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| Informational Guidance |

**IG5315.303   
Source Selection Plan (SSP) Guide**

***December 2008***

This guide integrates ideas and lessons learned from a cross-section of the contracting community to provide practical guidance for developing source selection plans.

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# I. INTRODUCTION

The Source Selection Plan (SSP) is a plan that describes how the source selection will be organized, how proposals will be evaluated and analyzed, and how source(s) will be selected. The information in this guide has been assembled to assist in preparing SSPs in accordance with [DFARS 215.3](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars215.htm#P99_3231), [AFFARS 5315.3](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5315.htm) and [MP5315.3](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#MP). This template is a guide for Contracting Officer use and can be modified to meet the needs of each specific buying office.

**II. WHEN TO DO A SSP**

A SSP is required for all acquisitions covered under the [MP5315.3](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#MP). For acquisitions that are exempt from the Mandatory Procedure (e.g., Lowest Price Technically Acceptable (LPTA), Performance Price Tradeoff (PPT)), a SSP is not required; however, when the SSA is other than the contracting officer we recommend the use of a SSP."If the Contracting Officer is the SSA, a streamlined SSP may be used as described in [MP5315.3, paragraphs 4.3.3](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#MP) and [7.11](MP5315.3.doc#p711).

# III. PREPARATION AND APPROVAL

The source selection team is responsible for preparing and maintaining the SSP to ensure timely staff review and SSA review and approval. The SSP must be submitted sufficiently in advance of the planned acquisition action to facilitate review and approval by the SSA and early establishment of the source selection organization. The SSP must be approved before release of the formal solicitation.

In addition to the officials listed in the samples provided in this guide, MAJCOM and local procedures may require additional coordination on SSPs.

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# IV. MARKING

Source Selection Plans are considered source selection information (SSI) in accordance with [FAR 2.101](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/02.htm) and [3.104](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/03.htm). However, only a few areas of the plan cause the whole plan to be considered source selection sensitive. In order to drive transparency and facilitate open communication with industry, the Contracting Officer should consider redacting portions of information in the source selection plan. Once these areas such as the source selection team membership are removed, the plan should not be considered source selection information. When the source selection plan contains no source selection information or where the plan is appropriately redacted, Contracting Officers may release the plan to offerors.

We recommend that the team membership and the legal office be consulted regarding contents of SSP that may be considered SSI. Teams should consider whether disclosure of information in the SSP would jeopardize the integrity or successful completion of the acquisition to which the information relates, and whether such information has previously been made available to the public or disclosed publicly. Openly sharing source selection plan information, evaluation factors and criteria demystifies the source selection process. Moreover, it enables offerors to better assess their abilities to compete while submitting a proposal confident they understand not only the requirement but also the proposal evaluation procedures.

# V. TAILORING

A well thought out SSP is the key document that will continue to serve the acquisition team as a roadmap to accomplish activities throughout the source selection process. Tailor all SSP information to clearly represent the program or requirements and, when applicable, the particular phase of the action being addressed.

## VI. MANDATORY SECTIONS

[MP5315.3, paragraph 4.3.3](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#MP) lists the required contents that the SSP shall include. If other documents containing the required information exist (e.g. Acquisition Plan, Life Cycle Management Plan, Sections L and M of the Request for Proposal, etc.), consider referring to or attaching, if necessary, those documents rather than repeating information in the SSP. Reference the attachment(s) in the applicable section(s) of the SSP.

**VII. TEMPLATE – SOURCE SELECTION PLAN**

Note on using Template: Informational/directorial/placeholders printed in red parenthetical italics within the template should be deleted from the final SSP.

*COVER PAGE*

**SOURCE SELECTION PLAN  
FOR**  
*(PROGRAM)*

(TITLE OF DIRECTORATE/DIVISION/GROUP)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 *(Program/Project Office individual* Contracting Officer

*who prepared the SSP)*

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
POSITION/TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
OFFICE SYM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
DATE SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note: The signatures shown on this cover page are required on all SSPs, except when an SSAC is not used. Other coordinations may be prescribed by local procedures. You may use the cover sheet or a staff summary sheet to accomplish the coordination(s).*

REVIEWED: *(SSAC or IAW local procedures)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
POSITION/TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
OFFICE SYM:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
DATE SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RECOMMEND FOR APPROVAL:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SSET Chairperson  
NAME:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
POSITION/TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
OFFICE SYM:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
DATE SIGNED:

APPROVED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Source Selection Authority  
NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
POSITION/TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
OFFICE SYM:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
DATE SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# 1.0 PROGRAM DESCRIPTION

*(Briefly describe what will be acquired, including reference to any applicable guidance such as a Program Management Directive (PMD).)*

## 2.0 SUMMARY OF ACQUISITION STRATEGY

*(Briefly describe the approved acquisition strategy as set forth in the Acquisition Strategy (DoDD 5000.1, ACAT 1 programs), Acquisition Plan (AP,) or Life Cycle Management Plan (LCMP). Ref:* [*AFFARS 5307.104*](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5315.htm)

An Acquisition Strategy Panel was conducted on \_\_\_\_\_\_\_ *(date).*

The Acquisition Plan *(or LCMP or AS)* was approved on \_\_\_\_\_\_\_ *(date).*

## 2.1 Contract Type/Length

The *(Program Name or Description of Requirement)* acquisition provides for a basic contract effort of \_\_\_\_\_\_\_ *(identify number of systems* or *years of services)* and options for \_\_\_\_\_\_ *(describe options).* The contract will be awarded on a \_\_\_\_\_\_\_\_\_*(Identify* *Contract Type)* basis. Options will be priced on a \_\_\_\_\_\_\_ *(Identify Contract Type)* basis and evaluated for award purposes as a part of the offeror's proposal in accordance with [FAR 52.217-5](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_215.htm).

## 2.2 Incentives

*(Describe any award fee/term, performance, cost and schedule/delivery incentives).*

Incentives include: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 2.3 Special Contract Requirements

*(Briefly describe or include as an attachment and reference the attachment here. Identify only those unique contract clauses planned with their title and a short description of the intent. Complete listings of all clauses with specific solicitation wording are not desired.)*

Special contract requirements (Section H) included in the solicitation are \_\_\_\_\_\_\_.

## 

## 2.4 Milestone Demonstrations *(or Performance Based Services Acquisition)*

*(Include paragraphs on any other information relevant to the acquisition strategy such as milestone demonstrations intended – see DoDI 5000.2, or performance metrics and language supporting it as a performance based services acquisition.)*

# 3.0 SOURCE SELECTION ORGANIZATION

*Duties of the source selection organization are found in* [*MP5**315.3*](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#MP)*.*

The source selection organization chart is at Attachment 1.

## 3.1. Source Selection Authority (SSA)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Insert 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 as appropriate paragraphs 3.2 and/or 3.3 for your source selection, and renumber as needed. Tailor the membership and responsibilities for your acquisition, especially if using LPTA or PPT procedures.)

## 3.2. Source Selection Advisory Council (SSAC)

The SSACwill be chaired by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_. (*If used, insert name(s) of SSAC chair(s)).* Attachment 2 lists the recommended members and advisors *(if any)* for the SSAC.

## 3.3 Source Selection Evaluation Team (SSET)

The SSET will be chaired by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. *(Insert name of SSET chair.)* Attachment 3 lists the recommended members and factor chairpersons for the SSET . Changes to the SSET members identified in this plan, may be approved by the SSET chairperson in an addendum to the SSP.

**3.4 Responsibilities**

Responsibilities of the SSA, SSAC, and SSET (and applicable Chairpersons, Members and Advisors) are specified in [FAR 15.303](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm) and [MP5315.3, paragraphs 4, 5, and 6](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#MP).

# 4.0 PRESOLICITATION ACTIVITIES

## 4.1 Market Research

*(Market research is always required. When contracting for Commercial Items or Nondevelopmental Items, extensive Market Research is required in accordance with* [*FA**R 10.002*](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/10.htm)*, with the results documented in the Acquisition Plan or a separate market research report. The Market Research Performance Support Tool* [*(MR PoST)*](https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=OO-AQ-MR-P5) *can assist AF personnel in outlining requirements, results, documenting market analysis, and more.*

*Summarize here the results of market research, including the determination on whether commercial or nondevelopmental items are available to satisfy agency needs, how market research was used to achieve competition, including a discussion of screening criteria, if applicable. Reference the acquisition plan or market research report for a more detailed discussion.)*

## 4.2 Draft Solicitation

*(State whether a draft solicitation will be/was issued on FedBizOpps.)*

## 4.3 Presolicitation Notice

A Presolicitation Notice was published in FedBizOpps on \_\_\_\_\_\_\_\_\_ (provide date, issue number, etc.).

# 5.0 COMMUNICATIONS

## 5.1 Process and Controls

*(Describe the process and controls for communication between industry and government personnel, and internal government communication (to include the use of emails) during the source selection.)*

After formal release of the RFP, the Contracting Officer shall serve as the sole focal point for 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 Contracting Officer has authorized such discussions. In order to notify others within the Air Force that a RFP has been released, the Contracting Officer shall send a notification announcing that the RFP has been issued. *(Include a list of offices that will receive the notification. See also* [*MP5315.002*](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#MP) *for required notifications.)*

Meetings among government personnel listed in Attachments 2 and 3 concerning the source selection will be held \_\_\_\_\_\_\_*(describe anticipated frequency, i.e., regular basis, daily, or as-needed. Also describe the location and security measures.)* These meetings will be predominantly for proposal evaluation, documentation preparation, and decision-making. If a need arises to change any requirements, those changes will be submitted for approval to the program manager and Source Selection Authority. Any approved requirements changes shall be documented in the source selection documentation and solicitation.

## 5.2 Types of Communications

*(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)*, clarifications, communications, and discussions as defined in [FAR 15.306](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm) and [MP5315.3, paragraph 5.6](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#MP). All such exchanges with industry will be documented in the source selection file. Exchanges with industry may be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(indicate 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 see* [*MP5315.3, paragraph 4.3.3.5.*](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#MP) *for requirements).*

# 6.0 EVALUATION FACTORS, SUBFACTORS, AND PROCESS

**6.1 Solicitation Provisions**

*(Describe the evaluation factors and subfactors and their relative order of importance by attaching the evaluation criteria (Section M or equivalent provisions of the solicitation).* See Attachment 4 “Section L - Instructions, Conditions, and Notices to Offerors,” and 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: Ensure these provisions in the solicitation are verbatim from Attachments 4 and 5 of the approved SSP. IAW* [*MP5315.3, paragraph 4.3.3.6*](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#MP)*, Section L is only attached if SSA desires, revise this paragraph accordingly. Recommend addressing in this paragraph the procedures involved when changes are made to Section M and/or L, if applicable, and whether or not SSP should be amended. 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.”)*

*(For further discussion/training on developing Evaluation Factors/Subfactors, recommend the Development of Sections L and M Source Selection Training at* [*https://ace.hq.af.mil/sstt/*](https://ace.hq.af.mil/sstt/) *)*

**6.2 Evaluation Process**

*(Describe the evaluation process, including specific procedures and techniques, checklists, evaluation worksheets, etc. to be used in evaluating and documenting the evaluation of proposals.)*

The source selection evaluation team (SSET) will strictly adhere to [FAR 15.3](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm), as supplemented by [AFFARS 5315.3](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5315.htm) and the [MP5315.3](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#MP) dated \_\_\_\_\_\_\_\_, and the evaluation process and criteria stated in Attachment 5, Section M *(or equivalent provision of the solicitation)*, during evaluation of proposals.

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

Mission capability, past performance, cost or price, and cost/price risk (if applicable) are the factors that will be evaluated, as described in [MP5315.3, paragraph 5.5](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#MP). Their evaluation will be fully supported by the narrative findings. The narrative findings will identify strengths, uncertainties, deficiencies, and weaknesses associated with each Mission Capability evaluation factor/subfactor. The narrative summary for the past performance factor will describe the recency, relevancy, and quality of past work efforts. The cost/price factor does not require a narrative summary.

*(Tailor as appropriate for your source selection strategy. 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. It is highly recommended to limit to only those subfactors, if used that are true discriminators. While this may add time in the up front preparations, it will result in a quicker evaluation, shorter overall acquisition lead time with less risk of a protest).*

After the final evaluation of proposals against the factors and subfactors is completed and documented, the SSAC *(If applicable, or SSET)* will perform a comparative analysis of the proposals. The SSET chairperson, in conjunction with the Contracting Officer, will prepare a Proposal Analysis Report (PAR) for the SSA’s analysis. *(If a Simplified Source Selection Report (SSSR) is used IAW* [*MP5315.3, paragraph 7.11*](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#MP)*, modify sentence accordingly.)*

## 6.2.1 Mission Capability

## 6.2.1.1 Technical Rating.

A color and an adjectival rating will be assigned in accordance with [MP5315.3, paragraph 5.5.1.1](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#MP) to depict how well each offeror’s proposal exceeds, meets, or does not meet the factor or subfactors, when established.

## 6.2.1.2 Risk Rating

Risk rating will be assigned in accordance with [MP5315.3, paragraph 5.5.1.2](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#MP) to assess the weaknesses 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 proposal risk.

## 6.2.2 Past Performance

[*(MP5315.3, paragraph 4.4.1.2*](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#MP) *requires the SSP to identify who will be responsible for the past performance review if there is no Performance Confidence Assessment Group (PCAG). For source selections with no SSET or PCAG, the Contracting Officer conducts the past performance evaluation).*

PCAG *(if used)* will conduct a structured past performance evaluation that examines an offeror's recent, relevant present and 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 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 Mission Capability factor or subfactor level and cost/price factor level (*generally)* but rated at the Past Performance factor level. Potential sources of performance data are government sources such as \_\_\_\_\_\_\_\_\_\_\_\_\_ and/or non-government sources, such as \_\_\_\_\_\_\_\_\_\_.

*(Include as appropriate for your acquisition: 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. If applicable, the SSET Chair, PCAG, or CO should also address the use of any alternative or streamlined methods of evaluating past performance. In addition, in accordance with* [*FAR 15.304(c)(3)(iii)*](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm) *the CO can waive the past performance evaluation by documenting the file that past performance is not an appropriate evaluation criteria for the acquisition.)*

## 6.2.3 Cost or Price

*(Normally, if contract type is FFP, cost realism is not required. Address the basis for evaluating cost/price. i.e., is it based on acquisition cost, life cycle cost, etc. Per* [*FAR 1**5.305(a)(1)*](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm)*: "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 (see* [*1**5.403-1(**c)(1)(i)(B)*](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm)*) 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* [*15.4**04-**1(d)(3)*](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm)*).)*

Cost/Price will be evaluated for reasonableness, realism, and affordability.

## 6.2.4 Cost/Price Risk (if applicable)

*(For ACAT SDD phase programs when realism is evaluated (i.e., a probable cost/price analysis is conducted), a cost/price risk rating shall be a separate evaluation factor. That risk rating should clearly communicate risks associated with awarding contracts to offerors whose proposal substantially differ from government probable cost estimates (see* [*MP5315.3, paragraph 5.5.4*](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#MP)*). The Contracting Officer and/or cost/price analyst shall document the cost or price evaluation. Further details would be given by Attachment 5, Section M.)*

Cost/Price Risk will/will not *(pick one)* be rated.

## 6.3 Reviews and Visits

(*Include only if appropriate)*

Section M of the solicitation addresses if 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, Contracting Officer, and Cost/Price Analyst. These visits are usually conducted during discussions with an offeror. The results of any reviews/visits should be briefed to the SSA during the final briefing as part of the mission capability factor evaluation.

## 6.4 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, etc. )*

# 7.0 SCHEDULE OF EVENTS

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

(*The Table below is a* ***SAMPLE FOR SOURCE SELECTIONS USING A SSAC AND AWARDING WITH DISCUSSIONS****.**The Sample Table should be tailored as appropriate for your acquisition; check the attachments mentioned above to see which events are required to be included in the schedule for each type of source selection. The list of events 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. Make changes for SSET appropriately, i.e., briefing to SSAC would become briefing to SSET Key Advisors.*

*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 planning estimates only; may not include preparatory time for specific events; and may not reflect additional or other pre-briefs such as Independent Review Team(IRT), Red Team Reviews, ACE or other reviews. The schedule for each source selection plan must be specifically tailored to ensure it is streamlined, yet achievable.)*

|  |  |
| --- | --- |
| EVENT | DATE\* |
| 1. SSA Delegation Approved |  |
| 2. Business Clearance (Review and Approval) | Allow 3-5 days for review and approval depending on complexity of action or consult with MAJCOM procedures. |
| 3. SSA Approves Source Selection Plan |  |
| 4. SSET Formally Convened (Pre-Solicitation Release with SSAC) |  |
| 5. SSA Pre-Solicitation Release Briefing |  |
| 6. Solicitation Release |  |
| 7. Solicitation Notification[[1]](#footnote-1) | Within 1 day of Solicitation Release |
| 8. Proposals Received | 30-45 days after Solicitation Release |
| 9. Initial Evaluations Completed | Allow 3 to 5 days per proposal |
| 10. Competitive Range Determination | Allow 1 to 3 days per proposal |
| 11. Competitive Range Briefing to SSAC, if requested | Within 3 to 5 days after Event #10 |
| 12. SSET Competitive Range Briefing to SSA (if requested) | If SSAC is not briefed, within 5 to 10 days after Event #10; If SSAC is briefed, within 5 to 10 days after Event #11 |
| 13. Release ENs | Within 1 or 2 days after Event #12 |
| 14. Receive responses to ENs | Normally not more than 10 days after Event #13 |
| 15. Evaluate EN Responses | Normally not more than 2 days per proposal |
| 16. Face to Face Discussions Completed | Normally not more than 1 day per offeror |
| 17. Contract Clearance (Review and Approval) | Allow 1 to 2 days per proposal; dependent on the number of proposals & complexity of action or consult with MAJCOM procedures |
| 18. Pre-Final Proposal Revision (FPR) Release Briefing to SSAC | Within 14 days after Event #17 |
| 19. Final Proposal Revision (FPR) Release Briefing to SSA | Within 4 days after Event #18 |
| 20. Issue FPR Requests | Within 4 days after Event #19 |
| 21. FPRs Received | 7 - 10 days after Event #20 |
| 22. Final SSET Report and Briefing to SSAC | Within 14 days after Event #21 |
| 23. Draft Proposal Analysis Report (PAR) | Work incrementally as information becomes available |
| 24. Finalize SSAC Analysis portion of PAR and Brief SSA | Within 3-5 days after Event #22 |
| 25. SSA Decision *(See Note below)* | 1 or 2 days after Event #24 |
| 26. Prepare Source Selection Decision Document | 1 to 3 days after event #25 |
| 27. 1279 report forwarded to SAF/LL | 3 days, or more, prior to contract award |
| 28. Contract Award | At least 3 days after Event #27 |
| 29. Debriefings | See FAR 15.503, 15.505, and 15.506 for time frames after Event #28 |

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

*(Note: if small business set-aside, insert "small business size challenge" after event 25, allow 5 business days and renumber remaining events.)*

# 8.0 NON-GOVERNMENT PERSONNEL

## 8.1 Non-Government Advisors

*(When considering the use of non-government personnel to assist in source selections, program managers and their teams must be aware of and comply with the restrictions in* [*FAR 9.505-4(b)*](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/09.htm)*,* [*FAR 37.203(d)*](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/37.htm)*, and* [*AFFARS 5315.305(c)*](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5315.htm)*. These sections lay out the guidelines for use of non-government personnel to evaluate proposals, 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 to evaluate proposals and approve their use.) This approval is non- delegable below the MAJCOM Commander or Center Commander (except within AFMC or AFSPC).)*

Non-government advisors will/will not be used. *(If non-government 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 and their use was approved by the HCA on \_\_\_\_\_\_\_\_\_\_.

Company names and company addresses of Non-Government Advisors are:

*(Identify the advisors by company and address)*

Authority to use non-government personnel to assist in this source selection was granted by *(Name/Title)* on *(Date)*.

## 8.2 Release of Proposal Information to Non-Government Advisors

The release of proposal information to non-government advisors will be subject to the controls outlined in [AFFARS 5315.305(c)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5315.htm)(2). Non-government advisors are not allowed access to completed CPARs ([FAR 42.1503(b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/42.htm)); however, in order to make technical judgments, they are allowed access to portions of an offerors proposal for which the advisor’s expertise is required in the evaluation.

## 8.3 Prohibitions

Non-government advisors are prohibited from proposal rating, ranking, or recommending the selection of a source (*they also must not* *have any financial interests with any of the offerors).* Also, they are not normally allowed to participate in oral presentations or discussions, but may attend if requested by the chairperson(s). Non-government advisors are not normally allowed to participate in government decision making meetings such as SSAC (or SSET) 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)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/09.htm), [FAR 37.203(d)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/37.htm), [AFFARS 5315.305(c)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5315.htm), and [MP5315.3, paragraph 4.3.3.8](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#MP).

*(Note: Because of its unique relationship with the Government, Federally Funded Research and Development Center (FFRDC) employees may serve as members of an SSET or SSAC, however they may not serve as a member of the PCAG, as chairperson of a SSET, SSAC, or as a SSA)*

## 8.4 Organizational Conflict of Interest (OCI)

OCI clauses are included in the contracts under which non-governmental technical 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](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/09.htm) for further guidance.

(Note: Contracts providing the SSET non-government source selection advisors should be reviewed by the Contracting Officer to ensure the appropriate OCI clauses are contained in the contracts prior to appointment.)

## 8.5 Notification to Offerors

Provisions 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. The Contracting Officer will handle any objections in accordance with [AFFARS 5315.305(c)(2)(v)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5315.htm).

**9.0 DEVIATIONS AND DELEGATIONS**

**9.1 Approval of Evaluation Notices**

*(The SSA may designate the Contracting Officer as the approval authority for release of ENs by so stating in the SSP. No other designations are permitted without a deviation. See* [*MP5315.3, paragraph 5.6.1.2*](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#MP)*. Use if applicable)*

The approval authority for release of evaluation notices is hereby delegated to the Contracting Officer.

*(If the SSA decides to designate that the CO has the authority to release ENS or specific types of EN, i.e. only Clarification EN, etc. then so state in this paragraph.)*

**9.2 Deviations and Delegations**

*(Identify and explain any requested or approved deviations and delegations. Deviations from* [*FAR 15.3*](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm)*,* [*DFARS 215.3*](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars215.htm#P99_3231)*,* [*AFFARS 5315.3*](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5315.htm)*, and* [*MP5315.3*](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#MP) *shall be processed and approved in accordance with* [*AFFARS 5301.4*](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5315.htm) *(Individual deviations shall be approved by the SCO(non delegable) and Class deviations shall be approved by SAF/AQC)).*

SSA

SSET Chair

Advisors\*

PCAG

Technical Evaluators

CO/Buyer\*\*

Cost/Price Analysts\*\*

SSAC (if used)

\*In addition to these advisors, there could be advisors that directly support the SSAC and/or the SSA.

\*\*C.O./Buyer and Cost/Price Analysts may be combined.

**Attachment 1 – Source Selection Organization**  
Source Selection Organization Chart

**Attachment 2 - SSAC Membership**

NAME POSITION/TITLE ORGANIZATION

Chairperson

Member Office Symbol

Member Small Business

Member FM (Financial Management)

Member EN (Engineering) (when applicable)

Member User (when applicable)

Member PK/A7K (Contracting)

Member Logistics (when applicable)

Advisor JA (Legal)

Advisor Source Selection Expert Advisor

Advisor ACE (when applicable)

Advisor T&E (Test & Evaluation) (when applicable)

#### Attachment 3 – SSET Membership

NAME POSITION/TITLE ORGANIZATION

Chairperson

Contracting Officer

Source Selection Executive Officer (SSEO) *(Delete if not used by the Chairperson)*

Technical *(Mission Capability)*

Subfactor Chief(s) Office Symbol

Member

Member

Member

Advisor

\*Non-Government Advisor (if used) Company name (when applicable)

\*Non-Government Advisor (if used) Company name (when applicable)

Contract/Cost *(Cost/Price team may be separate from the Contract team)*

Contracting Officer

Buyer/Contract Specialist

Cost/Price Analyst

FM (when applicable)

\*Non-Government Advisor (if used) Company name (when applicable)

PCAG

Chairperson

Member

Member

Member

\*Advisors

\*Advisor PK/A7K (Contracting)

\*Advisor FM (Financial Management) (when

Applicable)

\*Advisor JA (Legal)

\*Advisor EN (Engineering) (when applicable)

\*Advisor T&E (Test & Evaluation) (when applicable)

\*Advisor User (when applicable)

\*Advisor Logistics (when applicable)

\*Advisor Small Business (when applicable)

\*Advisor Source Selection Expert Advisor

\*Advisor Local ACE (as applicable)

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

**Attachment 4 - Section L**

*(Applicable if SSA desires to review portions of Section L, otherwise delete this attachment and renumber Section M Attachment)*

*(Insert Section L)*

*(See Section L Template)*

[*https://cs.eis.af.mil/airforcecontracting/knowledge\_center/Pages/5315-main.aspx*](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#section_L_templates)

*(Note: Section L will be exactly as written in the solicitation)*

**Attachment 5 - Section M**

*(Change attachment number to 4 if Section L is not incorporated into SSP)*

*(Insert Section M)*

*(See Section M Template)*

[*https://cs.eis.af.mil/airforcecontracting/knowledge\_center/Pages/5315-main.aspx*](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx%23section_M_templates)

*(Note: Section M will be exactly as written in the solicitation)*

1. Required IAW **MP5315.002**for all acquisitions that are estimated to be greater than $100M [↑](#footnote-ref-1)