

Proposal Preparation and Evaluation Process

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US Army Corps of Engineers
BUILDING STRONG®

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.

