

# **Coastal Plains EIS – BLM Alaska**

Orientation  
28 March 2018

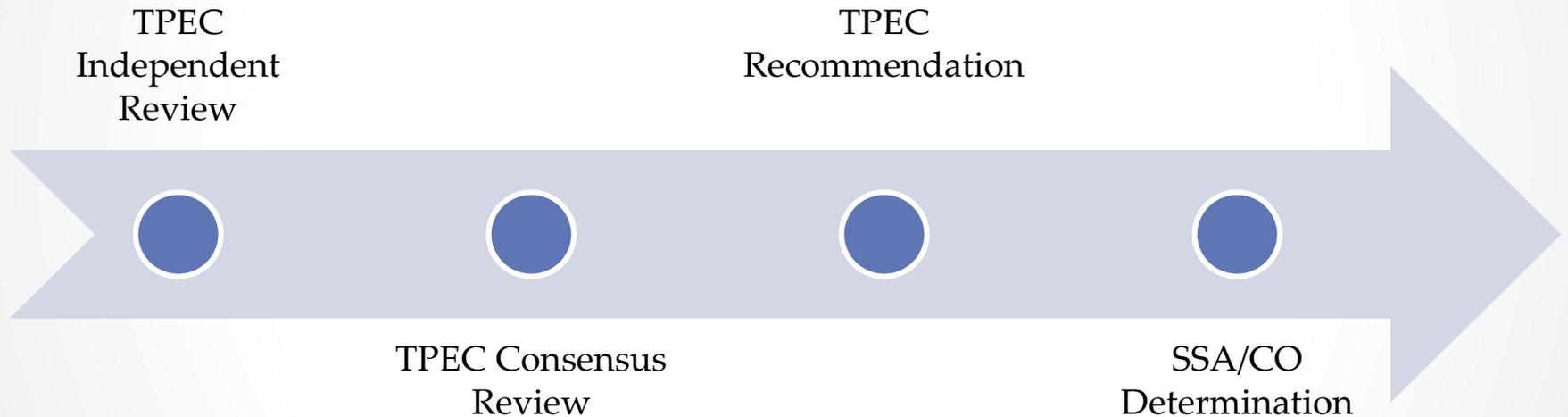
# Outline

- Technical Proposal Evaluation Committee's (TPEC) Roles & Responsibilities
- Non Disclosure & Conflict of Interests – Questions & Forms
- Review & Consensus Evaluation Process
- Review Tools & Documentation
- Price

# TPEC Responsibilities

- Independently conduct an in-depth and impartial review and evaluation of each proposal against the solicitation requirements and the evaluation criteria posted in the solicitation;
- Following independent proposal review, participate in group discussions regarding proposal evaluation.
- Respond to special instructions from the TPEC Chairperson and SSA/CO;
- Support any clarifications/negotiations or discussions with offerors as needed

# Source Selection Process



# Non-Disclosure

- 41 USC Chapter 21 – the Procurement Integrity Act
- Treat all information provided as confidential, “official use only”
- Beware the unintentional disclosures
  - Number of proposals
  - Discussions of panel
- Consequences include cancellation of solicitation, civil & criminal penalties.
- Proper Disposal of proposal materials.

# Conflict of Interest

- Review of Conflict of Interest Certificate
- DIAR Part 1403—improper Business Practices And Personal Conflicts Of Interest
- 41 USC Chapter 21 – the Procurement Integrity Act
- Review of Submittals – confirm no COI's exist on TPEC
- Discussion of any perceived Conflicts.

# Procurement Integrity

- Quotes are proprietary
  - Do not discuss/disclose the following outside the technical evaluation team (including supervisors and leadership).
    - ✓ Who proposed
    - ✓ The contents of proposals
    - ✓ Members of the Technical Team
  - If a supervisor wishes to be briefed or provide input to the evaluation, he/she must become part of the technical evaluation team from the beginning of the evaluation and must sign a non-disclosure form.
  - Proposals/Quotes are to be safeguarded at all times
    - ✓ No one other than the evaluation team is to view quotes
    - ✓ Quotes shall be treated as official use only documents
    - ✓ Copies of proposals/evaluations shall not be printed and saved by evaluation team members after award.

# Procurement Integrity

- To ensure that the evaluation is equitable, fair and impartial, source selection evaluators must.....
  - Complete a Non-Disclosure and Conflict of Interest Statement
  - Ensure themselves, spouses, dependent children, or members of household have no financial interests in any firm submitting a prime or subcontract proposal
  - Not knowingly disclose any proprietary or source selection information to any person other than those authorized by the SSA or Contracting Officer (CO)
  - Not solicit or accept any promises of future employment or business opportunity with any competing offeror
  - Never communicate with any offeror directly once the RFP has been released. Only the CO can communicate directly with offerors
  - Not discuss or provide status updates on the source selection process to anyone that is not part of the source selection team
  - Not discuss evaluations or source selection matters with any unauthorized individuals (including government personnel) even after announcement of the successful contractor.

# Review Process

## Federal Supply Schedule

### FAR 8.405-2

- (d) *Evaluation*. The ordering activity shall evaluate all responses received using the evaluation criteria provided to the schedule contractors. *The ordering activity is responsible for considering the level of effort and the mix of labor proposed to perform a specific task being ordered*, and for determining that the total price is reasonable. Place the order with the schedule contractor that represents the best value (see [8.404](#)(d) and [8.405-4](#)). After award, ordering activities should provide timely notification to unsuccessful offerors. If an unsuccessful offeror requests information on an award that was based on factors other than price alone, a brief explanation of the basis for the award decision shall be provided.

# Evaluation Criteria

## 4.2 EVALUATION CRITERIA

### (a) Technical Approach To Performance Work Statement

- Subfactor 1: The proposal must provide acceptable equipment and systems for all needs described in the PWS.
- Subfactor 2: the proposal must provide acceptable warranty terms and support provided by vendor and/or manufacturer.
- Subfactor 3: The proposal must provide an acceptable project plan and milestone schedule demonstrating an organized and efficient plan for completing the work.

### (b) Past Performance

- Satisfactory/Unsatisfactory/Unknown

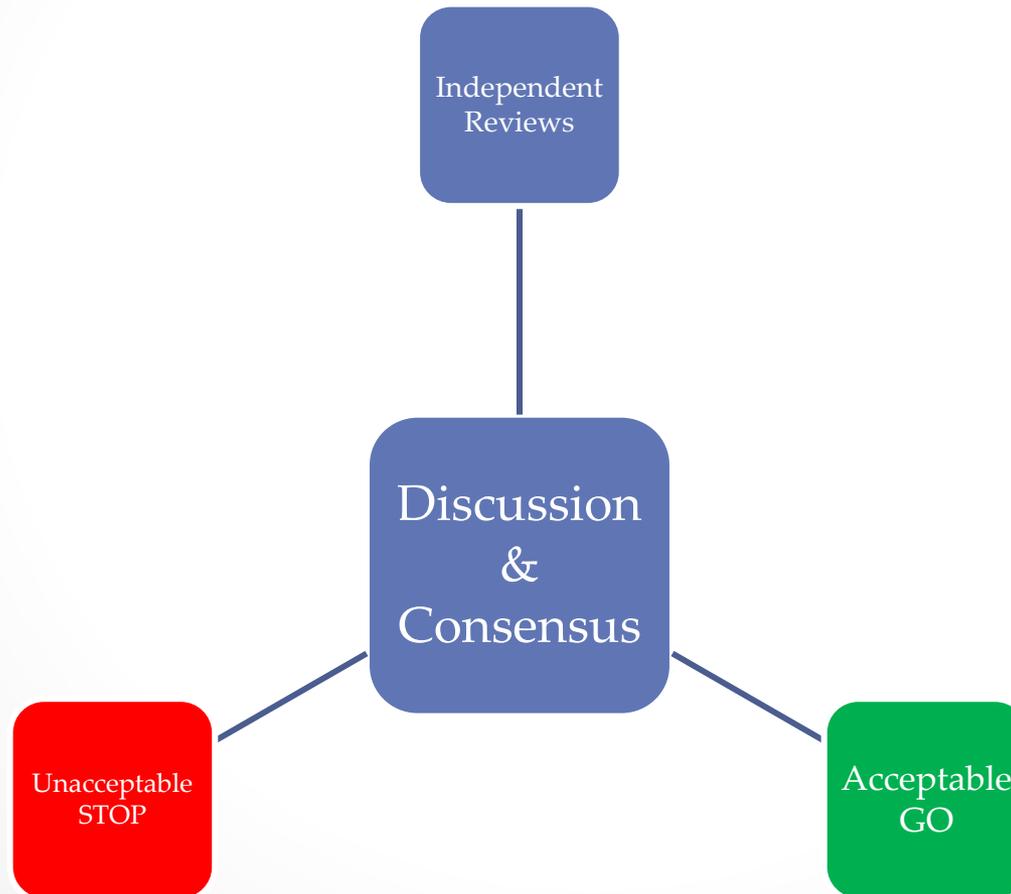
### (c) Price

- Price will be evaluated on all technically acceptable quotes that did not receive a performance rating of "unsatisfactory confidence". Evaluation of the lowest price will consider all discounts and warranty terms offered.

# Review Process

Step 1: Past Performance

Step 2: Technical Review



# Review Process

## Past Performance & Technical Proposal

### 1. Independent review & rating

- Use rating sheets provided
- Acceptable/Not Acceptable
- Rationale - why/why not? Be specific!

### 2. Discussion/Consensus

- Round table for each subfactor
- Discuss differences in acceptability rationale
- Consensus Rating
- Document Rationale

# Review Process

## Price

1. IF Technical is “Acceptable” and Past Performance is Satisfactory or Unknown Confidence, Price will be presented to TPEC.
2. Low Price

# Review Reminders

1. Rate proposals against the evaluation criteria not against other applications.
2. Evaluation criteria in the RFQ is the ONLY relevant rating criteria.
3. Avoid being distracted by spelling/ grammatical errors, etc. Use your professional judgment to determine if the objectives and activities proposed are realistic. Assess confidently – you are one of a small group rating and your opinion is critical.

# Review Reminders

4. Base your rating on what you read in the proposal.
5. Reference specific parts of the proposal as you make specific comments.
6. Look for consistency within the specific application. If an applicant discusses an activity in one area, it should be supported by sufficient corresponding information. The information could include a plan of operation that discusses the necessary logistics, staffing, equipment, etc.

# Next Steps...

1. **TPEC Summary Report:** Chair responsible for documentation of consensus ratings and summary report.
2. **CO/Source Selection Authority Decision:** The final decision document will be submitted by the Contracting Officer/ SSA.
3. **Generate Award Documents:** Blanket Purchase Order Award
3. **Notifications to Offerors**
4. **Kick-off Meeting** with Awardee