
Reading The Solicitation

Introduction

Now that you understand the solicitation form, let's look at how to read the solicitation to get the best understanding of what it is the government wants and how they will evaluate each offer.

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Reading from page one to the end is one way, but not the best. If it is a small solicitation this method may be O.K. If the solicitation uses the SF 33, then you need to read the solicitation by reading related parts together starting with **Section B**, Supplies or Services and Prices/Costs, and **Section L**, Instructions, Conditions and Notices to Offerors. This reading will give you a good understanding of what the government wants and if you meet the requirements.

Read through **Section L** again, but this time in conjunction with **Section M**, Evaluation Factors For Award. This will give you an understanding of the factors that will be used in the evaluation process. Do you see a problem? Are you lacking in some areas? Can you fix it and still make an offer?

Determine the general and specific requirements of the solicitation by reading **Section C**, Descriptions/Specifications/Work Statement, and **Section J**, List of Attachments. Carefully review the specifications. You must be able to meet them. Remember, Section C contains general requirements while Section J contains specific requirements that may supercede statements in Section C.

The next areas to read are **Sections I, H, D, E, F** and **G**. These six sections provide all the technical requirements that pertain to the awarded contract. Be careful with the packaging requirements. These can be expensive depending on the level. Government packaging can be different from the commercial packaging so it may be wise to contact a person who is familiar with government packaging.

Finally, read **Section K**, Representations, Certifications and Other Statements of Offerors. Here is where you must check the appropriate answer to the questions asked and learn of specific conditions exerted on you if you win the contract. If you object to any of these, don't submit an offer!