



University of Maryland University College

A large, semi-transparent globe is positioned in the background, showing the continents of North and South America. The globe is centered behind the main title text.

# ***Business Decisions for Contracting***

## ***Lesson 10***

### ***Source Selection***

# Lesson 10: Source Selection

## Terminal Learning Objective

- Given a complex competitive negotiated acquisition, determine the appropriate source-selection methodology



# Lesson 10: Source Selection

## Enabling Learning Objectives

- Identify the roles and responsibilities of each source selection participant
- List the key elements of a source selection plan
- Explain the process for conducting a source selection



# Lesson 10: Source Selection

## Topics Covered:

- Introduction
- The source selection plan (SSP)
- Source selection Process



# Lesson 10 Key Terms

- **Negotiated Procurement Procedures:** This process is used when the government wants to consider the technical superiority of contractors' products or services. The process allows for bargaining and discussions with potential contractors ("offerors") before choosing the contractor who will be awarded the contract ("source selection").
- **Source Selection:** This is the process of evaluating proposals and selecting the contractor who will provide the "best value" to the government.



# Lesson 10 Key Terms

- **Source Selection Authority (SSA)**: The contracting officer is usually the SSA. The duties include: overseeing the source selection process, receiving proposals, working with the SSEB, and coordinating communication with offerors.
- **Source Selection Evaluation Board (SSEB)**: A group of employees from the agency awarding the contract who review the proposals and evaluate them against the requirements listed in the RFP.
- **Source Selection Plan**: A document which outlines how the source selection process will be organized. This includes the criteria for evaluation of proposals.



# Lesson 10: Source Selection

## Introduction

- FAR Subpart 15.3
- Objective of source selection is to select the proposal that represents the best value
- Used for selection of a source or sources in competitive negotiated acquisitions



# Lesson 10: Source Selection

## Introduction

- FAR Subpart 15.3 outlines the legal requirements
- <https://www.acquisition.gov/?q=browse/far/15/3&searchTerms=source%20selection%20process>



# Lesson 10: Source Selection

## Introduction

## Responsibilities:

Agency heads- responsible for source selection

CO- designated as the source selection authority (SSA) (*unless the agency head appoints another individual for a particular acquisition or group of acquisitions*)

CO also has the following responsibilities:

- After release of a solicitation, serves as the focal point for inquiries from actual or prospective offerors
- After receipt of proposals, controls exchanges with offerors in accordance with offerors
- Awards the contract(s).



# Lesson 10: Source Selection

## Responsibilities:

### Source Selection Authority (SSA)

- Establishes an evaluation team, tailored for the particular acquisition (includes appropriate contracting, legal, logistics, technical, and other expertise)
- Approves the source selection strategy or acquisition plan
- Ensures consistency among the solicitation requirements, notices to offerors, proposal preparation instructions, evaluation factors and subfactors, solicitation provisions or contract clauses, and data requirements
- Ensures that proposals are evaluated based solely on the factors and subfactors contained in the solicitation



# Lesson 10: Source Selection

Responsibilities:

Source Selection Evaluation Board  
(SSEB)

- Ensure comprehensive evaluation of each offeror's submission based solely on the factors and subfactors contained in the solicitation



# Lesson 10: Source Selection

## Source Selection Plan

- Key document which specifies how the source selection activities will be organized, initiated, and conducted (strategy)
- Serves as guide for conducting the evaluation and analysis of proposals, and the selection of source(s) for the acquisition
- Can best be described as a blueprint for conducting the source selection
- Clearly and succinctly expresses the Government's minimum needs (evaluation factors) and their relative order of importance



# Lesson 10: Source Selection

## Source Selection Process Overview

- Conducted via Proposal evaluation
- Objective assessment of the proposal and the offeror's ability to perform the prospective contract successfully
- Qualities solely assessed on the factors and subfactors specified in the solicitation
- Evaluations may be conducted using any rating method or combination of methods (*i.e. color or adjectival ratings, numerical weights, and ordinal rankings*)



# Lesson 10: Source Selection

## Source Selection Process

### Criteria for evaluation of proposals:

1. Cost or price evaluation (*Normally, competition establishes price reasonableness*)
2. Past performance evaluation (*Past performance information is one indicator of an offeror's ability to perform the contract successfully*)
3. Technical evaluation/Provisions (*Assessment of each offeror's ability to accomplish the technical requirements*)
4. Cost information
5. Small business subcontracting evaluation (*Solicitations must be structured to give offers from small business concerns the highest rating for the evaluation factors*)



# Lesson 10: Source Selection

## Lesson Summary

- Source selection process will be used to determine the most responsible proposal
- Source selection plans must identify the strategy that the agency will use to determine the best source
- Source selection must occur according to factors and subfactors outlined in solicitations



# Lesson 10: Source Selection

## Application Exercise #10

Activity Title	Application Exercise #10: Source Selection
Activity Type	flow mapping
Format	individual
Activity Time	15 minutes
Materials Needed	none
Activity Process	Write out the source selection process using flow mapping and post your initial process flow in the <b>Conference Area</b> of the course.

