

APTAC Body of Knowledge Competency Guide

C. Basics of Contracting with Government Entities

C.8 Source Selection

Description

Source Selection in government contracting is a process whereby proposals are examined against the requirements of a solicitation (Request for Proposal or Request for Quotation). Based on the requirements specified by the anticipated using activity, the relevant procurement policies and regulations, pertinent facts and recommendations presented, a decision is made for the award of a contract to one or more offerors.

Source Selection Organization

An evaluation group structured and charged with developing a strategy and managing the process to select the source or sources for award of a contract. It is a coordinated effort among all personnel responsible for specific review of the specific areas of the proposals. A comprehensive source selection plan is developed and implemented to insure the customer/agency requirements are fulfilled in a timely manner and at a reasonable cost.

Source Selection Team

The Source Selection Team is a multi-disciplined team, where each member is responsible for evaluating their sections of the proposal to assess both the proposal and the offerors' ability to perform the specified work and all the requirements of the contract.

Evaluation Process

The Evaluation Process is activity and procedures used to evaluate offer according to pre-determine selection criteria as specified in the source selection plan.

Cost/Technical Analysis

Cost/Technical Analysis consists on the factors to be considered in terms of technical requirements and determining the pricing and financial impact of the procurement. The technical proposals are generally evaluated by subject matter experts independently of those evaluating the cost proposal. The Cost Analysis consists of reviewing commodity markets, price lists, price quotations, negotiated pricing, and other related costs.

Discussions

Discussions are the oral and/or written communications between the source selection team and the offerors to clarify points in the proposals that involve essential information for determining the acceptability of the proposals, and as necessary allow the offerors the opportunity to revise their proposal as necessary within the guidelines of the selection criteria.

Debriefing

The Debriefing phase of Source Selection is an explanation given by the buying activity to unsuccessful offerors detailing reasons the offeror's proposal was not selected for award of the contract.

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References

FAR -- Part 15 Contracting by Negotiation
<https://acc.dau.mil/CommunityBrowser.aspx?id=18888>