



# MILITARY SEALIFT COMMAND

## Contract Source Selection Process

Prepared for Military Sealift Command  
by Emprise Corporation

UNCLASSIFIED//FOUO



# 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
  - Pre-Negotiation Business Clearance Memorandum
  - Discussions with offerors
  - Final proposal evaluation
  - Pre-Negotiation Business Clearance Memorandum
  - Contract award



# Source Selection Process

- **Major activities include:**
  - Preliminary proposal evaluation
  - Pre-Negotiation Business Clearance Memorandum
  - Discussions with offerors
  - Final proposal evaluation
  - Pre-Negotiation Business Clearance Memorandum
  - Contract award



# Offeror Proposals

- **RFP requires offeror's to submit two separate, but interrelated proposals**
  - **Technical proposal**
  - **Cost proposal**



# Evaluation of Offeror's Proposal

- **Proposals are evaluated 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 key members of team**
- **Appropriate subject matter experts may also be members of team**



# Cost Proposal Evaluation Team

- **N10 representative serves as the Chairman of Cost Proposal Evaluation Team**
- **N10 Contracting Specialists are key members of team**
- **Appropriate subject matter experts may also be members of team**



# Preliminary Proposal Evaluation

- **Offeror's technical and cost proposals are evaluated by respective teams using factors, criteria, and procedures outlined in SSP Section M**
  - **Adjectival ratings and narrative descriptions of the strengths and weaknesses noted in each offeror's proposal are prepared**
  - **Proposed items for discussion with each offeror are identified**





# 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

- Pursuant to FAR Part 33, any “interested party” can file a written protest regarding a contract award with:
  - MSC Contracting Officer
  - 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
  - Pre-Negotiation Business Clearance Memorandum
  - Discussions with offerors
  - Final proposal evaluation
  - Pre-Negotiation Business Clearance Memorandum
  - 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
7/6/20	1.1	Minor editorial and clarification revisions	Gary Fields