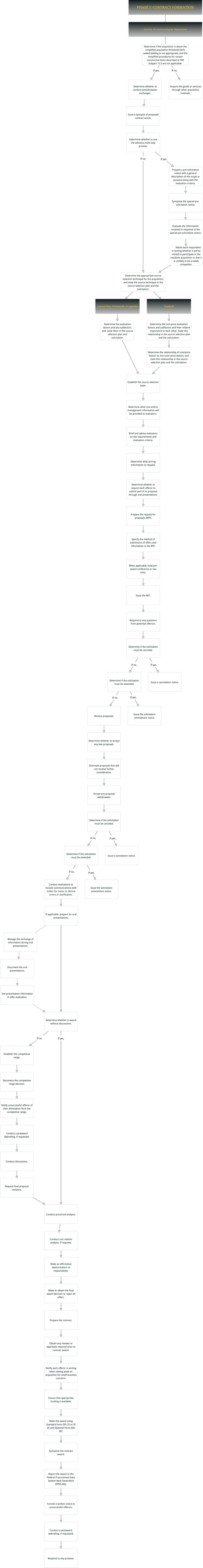
PHASE I: CONTRACT FORMATION
Activity 09 Contracting by Negotiation
Determine if the acquisition is above the simplified acquisition threshold (SAT), sealed bidding is not appropriate, and the simplified procedures for certain commercial items described in FAR Subpart 13.5 are not applicable.
If yes,
If no,
Determine whether to conduct presolicitation exchanges.
Acquire the goods or services through other acquisition methods.
Issue a synopsis of proposed contract action.
Determine whether to use the advisory multi-step process.
If no,
If yes,
Prepare a pre-solicitation notice with a general description of the scope or purpose along with the evaluation criteria.
Synopsize the special pre-solicitation notice.
Evaluate the information received in response to the special pre-solicitation notice.
Advise the respondents in writing whether it will be invited to participate in the resultant acquisition or that it is unlikely to be a viable competitor.
Determine the appropriate source selection technique for the acquisition, and state the source technique in the source selection plan and the solicitation.
Lowest Price Technically Acceptable
Tradeoff
Determine the evaluation factors to be used in the solicitation, and state them in the source selection plan and solicitation.
Determine the non-price evaluation factors to be used and their relative importance to each other. State this relationship in the source selection plan and the solicitation.
Determine the relationship of cost/price factors to non-cost/price factors, and state this relationship in the source selection plan and the solicitation.
Establish the source selection team.
Determine what cost and/or management information will be provided to evaluators.
Brief and advise evaluators on the requirements and evaluation criteria.
Determine what pricing information to request.
Determine whether to require each offeror to submit part of its proposal through oral presentations.
Prepare the request for proposals (RFP).
Specify the method of submission of offers and information in the RFP.
When applicable, hold pre-award conference on site visits.
Issue the RFP.
Respond to any questions from potential offerors.
Determine if the solicitation must be canceled.
If no,
If yes,
Issue a cancelation notice.
Determine if the solicitation must be amended.
If no,
If yes,
Receive proposals.
Issue the solicitation amendment notice.
Determine whether to accept any late proposals.
Eliminate proposals that will not receive further consideration.
Accept any proposal withdrawals.
Determine if the solicitation must be canceled.
If no,
If yes,
Issue a cancelation notice.
Determine if the solicitation must be amended.
If no,
If yes,
Conduct evaluations to include communications with orders for minor or clerical errors or clarification.
Issue the solicitation amendment notice.
If applicable, prepare for oral presentations.
Manage the exchange of information during oral presentations.
Document the oral presentations.
Use presentation information in offer evaluation.
Determine whether to award without discussions.
If no,
If yes,
Establish the competitive range.
Document the competitive range decision.
Notify unsuccessful offeror of their elimination form the competitive range.
Conduct a postaward debriefing, if requested.
Conduct discussions.
Request final proposal revisions.
Conduct price/cost analysis.
Conduct cost realism analysis, if required.
Make an affirmative determination of responsibility.
Make or obtain the final award decision or reject all offers.
Prepare the contract.
Obtain any reviews or approvals required prior to contract award.
Notify each offeror in writing when setting aside an acquisition for small business concerns.
Ensure that appropriate funding is available.
Make the award using Standard Form (SF) 33 or SF 26 and Optional Form (OF) 307.
Synopsize the contract award.
Report the award to the Federal Procurement Data System-Next Generation (FPDS-NG).
Furnish a written notice to unsuccessful offerors.
Conduct a postaward debriefing, if requested.
Respond to any protests.