



MILITARY SEALIFT COMMAND

Contract Source Selection Process

Prepared for Military Sealift Command
by Emprise Corporation

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Learning Objectives

- **The overarching objective of this module is to introduce you to the fundamentals of the source selection process used by MSC**
- **At the conclusion of this module, you will understand and be able to describe the roles and responsibilities of Requirements Officials with respect to source selection activities:**
 - Preliminary proposal evaluation
 - Discussions with offerors
 - Final proposal evaluation
 - Contract award



Source Selection Process

- **Major activities include:**
 - Preliminary proposal evaluation
 - Discussions with offerors
 - Final proposal evaluation
 - Contract award



Evaluation of Offeror's Proposal

- **RFP requires offeror's to submit two separate, but interrelated proposals**
 - Technical proposal
 - Cost proposal
- **Evaluations are conducted by two independent teams**
 - Technical proposal evaluation team
 - Cost proposal evaluation team



Technical Proposal Evaluation Team

- **Representative of Requiring Official serves as the Chairman of technical proposal evaluation team**
- **Cognizant Requiring Official personnel are members of technical proposal evaluation team**
 - **Appropriate Functional Directorate subject matter experts are also members of team**



Preliminary Proposal Evaluation

- Offeror's proposals are evaluated using factors, criteria, and procedures outlined in SSP Section M



Pre-Negotiation Business Clearance Memorandum (BCM)

- **Summarizes:**
 - **Preliminary evaluation of offerors' technical and cost proposals, including collective adjectival ratings and strengths and weaknesses for each evaluation factor and subfactor**
 - **Proposed items for discussion with each offer regarding noted weaknesses in their proposal and other clarifications desired by government**



Discussions With Offeror's

- **Discussions with offerors provide an opportunity for offerors to seek clarification regarding items for discussion identified by government**
- **N10 issues request for final proposals following completion of discussions**



Final Proposal Evaluation

- Final proposals submitted by offeror's are reviewed by technical and cost proposal evaluation teams



Post-Negotiation Business Clearance Memorandum (BCM)

- Summarizes final evaluation of offerors' revised technical and cost proposals, including collective adjectival ratings and strengths and weaknesses for each evaluation factor and subfactor
- Provides contract award recommendation



Contract Award

- **Public Law 91-441, section 507 requires that Congress be notified prior to contract awards in excess of \$5.5M, excluding unexercised options**



Contract Award Protest

- Any “interested party” can file a written protest regarding a contract award with:
 - MSC
 - U.S. Government Accountability Office (GAO)
 - U.S. Court of Federal Claims
- Filing of protest triggers statutory stay of contract award or performance pending resolution of protest



Let's Review

- Describe the major steps in the source selection process.
- Who must be notified prior to the award of any federal contract in excess of \$5.5M?
- Who can protest a contract award?
- Describe some of the common reasons for contract award protests.



Summary

- **During this module, we have discussed the roles and responsibilities of Requirements Officials with respect to source selection activities:**
 - Preliminary proposal evaluation
 - Discussions with offerors
 - Final proposal evaluation
 - Contract award



Additional Information

- **For additional information, please refer to:**
 - **DOD Source Selection Procedures**
 - **DOD Education Activity Procurement Customer Guide, October 2005**
 - **DOD Guidebook for the Acquisition of Services**
 - **MSC Port Engineering Manual, dated January 2010**
 - **COMSCINST 5700.5, Congressional Notification of Contract Awards**



Final Questions





Revision History

Date	Version	Description	Author
5/8/19	1.0	Revised slide template.	Gary Fields