

# PUBLIC REQUEST FOR PROPOSAL

## The different steps to bid

### Objectives

- Learning how private companies are chosen by the civil service
- Preparing French administrative bids
- Electronic bids rules.

### Concerned people

Business Managers,  
Companies Managing  
Directors, Account  
Managers, Business  
Assistants, Bid managers

### Knowledge required

Sales abilities

### Duration

2 to 3 days

### Pedagogy & practice

- Lectures
- Experience shared with participants
- Business case

### Know-How acquired

#### Step 1 – Understanding Public Contract's Procedures

##### New stakes

Public contracts' financial stakes – Does the government help Very Small and Medium-Sized Companies? How to identify Requests For Proposals? – Public contracts and electronic bids

##### The main principles

3 legal sectors covering public contracts – The public contracts' fundamental principles (art.1) – Main documents included in a RFP –

##### Main public contracts procurement stages

Requests for proposal: open – closed – contest, etc.

Financial thresholds for each kind of public contract

#### Negotiated contracts

Public contract with publicity and competition

Without publicity but including competition

Without publicity nor competition

Specific negotiated defense contracts example

#### Simplified contracts (MAPA – Marché à Procédure Adaptée)

Simplified processes

Negotiation process - 3 compulsory steps to request a bid

What are MAPA' specificities?

How to find this kind of contracts? Financial budget for every kind of tender

Lead-times to deliver bid

#### Electronic bid

Acquiring knowledge about regulation obligations, for public electronic bids procedure opportunities from now on, obligations as soon as January 1st 2010.

What is an electronic bid – Understand the advantages of a dematerialized management for RFP bids. Impact on bid lead-time.

How to provide an electronic bid?

Understand and control the electronic certificates use. Be able to bid through electronic ways, no matter who is the platform provider.

##### List of documents to read – Based on French regulations

The RFP rules Document (DCE)  
The Agreement Letter(DC8)  
Particular administrative contract (CCAP)  
Particular technical contract (CCTP)  
General administrative contract (CCAG)  
General technical contract (CCTG)

 **The 4 administrative steps to bid**

1st step: Check your abilities  
2nd step: Read carefully the Request for Information (RFI)  
3rd step: Ask for RFP (Request for Proposal)  
4rd step: Fill your Application Form:

 **Administrative Information:**

The typical Applicant Declaration to fill in (DC2)  
The typical Application Letter to fill in (DC1)  
The Fiscal Annual Certificates

 **Your offer:**

The Agreement Letter (DC3)  
Your technical solution  
Tariff,  
Appendixes, etc.  
About scoring, criteria made by the purchasers

 **Contract selections**

Sorting and bid selection – About criteria and notations  
Awarding decisions – Control parties – Information given to the candidates

**STEP 2 - CONTRACTS**

 **The different types**

Payment period

**The different types of contracts:**

Dynamic acquisition system  
Shared contracts  
Fragmented contracts  
Order Form contracts  
Framework agreements  
Conditional contracts  
Definition and Project Management Contracts

 **Additional acts**

Order forms: different types

Brackets improvement service orders etc.

 **Contract evolutions**

The endorsement – Special act, etc.  
Decisions that could touch a contract