Proposal Preparation and Evaluation Process

Gerald Sanderson
Contracting Officer
USACE Little Rock District
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Proposal Preparation and Evaluation Process

- Guidance
- Project Development
- Proposal Preparation
- Evaluation
Proposal Preparation and Evaluation Process

- Guidance:
  - Part 15 of the Federal Acquisitions Regulations (FAR) including DoD (DFARS), Army (AFARS) and USACE (EFARS) Supplements.
  - Army Source Selection Manual (AFARS Appendix AA)
Proposal Preparation and Evaluation Process

- Project Development
- Requirement (Project) Identified/Funded
  - Product Delivery Team (PDT) formed
    - Make up of the PDT varies with complexity and value of project:
      - Project Manager (PM)
      - Design Coordinator
      - Project Engineer
      - Cost Analyst
      - Contracting Officer
      - Office of Counsel
      - Real Estate
      - Small Business Advisor
      - User or stakeholder
Proposal Preparation and Evaluation Process

- Project Development (Continued)
  - Acquisition strategy developed
    - Type of proposed contract
      - Firm Fixed Price
      - Cost Reimbursable
      - Other or mixture
      - Design/Build or Build only
    - Method of procurement
      - New competition
      - Existing contract vehicle (MATOC)
Proposal Preparation and Evaluation Process

- Project Development (Continued)
  - New competition vs Existing MATOC
    - Current trends are to develop MATOC contracts and utilize for required services
      - Written for large geographic footprint
      - General scope
        - Vertical
        - Horizontal
      - Reduces project advertising time
      - Reduces project labor costs
      - Provides a pool of proven responsible contractors
      - Competed within pool
Proposal Preparation and Evaluation Process

- Project Development (Continued)
  - Acquisition Milestones Developed
    - Design Schedule
    - Design Reviews
    - Source Selection Plan
      - Source Selection Sensitive Information (not releasable)
      - Determines trade off or lowest priced technically acceptable evaluation
      - Describes evaluation process
      - Contains milestones
      - Source Selection Board Members
      - Factors and Sub-factors identified
      - Evaluation procedures
Proposal Preparation and Evaluation Process

- Project Development (Continued)
  - Acquisition Milestones Developed (Continued)
    - Ready to Advertise (RTA) Date Established
    - Pre-solicitation Notice or Synopsis
    - Solicitation Release
    - Proposal Due Date
    - Evaluation/Discussion/Decision
    - Proposed Award Date
    - Debriefing Schedule
Proposal Preparation and Evaluation Process

- Request for Proposal Preparation
  - Sources
    - FAR and Supplements
    - Source Selection Plan
    - Army Source Selection Manual
Proposal Preparation and Evaluation Process

- Proposal Preparation (Continued)
  - Electronic Files ONLY
  - Pre-Solicitation Notice, Solicitation with Plans and Specifications posted to the Army Single Face to Industry web site: (https://acquisition.army.mil/asfi/)
  - Automatic posting to FedBizOpps web site (https://www.fbo.gov/)
  - Large plans and specs can be posted to ftp site for download (ftp://ftp.usace.army.mil/pub). This link if used will be included in the solicitation.
Proposal Preparation and Evaluation Process

- Proposal Preparation
  - Cost Volume
  - Technical (tailored specifically for each project)
  - Past Performance
  - Experience and Key Personnel
  - Other Technical Factors or Sub-factors
  - Sub-Contracting Plan
    - Large businesses only
    - Must be evaluated IAW AFARS 5119.708
    - Construction > $1M all others $550K
Proposal Preparation and Evaluation Process

- Source Selection Evaluation Board (SSEB)
  - Chairperson
  - Other Technical Representatives
  - Past Performance can be evaluated by one board or a separate board
  - Cost evaluated by cost analyst and/or Contracting Officer
Proposal Preparation and Evaluation Process

- Source Selection Evaluation Board (Continued)
  - Uses adjectives or colors to define rating
  - Individual evaluations of proposals by SSEB members
  - Consensus rating developed including an overall rating
  - Chairperson prepares an evaluation report listing each proposal and ratings
  - Competitive range established if necessary
  - Negotiations conducted
  - Revised proposal received
  - Revised proposals evaluated
  - SSEB reports revised ratings if any
Proposal Preparation and Evaluation Process

- Award Process
  - Source selection decision written by Source Selection Authority
  - Contract Prepared
  - All internal reviews completed
  - Notification letters prepared and forwarded
  - Contract released
  - Debriefings conducted
Proposal Preparation and Evaluation Process

- Goal is to award a contract that provides the best value to the Government and provide a successful on time delivery of the project.