

1 **Common Services for**
2 **Borrowers**

3
4 **Section M**

5
6 **Evaluation Factors for**
7 **Award**

8
9 **Template**

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12
13 **4 April 2003**

Source Selection Information -- See FAR 2.101 and FAR 3.104

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1 **CSB SECTION M TEMPLATE**

2
3 **TABLE OF CONTENTS**

4

5 Paragraph / Subject	PAGE
6 TEMPLATE	3
7 EVALUATION FACTORS FOR AWARD	3
8 M-I - SOLICITATION PROVISIONS INCORPORATED BY REFERENCE	3
9 M-II - SOLICITATION PROVISIONS IN FULL TEXT	3
10 M001 SOURCE SELECTION	5
11 A. BASIS FOR CONTRACT AWARD	5
12 B. NUMBER OF CONTRACTS TO BE AWARDED	5
13 C. REJECTION OF UNREALISTIC OFFERS	5
14 D. CORRECTION POTENTIAL OF PROPOSALS	5
15 E. COMPETITIVE ADVANTAGE FROM USE OF GFP	6
16 M002 EVALUATION FACTORS	6
17 A. EVALUATION FACTORS AND SUBFACTORS AND THEIR RELATIVE ORDER OF IMPORTANCE	6
18 B. IMPORTANCE OF COST/PRICE	7
19 C. FACTOR AND SUBFACTOR RATING	7
20 D. COST OR PRICE FACTOR	7
21 E. PAST PERFORMANCE FACTOR	9
22 F. MISSION CAPABILITY FACTOR	10
23 G. TRADEOFFS	11
24 H. PROPOSAL RISK FACTOR	11
25 I. DISCUSSIONS	11
26 MXXX PRE-AWARD SURVEY	11
27 MXXX SITE VISITS	11
28 MXXX SOLICITATION REQUIREMENTS, TERMS AND CONDITIONS	12
29	

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2

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1 **TEMPLATE**

2
3 **SECTION M**

4
5 **EVALUATION FACTORS FOR AWARD**

6 **M-I - SOLICITATION PROVISIONS INCORPORATED BY REFERENCE**

7
8 **NOTICE:** Pursuant to FAR 52.252-1, "SOLICITATION PROVISIONS INCORPORATED BY
9 REFERENCE," the following provisions are incorporated herein by reference:

10
11 **A. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) SOLICITATION**
12 **PROVISIONS:**

13

PARAGRAPH	TITLE	DATE

14
15 **B. DEPARTMENT OF EDUCATION/FSA FEDERAL ACQUISITION REGULATION**
16 **SUPPLEMENT (if applicable) SOLICITATION PROVISIONS:**

17

PARAGRAPH	TITLE	DATE

18
19
20 **M-II - Solicitation Provisions in Full Text**

21
22 **NOTICE:** The following provisions are hereby incorporated in full text:

23
24
25 **A. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) SOLICITATION**
26 **PROVISIONS:**

27
28
29
30 **B. DEPARTMENT OF EDUCATION/FSA FEDERAL ACQUISITION REGULATION**
31 **SUPPLEMENT (if applicable) SOLICITATION PROVISIONS:**

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C. ADMINISTRATIVE AND ONE-TIME USE PROVISIONS:

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1 **M001 SOURCE SELECTION**

2
3 **a. Basis for Contract Award**

4 The Government will select the best overall offer, based upon an integrated assessment
5 of Mission Capability, Past Performance, Proposal Risk, and Price/Cost. This is a best
6 value source selection conducted in accordance with Air Force Federal Acquisition
7 Regulation Supplement (AFFARS) 5315.3 Source Selection of and the AFMC
8 supplement (AFMCFARS) thereto. Contract(s) may be awarded to the offeror who is
9 deemed responsible in accordance with the Federal Acquisition Regulation (FAR), as
10 supplemented, whose proposal conforms to the solicitation's requirements (to include
11 all stated terms, conditions, representations, certifications, and all other information
12 required by Section L of this solicitation) and is judged, based on the evaluation factors
13 and subfactors to represent the best value to the Government. The Government seeks to
14 award to the offeror who gives the Air Force the greatest confidence that it will best
15 meet or exceed the requirements affordably. This may result in an award to a higher
16 rated, higher priced offeror, where the decision is consistent with the evaluation factors
17 and the Source Selection Authority (SSA) reasonably determines that the technical
18 superiority and/or overall business approach and/or superior past performance of the
19 higher price offeror outweighs the cost difference. To arrive at a source selection
20 decision, the SSA will integrate the source selection team's evaluations of the evaluation
21 factors and subfactors (described below). While the Government source selection
22 evaluation team and the SSA will strive for maximum objectivity, the source selection
23 process, by its nature, is subjective and, therefore, professional judgment is implicit
24 throughout the entire process.

25
26 **b. Number of Contracts to be Awarded**

27 The Government intends to award up to contract(s) for the Program.
28

29 **c. Rejection of Unrealistic Offers**

30 The Government may reject any proposal that is evaluated to be unrealistic in terms of
31 program commitments, including contract terms and conditions, or unrealistically high
32 or low in cost when compared to Government estimates, such that the proposal is
33 deemed to reflect an inherent lack of competence or failure to comprehend the
34 complexity and risks of the program.
35

36 **d. Correction Potential of Proposals**

37 The Government will consider, throughout the evaluation, the "correction potential" of
38 any deficiency or proposal inadequacy. The judgment of such "correction potential" is
39 within the sole discretion of the Government. If an aspect of an offeror's proposal not

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1 meeting the Government's requirements is not considered correctable, the offeror may
2 be eliminated from the competitive range.

3
4 **e. Competitive Advantage from Use of GFP**

5 The Government will eliminate any competitive advantage resulting from an offeror's
6 proposed use of Government-furnished property (GFP).
7

8 **M002 EVALUATION FACTORS**

9 **a. Evaluation Factors and Subfactors and their Relative Order of Importance**

10 Award will be made to the offeror proposing the combination most advantageous to
11 the Government based upon an integrated assessment of the evaluation factors and
12 subfactors described below. The evaluation factors are listed below in order of
13 importance. Within the Mission Capability factor, the subfactors are listed in order of
14 importance.
15

16 Factor 1: Price/Cost

17 Factor 2: Past performance

18 Factor 3: Mission Capability

19 Subfactor 1: System Performance

20 Subfactor 2: Systems Engineering

21 Subfactor 3: Supportability

22 Subfactor 4: Participation of Small and Small Disadvantaged Businesses,
23 Historically Black Colleges and Universities, and Minority
24 Institutions

25 Factor 4: Proposal Risk
26

27 All proposals will be evaluated as to the extent of participation of SDB firms. Offerors
28 will provide targets for SDB participation, expressed as dollars and percentages of total
29 contract value, in each of the applicable and authorized SIC Major Groups as well as a
30 total target for SDB participation as joint venture partners, team members, or
31 subcontractors. The authorized SIC Major Groups are 10, 12 - 17, 22 - 31 34, 36 - 42, 44,
32 46 - 65, 67, 70, 73, 75, 76, 80, 82, 87, and 89. These targets will be incorporated into and
33 become a part of the contract. The successful offeror will be required to provide reports
34 on SDB subcontractor participation in accordance with FAR clause 52.219-25 in Section I
35 of the contract.
36

37 If the offeror is other than a small business, the offeror's Small Business Subcontracting
38 Plan submitted in accordance with FAR 52.219-9 and Section L paragraph shall also be
39 evaluated to determine the extent to which the offeror identifies and commits to the
40 participation of SB, HBCU, and MI whether as joint venture members, teaming

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1 arrangement, or subcontractor. Failure to submit such a plan will render the offeror
2 ineligible for award.

3
4 **b. Importance of Cost/Price**In accordance with FAR 15.304(e), the evaluation factors
5 other than cost or price, when combined, are:

6 significantly more important than cost or price; however, cost/price will
7 contribute substantially to the selection decision.

8 approximately equal to cost or price; however, cost/price will contribute
9 substantially to the selection decision.

10 significantly less important than cost or price.
11

12 **c. Factor and Subfactor Rating**

13 A color rating will be assigned to each subfactor under the Mission Capability factor.
14 The color rating depicts how well the offeror's proposal meets the Mission Capability
15 subfactor requirements in accordance with the stated explanation, within the subfactor,
16 of how the subfactor will be evaluated. The Mission Capability subfactors are described
17 in paragraph f below. A proposal risk rating will be assigned to each of the Mission
18 Capability subfactors. Proposal risk represents the risks identified with an offeror's
19 proposed approach as it relates to the Mission Capability subfactor. A Performance
20 Confidence Assessment will be assigned to the Past Performance factor. Performance
21 confidence represents the Government's assessment of the probability of an offeror
22 successfully performing as proposed and is derived from an evaluation of the offeror's
23 present and past work record. Price/cost will be evaluated as described in paragraph d
24 below. When the integrated assessment of all aspects of the evaluation is accomplished,
25 the color ratings, proposal risk ratings, performance confidence assessment, and
26 evaluated cost/price will be considered in the order of priority listed in paragraph a
27 above. Any of these considerations can influence the SSA's decision.
28

29 **d. Cost or Price Factor**

30
31 (1) The offeror's cost/price proposal will be evaluated...

32
33 ..., for award purposes, based upon the total price proposed for basic
34 requirements (basic award) and all options.

35
36 ... at price(s) proposed for the best-estimated quantities (BEQs) or evaluation
37 quantities.
38

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1 ... based upon the applicable hourly rate multiplied by the corresponding
2 quantity of labor hours specified in Section M of the solicitation for evaluation
3 purposes.
4

5 ... by, (and the Government shall consider, for source selection purposes,) the
6 offeror's proposed target price, ceiling price, and share ratio for the basic
7 requirements (basic award) and all options in the evaluation of the Price/Cost
8 Factor.
9

10 ... by the Probable Cost (PC) computed by the Government for the basic
11 requirements (basic award) and all options. The offeror's proposed estimated
12 costs shall not be controlling for source selection purposes. PC shall be measured
13 as follows:)
14

- 15) - Government estimate of anticipated performance costs and proposed fee.
- 16) - Government estimate of anticipated performance costs plus any fee
17 anticipated to be earned under the cost incentive.
- 18) - Government estimate of anticipated performance costs plus any base fee
19 proposed, plus any fee anticipated to be awarded.
20

21)
22 ... at price(s) proposed for the best-estimated quantities (BEQs) or evaluation quantities.
23
24

25 (2) Evaluation of options shall not obligate the Government to exercise such
26 options.

27 (3) The offeror's cost/price proposal will be evaluated, using one or more of the
28 techniques defined in FAR 15.404, in order to determine if it is reasonable and realistic.
29

30 (4) The Government will evaluate the realism of each offerors' proposed costs.
31 This will include an evaluation of the extent to which proposed costs indicate a clear
32 understanding of solicitation requirements, and reflect a sound approach to satisfying
33 those requirements. The Cost/Price Realism Assessment (CPRA) will consider
34 technical/management risks identified during the evaluation of the proposal and
35 associated costs. Cost information supporting a cost judged to be unrealistically low
36 and technical/management risk associated with the proposal will be quantified by the
37 Government evaluators and included in the CPRA for each offeror. When the
38 Government evaluates an offer as unrealistically low compared to the anticipated costs
39 of performance and the offeror fails to explain these underestimated costs, the
40 Government will consider, under the applicable Proposal Risk subfactor, the offeror's

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1 lack of understanding of the technical requirements of the corresponding Mission
2 Capability subfactor.

3
4
5
6 **e. Past Performance Factor**

7 Under the Past Performance factor, the Performance Confidence Assessment represents
8 the evaluation of an offeror's present and past work record to assess the Government's
9 confidence in the offeror's probability of successfully performing as proposed. The
10 Government will evaluate the offeror's demonstrated record of contract compliance in
11 supplying products and services that meet user's needs, including cost and schedule.
12 The Past Performance Evaluation is accomplished by reviewing aspects of an offeror's
13 relevant present and recent past performance, focusing on and targeting performance
14 which is relevant to the Mission Capability subfactors. In determining relevance,
15 consideration will be given to . This information may include data on efforts performed
16 by other divisions, critical subcontractors, or teaming contractors, if such resources will be
17 brought to bear or significantly influence the performance of the proposed effort. The
18 Government may consider as relevant efforts performed for agencies of the federal,
19 state, or local governments and commercial customers. As a result of an analysis of
20 those risks and strengths identified, each offeror will receive an integrated Performance
21 Confidence Assessment, which is the rating for the Past Performance factor. Although
22 the past performance evaluation focuses on performance that is relevant to the Mission
23 Capability subfactors, the resulting Performance Confidence Assessment is made at the
24 factor level and represents an overall evaluation of contractor performance. In addition
25 to evaluating the extent to which the offeror's performance meets mission requirements,
26 the assessment will consider things such as the offeror's history of forecasting and
27 controlling costs, adhering to schedules (including the administrative aspects of
28 performance), reasonable and cooperative behavior and commitment to customer
29 satisfaction, and generally, the contractor's business-like concern for the interest of the
30 customer. Pursuant to DFARS 215.305(a)(2), the assessment will consider the extent to
31 which the offerors evaluated past performance demonstrates compliance with FAR
32 52.219-8, Utilization of Small, Small Disadvantaged, and Women-Owned Small Business
33 Concerns and FAR 52.219-9, Small, Small Disadvantaged, and Women-Owned Small
34 Business Subcontracting Plan.

35
36 Where relevant performance record indicates performance problems, the Government
37 will consider the number and severity of the problems and the appropriateness and
38 effectiveness of any corrective actions taken (not just planned or promised). The
39 Government may review more recent contracts or performance evaluations to ensure
40 corrective actions have been implemented and to evaluate their effectiveness.

Source Selection Information -- See FAR 2.101 and FAR 3.104

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1
2 Each offeror will receive one of the ratings described in AFFARS 5315.305(a)(2)(S-92) for
3 the Past Performance factor.

4
5 Offerors without a record of relevant past performance or for whom information on
6 past performance is not available will not be evaluated favorably or unfavorably on
7 past performance and, as a result, will receive a "Neutral/Unknown Confidence" rating
8 for the Past Performance factor.

9
10 More recent and relevant performance will have a greater impact on the Performance
11 Confidence Assessment than less recent or relevant effort. A strong record of relevant
12 past performance may be considered more advantageous to the Government than a
13 "Neutral/Unknown Confidence" rating. Likewise, a more relevant past performance
14 record may receive a higher confidence rating and be considered more favorably than a
15 less relevant record of favorable performance.

16
17 Past performance information will be obtained through the Contractor Performance
18 Assessment Reporting Systems (CPARS), similar systems of other Government
19 departments and agencies, questionnaires tailored to the circumstances of this
20 acquisition, Defense Contract Management Command (DCMC) channels, interviews
21 with program managers and contracting officers, and other sources known to the
22 Government, including commercial sources.

23
24 Offerors are to note that, in conducting this assessment, the Government reserves the
25 right to use both data provided by the offeror and data obtained from other sources.

26
27 **f. Mission Capability Factor**

28 Each subfactor within the Mission Capability Factor will receive one of the color
29 ratings described in AFFARS 5315.305(a)(3)(i), based on the assessed strengths
30 and proposal inadequacies of each offeror's proposal as they relate to each of the
31 Mission Capability subfactors. Subfactor ratings shall not be rolled up into an
32 overall color rating for the Mission Capability factor.

33
34 In arriving at a best value decision, the Government reserves the right to give positive
35 consideration for performance in excess of threshold requirements.

36
37 In arriving at a best value decision, the Government reserves the right to give positive
38 consideration for performance in excess of threshold requirements, up to the objective
39 requirements. No further positive consideration will be given for performance in excess
40 of the objective requirements.

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1
2 In arriving at a best value decision, the Government reserves the right to give positive
3 consideration for performance in excess of threshold requirements, up to the objective
4 requirements. The Government may give further positive consideration for
5 performance in excess of the objective requirements.
6

7 **g. Tradeoffs**
8

9 **h. Proposal Risk Factor**

10 Proposal Risk will be evaluated at the Mission Capability subfactor level. The Proposal
11 Risk assessment focuses on the risks and weaknesses associated with an offeror's
12 proposed approach and includes an assessment of the potential for disruption of
13 schedule, increased cost, degradation of performance, and the need for increased
14 Government oversight, as well as the likelihood of unsuccessful contract performance.
15 For each identified risk, the assessment also addresses the offeror's proposal for
16 mitigating the risk and why that approach is or is not manageable. Each Mission
17 Capability subfactor will receive one of the Proposal Risk ratings defined at AFFARS
18 5315.305(a)(3)(ii).
19

20 **i. Discussions**

21 If, during the evaluation period, it is determined to be in the best interest of the
22 Government to hold discussions, offeror responses to Evaluation Notices (ENs), and the
23 Final Proposal Revision (FPR) will be considered in making the source selection
24 decision.
25

26 **MXXX PRE-AWARD SURVEY**
27

28 The Government may conduct a pre-award survey (PAS) as part of this source
29 selection. Results of the PAS (if conducted) will be evaluated to determine each offeror's
30 capability to meet the requirements of the solicitation.
31
32

33 **MXXX SITE VISITS**
34

35 The Source Selection Evaluation Team (SSET) may conduct site visits during the
36 evaluation phase to gather information for judging the offeror's potential for correcting
37 deficiencies, quality of development or manufacturing practices/processes, or other
38 areas useful in evaluating the offer. If conducted, the results will be assessed under the
39 applicable factors/subfactors and will be used to validate and confirm the offeror's
40 written proposal and/or oral presentation.

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**MXXX SOLICITATION REQUIREMENTS, TERMS AND
CONDITIONS**

Offerors are required to meet all solicitation requirements, such as terms and conditions, representations and certifications, and technical requirements, in addition to those identified as factors, subfactors to be eligible for award. Failure to comply with the terms and conditions of the solicitation may result in the offeror being removed from consideration for award. Any exceptions to the solicitation’s terms and conditions must be fully explained and justified.