



Do you have a great idea for a business on the Combat Center?

We are frequently asked, “How do I set up a business on the Combat Center?” The answer is surprisingly easy! We call this an “**Unsolicited Proposal**”. There are (as always) a few requirements that must be met in order to get your business up and running.

Here is what is required:

A valid unsolicited proposal must present a business that will —

- (1) Be innovative and unique.
- (2) Be independently originated and developed by the offeror.
- (3) Be prepared without MCCS or Government personnel supervision.
- (4) Include sufficient detail to permit a determination that the MCCS would benefit.
- (5) Not be an advance proposal for a known MCCS requirement that can be acquired by competitive methods.

You will need to prepare a written proposal for the Contracting Office to evaluate. That proposal **MUST** include all of the following:

(1) General information as follows:

- (a) Offeror’s name, address, and the type of organization (for example: profit, nonprofit, or educational).
- (b) Names and telephone numbers of technical and business personnel to be contacted for evaluation or negotiation purposes.
- (c) Identity of proprietary data to be used for evaluation purposes only.
- (d) Submission date.
- (e) Signature of authorized agent to represent and contractually obligate the offeror.

(2) Technical information, which should include—

- (a) Concise title or description and an abstract of the proposed effort.

- (b) A reasonably complete discussion (abbreviated statement of work) stating the objectives of the effort or activity, the method of approach and extent of the effort to be employed, the nature and extent of the effort to be employed, the nature and extent of the anticipated results, and the manner in which the work will help to support accomplishment of the MCCS mission.
- (c) Names and biographical information on the offeror's key personnel who would be involved, including alternates.
- (d) Type of support needed from MCCS (for example, facilities, equipment, materials, or personnel resources). Facilities support needed to establish the business will specify building size, power requirements, IT support, and any unique plumbing requirements.

(3) Supporting information, which may include –

- (a) Proposed price, commission, or total estimated cost for the effort in sufficient detail for meaningful evaluation.
- (b) Period of time for which the proposal is valid (a 6-month minimum is suggested).
- (c) Type of contract preferred.
- (d) Duration of proposed effort.
- (e) Brief description of the organization, previous experience in the field, and facilities to be used.
- (f) Financial information sufficient to indicate that your (or your firm) is financially responsible and can perform the proposed business.

(4) Required statements, if applicable, about –

- (a) Not having any organizational conflicts of interest,
- (b) Security clearances that may be required, and
- (c) Any environmental impacts.

You may be asking, “Has anyone been successful in doing this?” The answer is “YES”!

If you need assistance in preparing a proposal, a sample submission is available from the contracting office. Also, look closely at the sample contract proposal and cover letter included on the website at:

<http://www.mccs29palms.com/pages/misc/PnC.html>

That's all there is to it!

