, Not signing required forms, or not following format guidelines

2. Didn't return the requested forms

Missing Letter of Commitment, Representations & Certifications, SF 1440

3. Didn't address the Evaluation Criteria as described in the Proposal Format

Qualifications, past performance, or ability to meet requirement scope.

4. Technical proposal just regurgitated Statement of Work

Restating the Statement of Work

5. Didn't adhere to page limit; too wordy

Technical Proposal page limit should not exceed 15 pages

Top Ten Reasons Proposals Don't Win

6. Didn't state the assumptions or the basis for the proposed costs

Narrative/summary on basis for proposal

7. Poor safety record

OSHA Form 300A, EMR

8. Lack of understanding regarding the work

Proposal lacks understanding of requirement

9. Lack of documented past performance

No past performance listed or too vague

10. Cost/Price

Inaccurate or incorrect pricing / overhead cost

Strategies for Success

- Ask questions.
- Do not get lost in the solicitation information. Break it down into sections:
 - What are the qualifications?
 - What is most important criteria?
 - What is the deadline?
 - Who is my main contact?, etc.
- Do not assume that the person(s) evaluating your proposal are familiar with you as a vendor.

Strategies for Success

Watch out for these:

- Inadequate Project Management
- Poor infrastructure and accounting system
- Damaging or destroying relationships with ORNL staff
- Lack of defined agreement with subcontractors
- Inflexibility

Strategies for Success

- Know the organization
- Be competitive
- Adhere to safety standards
- Pay attention to detail
- Exceed customer expectations
 - Communication is key!



Thank you.

