

# 515.606-1 Receipt and initial review.

(a) Before initiating a comprehensive evaluation, the agency point of contact, identified in 515.604, shall determine if the proposal meets the requirements of FAR 15.606-1(a).

(b) If the proposal qualifies, the HCA or the Office of Acquisition Policy shall inform the offeror of receipt and process the proposal in accordance with FAR 15.606-1(b) and 515.606-2.

(c) If the proposal does not qualify, the HCA or the Office of Acquisition Policy shall inform the offeror of why the proposal was rejected in accordance with FAR 15.606-1(c).

(d) Sample responses can be found on the Acquisition Portal at <https://insite.gsa.gov/unsolicitedproposal>.

**Parent topic:** [515.606 Agency procedures](#).