

SOURCE SELECTION

GUIDEBOOK



West Region

Keys to a Successful Source Selection

Cross discipline teamwork is crucial.

Full and open competition is required.

Source selection is a negotiating process.

We establish the rules--we must follow these rules.

The Source Selection Process should lead to a logical result.

Preface

The Department of Defense (DoD) has embraced acquisition streamlining as implemented by the Federal Acquisition Streamlining Act in 1994 and the Federal Acquisition Reform Act (Clinger-Cohen Act) of 1996. In so doing, the contracting community has moved away from using only Sealed Bidding as its primary method for awarding contracts. More and more defense acquisitions are requesting Competitive Proposals using the Federal Acquisition Regulation (FAR) Subpart 15.3 Source Selection Process to acquire goods and services to meet its mission. This book provides an overview of Source Selection and Technical Evaluation Board documentation.

Source Selection allows the acquisition team the ability to conduct pre-award negotiation discussions with potential contractors while the Sealed Bidding process does not. Sealed Bidding always results in award to the lowest priced technically acceptable bidder, where FAR Part 15, Contracting by Negotiation offers the customer more flexibility to obtain a “best value” solution by varying the relative importance of price as it relates to non-price factors. The Source Selection Strategy can be tailored to the requirement at hand, utilizing a Low Price Technically Acceptable Process or a Tradeoff Process. Non-price factors include important evaluation topics such as past performance, risk assessment, management, and technical considerations. At the discretion of the Source Selection Authority (SSA), award may be made without negotiations. Or the SSA may choose to conduct discussions and establish a competitive range of the most highly rated offerors. If the requirement calls for this type of acquisition methodology and you have the appropriate resources and time necessary, then Source Selection can provide a good alternative to Sealed Bidding.

Based to a significant degree on the Source Selection Text/Reference published by the Federal Acquisition Institute, and the NFACT CTC 415 course book, this reference guide produced by the Defense Acquisition University, emphasizes issues relevant to all of DoD with some agency specific guidance provided as additional information. This book is designed to provide a desk reference for personnel involved in Source Selection as well as those who will be serving on Technical Evaluation Boards. This reference should help requiring activities and acquisition teams to better understand the Source Selection Process, to assist in designing more effective Source Selection Plans, to more effectively evaluate contractor proposals, and to help perform a more efficient Source Selection. We recommend that you utilize information provided here and build on it and continue improving and streamlining your processes.

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ADDITIONAL INFORMATION

Acronyms

Sample TEB Report

Sample Facilities Support Contracts (FSC) SSP

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