

Small Business Round Table Presentation “Business Owners”

Proposals - MUST have a pipeline of realistic proposals out on the street at all times

- RFP (Not discussing RFQ's)
Read detail, read detail, read detail
Requirements
Contract type
Funding
Period of performance
- Cost Proposal (and technical proposal) submission
Disclose, disclose, disclose
RFP requirements – cost volume
FAR Table 15-2 Instructions for Submitting Cost/Price Proposals When ...
Proposal Adequacy Checklist (References back to Table 15-2)
Certification
- Government review and/or audit oversight (CPFF, FFP, etc.)
“DCAA” & “DCMA”
“Procurement Office” – Contract Specialist, and/or Contract Price/Cost Analyst

Awards

- Award, performance, delivery, acceptance
- Billing (maximize cash flow) – Forecast and *updated* forecast will be an extremely important function
- Oversight (pre award, during performance, post award) depending on

Revenue

- Customer types (Federal and Nonfederal)
- Customer development/sources (Every action by the Owner should be towards real business development ... definable, measureable activity that should be shared with senior management in order to help motivate them). Business development:
Existing customers
New work
Follow-on work
Develop Leads to New customers

Cash is King

- For every business type (MUST maximize cost recovery)
Manufacturing business (Assembly, Mfg. and mixed)
Services business (Body shop and non-body shop)
Mixed business (Assembly, Mfg. and services)
- Physical contractor work sites (Contractor bldgs., Gov't-Site/Body shop)
- Direct costs *and* indirect costs (development, application, finalization of rates)
- *Indirect rate* development is important for maximized “CASH FLOW” and “COST RECOVERY” purposes. MUST have this expertise in your company or access to it.