

DEA Guidelines Regarding Unsolicited Proposals

Part I: General Information

- Unsolicited Proposal means “a written proposal for a **new or innovative idea** that is submitted to an agency on the initiative of the offeror for the purpose of obtaining a contract with the Government, and that is not in response to a request for proposals, Broad Agency Announcement, Small Business Innovation Research topic, Small Business Technology Transfer Research Topic, Program Research and Development Announcement, or any other Government-initiated solicitation or program”.
- **In accordance with the Federal Acquisition Regulation (FAR) part 15.603(c)**, A valid unsolicited proposal must –
 - (1) Be innovative and unique;
 - (2) Be independently originated and developed by the offeror;
 - (3) Be prepared without Government supervision, endorsement, direction, or direct Government involvement;
 - (4) Include sufficient detail to permit a determination that Government support could be worthwhile and the proposed work could benefit the agency’s research and development or other mission responsibilities;
 - (5) Not be an advance proposal for a known agency requirement that can be acquired by competitive methods; and
 - (6) Not address a previously published agency requirement.
- The Drug Enforcement Administration (DEA) will evaluate unsolicited proposals in support of energy-saving performance contracts in accordance with the procedures in 10 CFR 436.33(b).
- Advertising material, commercial item offers, or contributions, as defined in FAR 15.601, or routine correspondence on technical issues, are not unsolicited proposals.

“Advertising material” means material designed to acquaint the Government with a prospective contractor’s present products, services, or potential capabilities, or designed to stimulate the Government’s interest in buying such products or services.

“Commercial items” offer means an offer of a commercial item that the vendor wishes to see introduced in the Government’s supply system as an alternate or a replacement for an existing supply item.

This term does not include innovative or unique configurations or uses of commercial items that are being offered for further development and that may be submitted as an unsolicited proposal.

“**Contribution**” means a concept, suggestion, or idea presented to the Government for its use with no indication that the source intends to devote any further effort to it on the Government’s behalf.

Part II: Procedures for Handling Unsolicited Proposals

- Unsolicited proposals should be sent to:

Drug Enforcement Administration
Office of Acquisition Management
Policy and Analysis Staff
8701 Morrisette Drive
Springfield, VA 22152-1080

POC: Unsolicited Proposal Official
Policy and Analysis Staff
(202) 307-4552

- The designated Agency point of contact will coordinate DEA’s response to the unsolicited proposal.
- Unsolicited proposal must be submitted in accordance with Federal Acquisition Regulations (FAR) 15.603(c), 15.605 and 15.609. The Agency point of contact acknowledges receipt of the proposal. If the proposal does not contain all the information required by FAR, a letter will be sent to the offeror detailing the omissions and requesting the proposal be amended, within 30 days, to provide the additional information.
- Contractors who submit unsolicited proposals must also be responsible and free of organizational and consultant conflict of interests (See FAR 9.1 and 9.5).
- When the proposal complies with all the FAR requirements, it will be forwarded to the appropriate technical staff for evaluation. The technical staff is required to provide a report within 45 days to document its conclusion to accept or reject the proposal.
- The Agency point of contact informs the offeror that the proposal has been forwarded for technical evaluation.
- The Agency point of contact notifies the offeror of the results of the evaluation, forwards the proposal to the Contracting Section, or take other appropriate action.