

SOURCE SELECTION PLAN TEMPLATE

Revised 1 Aug 2016

A Source Selection Plan (SSP) is required for all best-value, negotiated, competitive acquisitions under FAR Part 15, regardless of dollar value of the acquisition or source selection process utilized.

At a minimum, the SSP shall address the nine sections identified in the template (see DoD Source Selection Procedures paragraph 2.2); however, the template should be otherwise tailored to clearly represent the program or requirements and, when applicable, the particular phase of the action being addressed.

Note on using template: Information printed in red parenthetical italics within the template must be deleted from the final SSP before printing/obtaining signatures.

(Note: include the legend "Source Selection Information -- See FAR 2.101 and 3.104 – FOR OFFICIAL USE ONLY" at the top and bottom of each page of the document.)

**SOURCE SELECTION PLAN
FOR
PROGRAM NAME/REQUIREMENT TITLE**

TITLE OF DIRECTORATE/DIVISION/GROUP

Procuring Contracting Officer

PRINTED NAME: _____
POSITION/TITLE: _____
OFFICE SYMBOL: _____
TELEPHONE: _____
DATE SIGNED: _____

(Note: The signatures shown on this cover page are required on all SSPs, except when a Source Selection Advisory Council (SSAC) is not used (DFARS PGI 215.303(b)(2)). This cover page may be tailored to add additional coordination blocks such as Legal Counsel and a representative from the local ACE, or as may be prescribed in local procedures.)

REVIEWED: *(only if SSAC used)*

Source Selection Advisory Council Chairperson
PRINTED NAME: _____
POSITION/TITLE: _____
OFFICE SYMBOL: _____
TELEPHONE: _____
DATE SIGNED: _____

RECOMMENDED FOR APPROVAL:

Source Selection Evaluation Board Chairperson
PRINTED NAME: _____
POSITION/TITLE: _____
OFFICE SYMBOL: _____
TELEPHONE: _____
DATE SIGNED: _____

APPROVED:

Source Selection Authority
PRINTED NAME: _____
POSITION/TITLE: _____
OFFICE SYMBOL: _____
TELEPHONE: _____
DATE SIGNED: _____

TABLE OF CONTENTS

<u>SECTION TITLE</u>	<u>PAGE NUMBER</u>
1.0 BACKGROUND AND OBJECTIVES	
2.0 ACQUISITION STRATEGY	
3.0 SOURCE SELECTION TEAM (SST)	
4.0 COMMUNICATIONS	
5.0 EVALUATION FACTORS AND SUBFACTORS	
6.0 DOCUMENTATION	
7.0 SCHEDULE OF EVENTS	
8.0 NONGOVERNMENT ADVISORS	
9.0 SECURING SOURCE SELECTION MATERIALS	

Attachment 1 – Source Selection Organization

Attachment 2 – SSAC Membership (*if used*)

Attachment 3 – SSEB Membership

Attachment 4 – Section L (*or non-UCF provision*)

Attachment 5 – Section M (*or non-UCF provision*)

Attachment 6 – Plan and Procedures for the Filing, Protection, Handling, Maintenance, Retention, and Disposition of Source Selection Documents

1.0 BACKGROUND AND OBJECTIVES

(Include a brief description of the requirement, a summary of the objectives, and any reference to applicable guidance (e.g., Program Management Directive (PMD)).)

2.0 ACQUISITION STRATEGY

(Provide a summary of the approved acquisition strategy as set forth in the Acquisition Strategy (DoDD 5000.01, DoDI 5000.02, AFI 63-101), Acquisition Plan (AP), Life Cycle Management Plan (LCMP), or Life Cycle Sustainment Plan (LCSP). For acquisitions between the simplified acquisition threshold and \$10M, a Streamlined Acquisition Strategy Summary (SASS) may be used in lieu of an AP at the discretion of the Procuring Contracting Officer (PCO) or the approval authority. Include a description of how the specific acquisition being competed fits into the entire program. Reference the approved Acquisition Strategy/AP/LCMP/LCSP/SASS and the Market Research Report for a more detailed discussion.)

An Acquisition Strategy Panel was conducted on _____ (date).

The Acquisition Plan (or SASS, LCMP, or LCSP) was approved on _____ (date).

3.0 SOURCE SELECTION TEAM (SST)

(Source selection is accomplished by a team tailored to the unique acquisition. Describe the organizational structure of the SST. List members and advisors by name, position and title, organization, company affiliation (if applicable), or by functional area. After approval of the SSP, personnel replacements/additions require SSA approval unless the SSA delegates this responsibility to the SSEB Chairperson within the SSP).

The source selection organization chart is included as SSP Attachment 1. All individuals receiving source selection information will sign a Non-disclosure Agreement and a Conflict of Interest statement, and any actual or potential conflict of interest issues will be resolved prior to granting access to any source selection information as required by DoD Source Selection Procedures, paragraph 1.4.1.2.6. *(Address the process and timing for execution of the Non-disclosure Agreements (NDA) and Conflict of Interest statements, resolution of actual or potential conflicts of interest, etc.)*

3.1. Source Selection Authority (SSA)

_____ (name and office symbol) is the Source Selection Authority (SSA) for this acquisition. *(If SSA has been delegated, reference the delegation letter and date.)*

(NOTE: Insert paragraphs 3.2 and/or 3.3 as appropriate for your source selection and renumber as needed. Tailor the membership for your acquisition.)

3.2. Source Selection Advisory Council (SSAC)

The SSAC will be chaired by _____ (name). SSP Attachment 2 lists the recommended members of the SSAC.

(NOTE: If not using an SSAC, delete the above text and state that an SSAC is not being used.)

3.3 Source Selection Evaluation Board (SSEB)

The SSEB will be chaired by _____ (*name*). SSP Attachment 3 lists the recommended PCO, team chairperson(s) and members of the SSEB and advisors (*if any*). (*Tailor as necessary, e.g., if using factor and subfactor chiefs or leads*).

3.4 Source Selection Team Roles and Responsibilities

Roles and responsibilities of the SSA, PCO, SSAC, and SSEB (including applicable Chairpersons, members, Legal Counsel, and advisors) are specified in FAR 15.303 and DoD Source Selection Procedures Section 1.4, as supplemented *and as described below (delete this phrase if there will be no roles and responsibilities beyond those specifically set forth in FAR 15.303, DoD Source Selection Procedures, Section 1.4, and AFFARS MP5315.3, Section 1.4.)*

(If additional roles and responsibilities will be performed by any SST members, describe those roles and responsibilities. Describe and discuss the roles and responsibilities of the Program Manager and Requirements Owner (RO) within the evaluation process (e.g., PM to serve as SSEB Chairperson, RO to serve on the Technical Evaluation Team, etc.). If using Non-government Advisors, identify them and discuss their roles and responsibilities within the SST during the phases of the source selection. Also discuss the role and responsibility of Records Custodian (RC), if used.

If there is no SSAC, the SSEB Chairperson is to determine if the SSA wants the SSEB to perform a comparative analysis of proposals and provide an award recommendation; if so, this is to be documented in the SSP.)

4.0 COMMUNICATIONS

(Describe the process and controls for communication with industry as well as internal Government team communication, to include the use of email during the source selection. Outline the security measures that will be utilized to ensure the information is protected as source selection information and that the network(s) on which such information is stored or shared is protected from staff members or support contractors outside the SST (see the definition of source selection information at FAR 2.101 and the restrictions on disclosure of source selection information (bid or proposal information) as described in FAR 3.104.)

In accordance with DoD Source Selection Procedures, paragraph 1.4.2.2.6, the PCO shall serve as the single point of contact for all solicitation-related inquiries from actual or prospective offerors. Government personnel and support contractors (*if applicable*) will not engage in discussions with industry concerning the source selection unless the PCO has authorized such discussions. In order to notify others within the Air Force that an RFP has been released, the PCO shall send a notification announcing that the final RFP has been issued. (*Include a list of offices that will receive the notification.*)

Meetings among Government personnel listed in SSP Attachments 2 and 3 concerning the source selection will be held _____ (*describe anticipated frequency (i.e., regular basis, daily, or as-needed), the location, and security measures*). These meetings will be predominantly for proposal evaluation, documentation preparation, and decision-making.

If at any time during the course of evaluations or discussions the Government becomes aware of an error, ambiguity, or change in the evaluation criteria or requirements, the PCO shall consult with Legal Counsel and the SSA concerning whether it is necessary or appropriate to amend the solicitation or resolicit. If it is necessary to change any requirements, those changes will be submitted to the SSA for approval. Any

approved requirements changes shall be reflected in the source selection documentation and solicitation or amendments to the solicitation.

The PCO shall promptly notify the SSA of receipt of any protest at any time during the source selection.

(Discuss the types of communications that are authorized by the SSA for the source selection.)

During the source selection, exchanges with industry may include oral presentations by offerors *(if applicable)* and clarifications, communications, and discussions as defined in [FAR 15.306](#), as supplemented. All such exchanges with industry will be documented in the contract file. Exchanges with industry may be _____ *(i.e., written with encrypted E-Mail/facsimile and/or U.S. Postal delivery; oral with telephonic or face-to-face meetings, etc.)* and controls to preserve the integrity of the source selection process, as described herein, shall be adhered to. Controls may include _____ *(describe types of controls to be used).*

If using EZ Source insert the following: EZ Source automatically marks all output documents (Reports and Archive Documents) with “Source Selection Information – See FAR 2.101 and 3.104 – FOR OFFICIAL USE ONLY” in the header of the document. In addition, EZ Source stores all information electronically on a network that is secured by authentication and access controls. A DD2875, System Authorization Access Request (SAAR), is required for every member of the Source Selection Team and is signed by the SSEB Chairperson for authentication.

5.0 EVALUATION FACTORS AND SUBFACTORS

5.1 Solicitation Provisions

(Identify and describe the evaluation factors, subfactors, their relative order of importance; the importance of all non-cost or price factors in relation to the cost or price factor; and the evaluation process, including specific procedures and techniques, checklists, evaluation worksheets, etc., to be used in evaluating and documenting the evaluation of proposals. Attach the relevant and most current Sections L and M (or equivalent provisions of a non-UCF solicitation) to preclude inconsistencies between the SSP and RFP.)

See SSP Attachment 4 “Section L - Instructions, Conditions, and Notices to Offerors,” and SSP Attachment 5 “Section M - Evaluation Factors for Award.” These documents describe the instructions for proposal preparation, the factors and subfactors and their relative importance, and the evaluation criteria. *(Note: Tailor the above language as appropriate for non-UCF solicitations. Recommend addressing in this paragraph the procedures involved when changes are made to Sections L and/or M (or equivalent provisions of a non-UCF solicitation, if applicable), and which changes require amendment of the SSP. For example: “Changes to Section L by solicitation amendment do not require amendment of the SSP; however, changes in Section M require amendment to the SSP and approval by the SSA before a solicitation amendment may be issued.”)*

(If using Value Adjusted Total Evaluated Price (VATEP), the decision to use or not use an affordability cap, along with supporting rationale for the decision, shall be included in the SSP. If an affordability cap will be used, describe how it will be evaluated and whether offerors whose proposals exceed the affordability cap will be eligible for award.)

5.2 Evaluation Process

The SSEB will adhere to [FAR 15.3](#), as supplemented, and the evaluation process and criteria stated in SSP Attachment 5, Section M – Evaluation Factors for Award (*or equivalent provisions of the solicitation*), during evaluation of proposals.

(Use the above statement or tailor the sample language below to discuss your evaluation criteria and procedures.)

Technical/Risk, Past Performance, Cost or Price (*tailor as appropriate; i.e., include either Cost, or include Price*), and Small Business Participation (*include if including a separate Small Business Participation factor*) are the factors that will be evaluated. Evaluation results for all factors will be fully supported by the narrative findings. The narrative findings will identify strengths, deficiencies, and excesses (applicable to the technical factor) and weaknesses and significant weaknesses (applicable to risk) associated with each Technical/Risk evaluation factor/subfactor, as applicable. The narrative summary for the Past Performance factor will describe the recency, relevancy (including context of data), and quality of past work efforts (including general trends in contractor performance and source of information). The summary for the Cost or Price factor will assess the reasonableness of the proposed prices (*tailor as necessary for cost realism, price realism, and balance analyses: cost realism must be addressed for cost type efforts; price realism must be addressed if required by the RFP; and balance must be addressed whenever the solicitation includes separately priced line items or subline items*). The Small Business Participation factor will evaluate the extent of participation of small business concerns. The narrative summary for the Small Business Participation factor will describe the approach and understanding of the small business objectives or requirements. (*Include if evaluating Small Business Participation as a standalone evaluation factor; do not include if Small Business Participation is being evaluated within the technical factor or one of the technical subfactors.*)

(Identify any special techniques/reviews such as Software Capability Evaluations, Demonstrations, Manufacturing Management/Production Capability Reviews, etc., and how the results will be factored into the evaluation. When using subfactors, they should be limited to only those that are true discriminators. While this may add time in the upfront preparations, it will result in a quicker evaluation and shorter overall acquisition lead time with less risk of a protest.)

(NOTE: Tailor Section 5.2.1 below depending upon which Technical Rating Evaluation methodology (Separate Technical/Risk Rating Method or Combined Technical/Risk Rating Method) your source selection is using.)

5.2.1. Separate Technical/Risk Ratings

Each offeror's technical solution will be rated separately from the risk associated with their technical approach. A color and an adjectival rating will be assigned in accordance with DoD Source Selection Procedures paragraph 3.1.2.1.1, Table 2A to reflect the quality of the offeror's technical solution for the minimum performance or capability requirements (factor or subfactors, when established) through an assessment of the strengths and deficiencies of the proposal. The separate technical risk rating will be assigned in accordance with DoD Source Selection Procedures paragraph 3.1.2.1.2, Table 2B to consider the potential for disruption of schedule, increased costs (*may delete "increased cost" if using a firm-fixed-price type contract*), degradation of performance, the need for increased Government oversight, and/or the likelihood of unsuccessful contract performance. Assessment of technical risk is manifested by the identification of weakness(es) associated with the offeror's proposed approach as it relates to accomplishing the requirements of the solicitation. Evaluators will make an independent judgment of the probability of success, the impact of failure, and the acceptability of the offeror's proposed risk mitigation solutions when assessing technical risk.

5.2.1 Technical Ratings

The offeror's proposal will be evaluated against the Government's minimum requirements to determine whether the proposal is acceptable or unacceptable, using the ratings and descriptions outlined in the DoD Source Selection Procedures, Table C-1.

5.2.1 Combined Technical/Risk Rating

A color and an adjectival rating will be assigned in accordance with DoD Source Selection Procedures paragraph 3.1.2.2, Table 3, to evaluate the offeror's proposed approach and the degree to which it demonstrates an understanding of the requirements (factor or subfactors, when established) through an assessment of the proposal's strengths, deficiencies, uncertainties, weaknesses, significant weaknesses, and excesses.

5.2.2 Past Performance

(In accordance with FAR 15.304(c)(3)(iii) and DoD Source Selection Procedures paragraph 2.3.4.2.2, the PCO (after consultation with the SSA and Program Manager, if a Program Manager is assigned) can waive the past performance evaluation by documenting the file with the reason that past performance is not an appropriate evaluation factor for the acquisition.)

A past performance evaluation team within the SSEB will conduct a past performance evaluation that examines an offeror's recent and relevant past performance record to assess the government's confidence in the offeror's ability to perform as proposed. The past performance evaluation will consider the currency and relevance of the information, source of the information, context of the data, general trends in the offeror's performance, the number and severity of problems, the effectiveness of any corrective actions taken, and the offeror's overall performance record. This will be assessed at the Technical factor or subfactor level and cost/price factor level (*tailor to the approach being used*) but rated at the Past Performance factor level using the Performance Confidence Assessment ratings and descriptions in DoD Source Selection Procedures, Table 5.

(If the past performance factor is instead to be rated on an Acceptable/Unacceptable basis, substitute the following for the above sentence:)

Past Performance will be rated on an "Acceptable" or "Unacceptable" basis at the Past Performance factor level using the ratings in the DoD Source Selection Procedures, Table C-2.

Potential sources of performance data are Government sources such as _____ and/or non-Government sources, such as _____.

(Tailor as appropriate, to include: Past performance information may be obtained through the Past Performance Information Retrieval System (PPIRS), questionnaires tailored to the circumstances of the acquisition, through Defense Contract Management Agency channels, through interviews with program managers and Contracting Officers, or other sources known to the Government. Data from previous source selections or contractor capability assessments should be used if the data is recent and relevant. See DoD Source Selection Procedures paragraphs 3.1.3.2 and C.3.)

5.2.3 Small Business Evaluation Rating

The extent of participation of small business concerns as proposed in each offeror's proposal shall be evaluated against the Government's small business participation objectives or requirements. A color and adjectival rating will be assigned in accordance with DoD Source Selection Procedures, paragraph 3.1.4.1,

Table 6. *(Describe the methodology to be used for the small business participation evaluation – evaluation as a stand-alone factor or subfactor, or within the evaluation of one of the technical subfactors. If evaluating as a stand-alone factor or subfactor, specify whether all of the evaluation ratings are being used as described in DoD Source Selection Procedures paragraph 3.1.4.1.2, or whether only the Acceptable and Unacceptable evaluation ratings are being used as described in DoD Source Selection Procedures paragraph 3.1.4.1.1. If evaluating within one of the technical subfactors, a separate small business participation rating is not assigned and this paragraph must be tailored accordingly.)*

5.2.4 Cost or Price

(Address the basis for evaluating cost/price (i.e., based on acquisition cost, total evaluated price, probable cost, etc.). Per FAR 15.305(a)(1): "Normally, competition establishes price reasonableness. Therefore, when contracting on a firm-fixed-price or fixed-price with economic price adjustment basis, comparison of the proposed prices will usually satisfy the requirement to perform a price analysis, and a cost analysis need not be performed. In limited situations, a cost analysis may be appropriate to establish reasonableness of the otherwise successful offeror's price. When contracting on a cost-reimbursement basis, evaluations shall include a cost realism analysis to determine what the Government should realistically expect to pay for the proposed effort, the offeror's understanding of the work, and the offeror's ability to perform the contract. Cost realism analyses may also be used on fixed-price incentive contracts or, in exceptional cases, on other competitive fixed-price-type contracts (see 15.404-1(d)(3)).")

Cost/Price will be evaluated for reasonableness. *(Tailor as appropriate if you will also be evaluating cost realism (probable cost), balanced pricing for acquisitions with separately priced line items or subline items, etc.)*

5.3 Reviews and Visits

(Include only if appropriate)

Section M of the solicitation addresses whether reviews and/or plant visits will be conducted and how the visits will be used in the evaluation process. Commonly, reviews (e.g., on-site Software Capability Evaluation) and plant visits are conducted by the Program Manager, Lead Engineer, PCO, and Cost/Price Analyst. These visits are usually conducted during discussions with an offeror. The results of any reviews/visits will be briefed to the SSA during the final briefing as part of the Technical factor evaluation.

5.4 Electronic Source Selection Procedures

(Add a paragraph identifying and explaining the details of any electronic source selection tools and/or procedures that are being used, (e.g., EZ Source, electronic distribution of ENs) and training provided to SST members on its use.)

(If using EZ Source, insert the following:) EZ Source preserves the SSEB's independent evaluation record upon which every SSA decision is made. Any SSEB member decision to revise their evaluation after the SSA has decided to award without discussions or open discussions (Initial Evaluation Briefing), close discussions and request Final Proposal Revisions (FPR) (Pre-FPR Briefing), or to select the source for award (Final Evaluation Briefing) will only accomplish a revision to their evaluation documentation after consultation with the PCO, SSEB Chairperson, and the program's Legal Counsel. If it is necessary to revise the SSEB member's evaluation documentation after an SSA's decision briefing, notification to the SSA of the changes will be accomplished as appropriate and descriptive rationale for the change will be documented in the record. If an SSEB member wishes to change a portion of their evaluation prior to an SSA decision, appropriate rationale is to be provided to the Team Administrator who may unlock evaluation records after supplying the system with rationale for the unlocking of the worksheet.

6.0 DOCUMENTATION

(Documents that will be prepared during the course of the source selection will include at a minimum: an SSEB Initial Report covering the initial evaluation (e.g., Evaluation Worksheets, Evaluation Notices), with the SSEB Initial Report updated as necessary following responses to discussion questions; a Competitive Range Decision Document (if conducting discussions); an SSEB Final Report (covering evaluation of the FPRs); an SSAC Comparative Analysis Report and Award Recommendation (if there is an SSAC) which reflects the SSAC's consideration of the Final SSEB Report and makes the SSAC's award recommendation to the SSA; and in accordance with FAR 15.308, the Source Selection Decision Document (SSDD) which reflects the SSA's independent determination. If there is no SSAC, the SSEB Chairperson must determine if the SSA wants the SSEB to perform the comparative analysis and provide an award recommendation; if so, state how this comparative analysis and award recommendation will be documented (i.e., in the SSEB Final Report, using the Comparative Analysis Report and Award Recommendation template, or other).

(Address whether the solicitation states that the Government intends to award without discussions but reserves the right to conduct discussions if determined necessary, or if the solicitation states that the Government will conduct discussions. If the solicitation states that the Government intends to award without discussions, but it is later determined that discussions are necessary, the PCO must document the rationale for this decision and obtain SSA review and approval. Address this determination and the associated documentation. Address the documentation that will be produced if awarding without discussions (i.e., SSEB Initial Report becomes the SSEB Final Report, SSAC will conduct the comparative analysis and make an award recommendation, etc.) and the process that will be followed to make this recommendation and obtain SSA approval. If discussions will definitely be conducted, include the following, tailored as appropriate:) The SSEB Chairperson, with assistance from the SSEB members, will document the initial evaluation of proposals against the factors and subfactors and provide consolidated evaluation results in the SSEB Initial Report. *(Address the establishment of the competitive range (including PM consultation and SSA approval and preparation of the Competitive Range Decision Document), issuance of evaluation notices (ENs) to offerors, evaluation of ENs and updating the SSEB Initial Report, and further narrowing of the competitive range if determined to be appropriate.)* The SSEB Initial Report will be updated Initial Report, as necessary, following evaluation of offeror responses to discussions and, at a minimum, prior to presentation of the pre-Final Proposal Revisions evaluation and briefing to the SSA. After the final evaluation of proposals against the factors and subfactors is completed and documented, the SSEB chairperson, with assistance from the SSEB members, will prepare the SSEB Final Report for the SSAC *(if used)* and SSA's analysis. The SSAC *(change to SSEB if an SSAC is not used and the SSA has specifically requested that the SSEB perform the comparative analysis, with or without an award recommendation; the SSA's signature on this SSP will document that request)* will perform a comparative analysis of the proposals and provide a written report with the results of that analysis and an award recommendation to the SSA.

The following documents will be prepared during the course of this source selection: *(Identify the types of documents that will be prepared)*

(Address the process to be used for documenting briefings presented to the SSAC and/or SSA, including discussions at the briefings, decisions made at the briefings, outcomes of the briefings, etc.)

7.0 SCHEDULE OF EVENTS

The following schedule of significant events delineates the steps that will be accomplished during this source selection.

(List the major acquisition activities and projected completion dates. Reference DoD Source Selection Procedures 2.1.1.3, 2.1.2.2, and 2.1.2.3 for information on the use of peer reviews, Industry Days, and draft RFPs as significant source selection activities. The sample table below contemplates discussions and must be specifically tailored as appropriate for your acquisition to ensure it is streamlined yet achievable, supports proper and full compliance with source selection procedures, and meets overall program schedules. The list of events below is not exhaustive. If you are conducting a Software Capability Evaluation [SCE], demonstration, or in-plant review, include dates in the matrix. If incremental proposals are received, add an event for each. If you reserve the right to award without discussions, consider adding an additional column to indicate what the schedule would be if award is made without discussions. The dates shown are typical planning estimates only. Each Source Selection Team must tailor the relevant events and activities in the Schedule of Events for their specific source selection (i.e., inclusion of legal review, Multi-functional Independent Review Team (MIRT) reviews, Peer Reviews, etc.).)

EVENT	DATE*
1. SSA Delegation Approved	
2. Business Clearance (Review and Approval)	Allow 3 to 5 days for review and approval depending on complexity of action or consult with MAJCOM procedures.
3. SSA Approves Source Selection Plan <i>(required prior to release of final RFP)</i>	
4. SSEB Formally Convened <i>(Pre-Solicitation Release coordinated with SSAC, if requested)</i>	
5. SSA Pre-Solicitation Release Briefing <i>(if briefing requested)</i>	
6. Formal Solicitation Release	
7. Solicitation Notification	Within 1 day of Solicitation Release
8. Proposals Received	30 to 45 days after Solicitation Release
9. Initial Evaluations Completed	Allow 3 to 5 days per proposal
10. SSEB Initial Report Completed	
11. Competitive Range Decision Document Prepared	
12. Initial Evaluation/Competitive Range Briefing to SSAC <i>(if briefing requested)</i>	Within 3 to 5 days after Event #11
13. SSEB Initial Evaluation/Competitive Range Briefing to SSA <i>(if briefing requested)</i>	If SSAC is not briefed, within 5 to 10 days after Event #11; If SSAC is briefed, within 5 to 10 days after Event #12
14. Release ENs	Within 1 or 2 days after Event #13
15. Receive responses to ENs	Normally not more than 10 days after Event #14
16. Evaluate EN Responses	Normally not more than 2 days per proposal
17. Face to Face Discussions Completed <i>(if used)</i>	Normally not more than 1 day per offeror
18. SSEB Initial Report Update Completed	

19. Contract Clearance (Review and Approval) (CAA approval for SSA to request Final Proposal Revisions (FPRs))	Allow 1 to 2 days per proposal; dependent on the number of proposals and complexity of action or consult with MAJCOM procedures
20. Pre-FPR Release Briefing to SSAC (<i>if briefing requested</i>)	Within 14 days after Event #19
21. FPR Release Briefing to SSA (<i>if briefing requested</i>)	Within 4 days after Event #20
22. Issue FPR Requests	Within 4 days after Event #21
23. FPRs Received	7 to 10 days after Event #22
24. Finalize SSEB Evaluation / Prepare Briefing to SSAC (<i>if briefing requested</i>)	Within 14 days after Event #23
25. SSEB Final Report Completed	Work incrementally as information becomes available
26. Finalize SSAC Comparative Analysis Report and Award Recommendation	Allow 3 to 5 days after completion of Event #25
27. Contract Clearance (Review and Approval) (CAA approval for SSA to make source selection decision)	Allow 1 to 2 days per proposal; dependent on the number of proposals and complexity of action or consult with MAJCOM procedures
28. Brief SSA (<i>if briefing requested</i>)	Within 3 to 5 days after Event #27
29. SSA Decision (<i>See Note below</i>)	1 or 2 days after Event #28
30. Finalize Source Selection Decision Document (SSDD)	1 to 3 days after event #29
31. 1279 report forwarded to SAF/LLP	3 days, or more, prior to contract award
32. Contract Award	At least 3 days after Event #31
33. Debriefings (if requested)	See FAR 15.503, 15.505, and 15.506 for time frames after Event #32

* These dates are based on the receipt of _____ (*number*) proposals.

(Note: if small business set-aside, insert "small business size challenge" after event 29, allow 5 business days and renumber remaining events.)

8.0 NONGOVERNMENT ADVISORS

8.1 Nongovernment Advisors

(When considering the use of nongovernment personnel to advise in source selections, program managers and their teams must be aware of and comply with the restrictions in [FAR 9.505-4\(b\)](#) and [FAR 37.203\(d\)](#). These sections lay out the guidelines for use of non-Government personnel to support the source selection, the responsibility of the program manager/head of contracting activity (HCA) to make reasonable efforts to identify Government personnel who can support the source selection, and the requirement for the HCA to complete a determination that no Government personnel are available before using non-Government personnel and approve their use. This approval has been delegated to MAJCOM/DRU and AFISRA Commanders and, within AFMC and AFSPC, to the Center Commanders. The PCO shall ensure that the determination has been made prior to issuing the solicitation.)

Nongovernment advisors will (or “will not”) be used. *(If nongovernment advisors are not applicable, delete the remaining part of this section.)* Their expertise is required to support evaluation of _____ *(identify the functional disciplines, e.g., system engineering, integration, configuration management, data management, quality, software capability, supportability, or test and evaluation)* concepts relative to the acquisition.

Individual and company names and company addresses of Non-government Advisors are identified at Attachment 3.

Authority to use nongovernment personnel to assist in this source selection was granted by _____ *(Name/Title)* on _____ *(date)*.

8.2 Release of Proposal Information to Nongovernment Advisors and Notification to Offerors

The release of proposal information to nongovernment advisors will be subject to the controls outlined in DoD Source Selection Procedures, paragraph 1.4.6.2. Nongovernment advisors are not permitted access to offeror’s past performance information (FAR 42.1503(d)); however, in order to make technical judgments, they are permitted access to portions of an offerors proposal for which the advisor’s expertise is required in the evaluation. A provision will be included in the solicitation to provide notice to prospective offerors that contractor personnel will be used and the manner in which they will be used, and provide the offeror an opportunity to object to the release of proposal information.

8.3 Prohibitions

Past performance information shall not be disclosed to Non-government Advisors. Non-government Advisors are prohibited from proposal rating, ranking, voting, or recommending the selection of a source. They must not have any financial interests with any of the offerors. Also, they are not normally permitted to participate in oral presentations or discussions, but may attend if requested by the chairperson(s). Non-government Advisors are not normally permitted to participate in Government decision making meetings such as SSAC or SSEB sessions or SSA briefings, unless invited by the chairperson(s) to be present during a particular portion of the meeting when they may be called upon to provide specific technical information. Use of non-government personnel shall be in accordance with [FAR 9.505-4\(b\)](#) and [FAR 37.203\(d\)](#).

8.4 Organizational Conflict of Interest (OCI)

(Contracts providing the SSEB Non-government Advisors should be reviewed by the PCO to ensure the appropriate OCI clauses are contained in the contracts prior to appointment.)

OCI clauses are included in the contracts under which nongovernmental advisors will provide support to this source selection. The OCI clauses require the companies and individual Non-government Advisors to protect offeror proprietary data and Government source selection information and prohibit the companies from otherwise participating as an offeror, a subcontractor, or as a consultant to an offeror/subcontractor in relation to this acquisition.

All OCI issues must be resolved before FPR request because an OCI may affect the proposed subcontractors and thus affect the overall rating of the proposal. The Government must be able to address these issues in discussions, and all OCI matters must be resolved prior to award. Refer to [FAR 9.506](#) for further guidance.

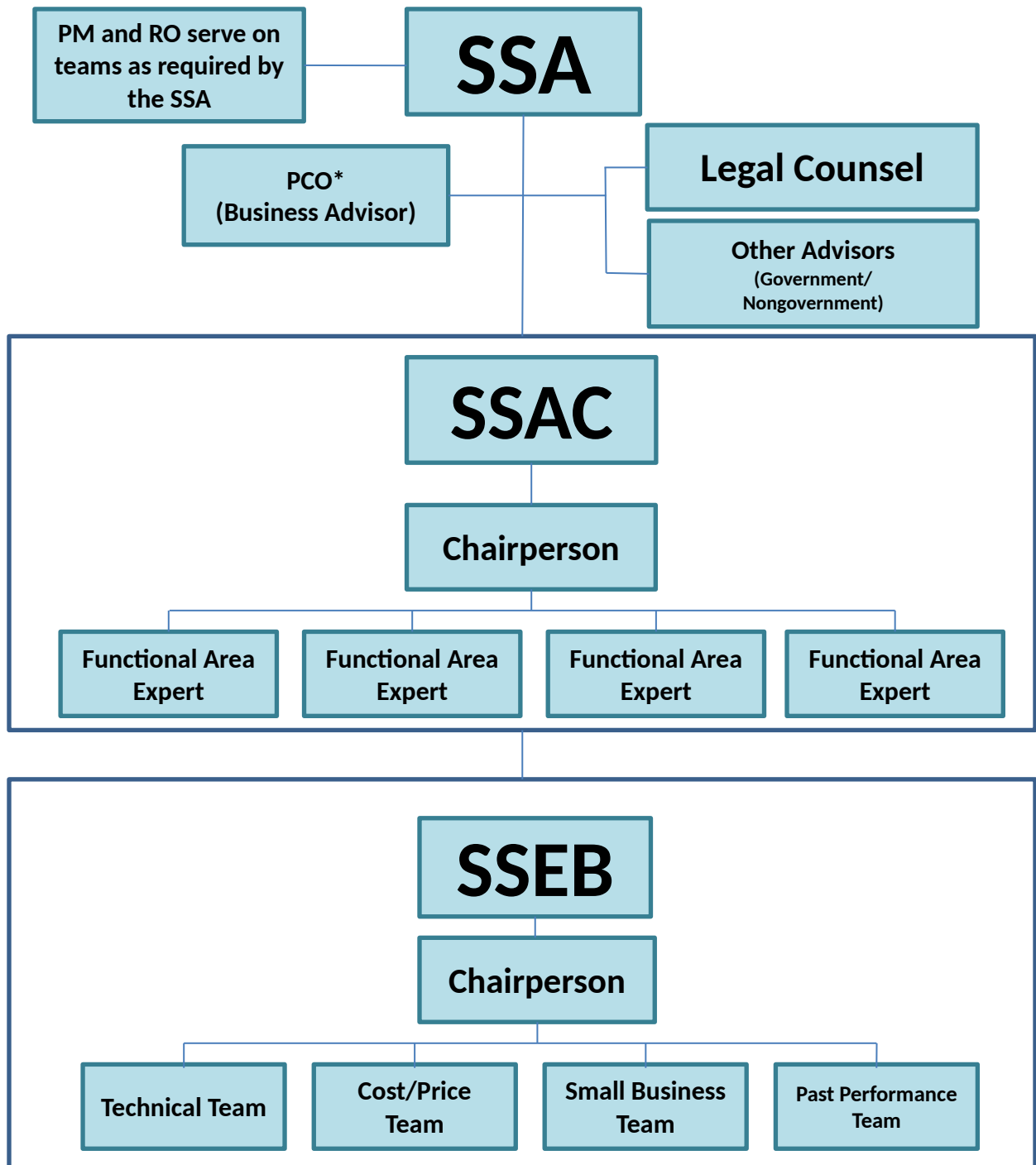
9.0 SECURING SOURCE SELECTION MATERIALS

(The PCO's plan and procedures for the filing, protection, handling, maintenance, retention, and disposition of all source selection materials throughout the evaluation process must be included in the Source Selection Plan. Source Selection Teams can choose to include this information in Section 9.0 or attaching it separately at Attachment 6. The Source Selection Plan template should be tailored accordingly. If teams select the attachment method for including this information, use the following statement:)

Source selection materials will be secured in accordance with the plan and procedures set forth in Attachment 6.

SSP Attachment 1 – Source Selection Organization Chart

Tailor to your acquisition, including adding a block for the Records Custodian if one is used.



*PCO/Buyer and Cost/Price Analysts may be combined into one team if desired.

SSP Attachment 2 - SSAC Membership

<u>NAME</u>	<u>POSITION/TITLE</u>	<u>ORGANIZATION</u>
Chairperson		
Member		Office Symbol
Member		Small Business
Member		FM (Financial Management)
Member		EN (Engineering) <i>(when applicable)</i>
Member		User <i>(when applicable)</i>
Member		PK/A7K (Contracting)
Member		Logistics <i>(when applicable)</i>
Advisor		JA (Legal)
Advisor		Source Selection Expert Advisor
Advisor		ACE <i>(when applicable)</i>
Advisor		T&E (Test & Evaluation) <i>(when applicable)</i>

SSP Attachment 3 – SSEB Membership

(Tailor as needed to accurately reflect the composition of the SSEB)

<u>NAME</u>	<u>POSITION/TITLE</u>	<u>ORGANIZATION</u>
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Chairperson

Procuring Contracting Officer (PCO)

Records Custodian (RC) *(Delete if not applicable)*

Technical Evaluation Team *(Note: Tailor as necessary (i.e., if using EZ Source, a Technical Team Lead is assigned and each subfactor lead must be identified and associated with their specific subfactor.)*

Subfactor Lead(s)

Office Symbol

Member

Member

Advisor

*Non-Government Advisor *(if used)*
applicable)

Company name and address *(when*

*Non-Government Advisor *(if used)*
applicable)

Company name and address *(when*

Contracts/Cost Evaluation Team *(Cost/Price team may be separate from the Contracts team)*

PCO

Buyer/Contract Specialist

Cost/Price Analyst

FM *(when applicable)*

*Non-Government Advisor *(if used)*
applicable)

Company name and address *(when*

Small Business Team *(if used)*

Chairperson

Member

Member

Past Performance Evaluation Team

Chairperson

Member

Member

Member

*Advisors *(when applicable)*

*Advisor

PK/A7K (Contracting)

*Advisor

FM (Financial Management)

*Advisor

JA (Legal)

*Advisor

EN (Engineering)

*Advisor

T&E (Test & Evaluation)

*Advisor

User

*Advisor

Logistics

*Advisor

Small Business

*Advisor

*Advisor

Source Selection Expert Advisor

Local ACE

*These individuals serve as key advisors to the SSEB and do not evaluate or rate proposals.

SSP Attachment 4

Section L - Instructions, Conditions, and Notices to Offerors

(Attach the relevant and most current Section L (or equivalent non-UCF provision) of the RFP)

SSP Attachment 5

Section M - Evaluation Factors for Award

*(Attach the relevant and most current Section M (or equivalent non-UCF provision)
of the RFP)*

SSP Attachment 6
Plan and Procedures for Filing, Protection, Handling Maintenance, Retention, and Disposition of Source Selection Documents

(Note: Source Selection Teams have the option of including this information within the body of the Source Selection Plan in Section 9.0, or attaching a separate document here. The Source Selection Plan should be tailored according to the team's decision.)