

SAMradar sends you notifications of contracting activity in your space so **you can have the right information on hand to act**. With the new administration coming in, you can use this template to leverage your position in the market.

Template #1 – Send Immediately on Receipt

Subject Line: Re: **(Award Title)**

Good **(morning/afternoon/evening)**, **(First Name)**,

I am working on a similar contract, and I have a few questions about this award. Can we connect later today, or would tomorrow be better?

(Your Name)

(Signature)

Template #2 – Send The Following Morning if There Is No Reply

Subject Line: Re: **(Award Title)**

Good **(morning/afternoon/evening)**, **(First Name)**,

I know your time is extremely valuable, however I was hoping to grab a minute or two with you to discuss a few details of this contract award. Can we connect this afternoon or would tomorrow be better?

(Your Name)

(Signature)

Template #3 – Send 48 Hours After Template #2

Subject Line: Re: **(Award Title)**

Good **(morning/afternoon/evening)**, **(First Name)**,

Reaching out a third time just to make sure my prior messages didn't fall through the cracks. I just need a few minutes of your time to discuss the details of this contract award. Can we connect today or would tomorrow be better?

(Your Name)

(Signature)

How Do I Find Information?

You can find all the information you need on your SAMradar Federal Buyer Notification.

Federal Buyer Notification

(Click here to view and edit your Buyer searches)

Contract Amount	Contract Date	Offers Received	Date
\$378,000	08/05/2024		

Award Title	<p>Title: New DELIVERY ORDER 36C10B24F0249 awarded to V3GATE, LLC for the amount of \$378,000 Requirements: THE PURPOSE OF THIS DELIVERY ORDER IS TO PROCURE BRAND NAME IBM TURBONOMIC APPLICATION RESOURCE MANAGEMENT (ARM) SUBSCRIPTION LICENSES.</p> <p>Current stats: 86% < 5 offers received</p> <p>View Reports</p> <p>View Award Details</p>		
Name	<p>Buyer Details: Name: Meghan McCloskey Title: Phone Number: (732) 440-9643</p>	<p>Prime Contractor Details: V3GATE, LLC UEI: J4KHM5JY79E3 CAGE: 4Y8H0</p>	Vendor
Agency	<p>Agency: Department of Veterans Affairs</p>		

Template #4 – Send after Dialogue Has Started

This template is best used when you are asked “Why do you want to meet?”

Subject Line: Re: **(Award Title)**

Good **(morning/afternoon/evening)**, **(First Name)**,

I appreciate getting together next week for a few minutes. The short answer is I have been watching contract activity in **(NAICS)** and saw the award you made to **(Vendor)**. I am trying to connect the dots, especially on procurement mechanisms that you like to use because we are working on similar projects.

On a more personal note, I would also like to compare notes with you on the impact of changes we are seeing. It is an interesting time because of the new administration, and I would like to help where I can in **(Agency)**.

Do you prefer Zoom or Teams? I will send an invite with a meeting invite with a link for **(Date and Time)**.

Looking forward to it!

(Your Name)

(Signature)

What Happens When the Contracting Officer Agrees to Meet You?

When the Contracting Officer agrees to meet and you set up a mutually agreeable time, do not ask specific questions until the meeting.

Keep the messaging short and simple and ONLY include your capability statement AFTER you receive a response.

First Statement: My company is (VOSB, SDVOSB, WOSB, Minority Owned, Hubzone, 8a, Indian, or any other Socio-economic certification(s) held by your company).

Questions to Ask:

- Which contract vehicle did you use to award this contract?
- What is your preferred contract vehicle?
- Do you have any contracts sitting on your desk that you would be willing to award to my company as a BPA, IDIQ, or sole source?
- Do you need help writing any RFP's or RFQ's related to this line of work?
- Who is the Project Manager for this Prime Contractor?
- Are you working with any primes that could use my company as a subcontractor?
- Would you be kind enough to send a referral email to the project manager and CC me?