

UNIT 30: RECEIVING QUOTATIONS AND PROPOSALS

October 2003

Duty	Receive quotations/proposals including the safeguarding, opening, tracking, assessing compliance with minimum solicitation requirements, and identifying of quotations/proposals that will not receive further consideration.
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Conditions	Given acquisition planning, a solicitation, and quotations/proposals.
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Overall Standard	Receive, safeguard, open, record, assess, and identify quotations/proposals that will not receive further consideration in a manner that assures fair treatment of all quoters/offerors.
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Policies

<i>FAR</i>	<i>Agency Suppl.</i>	<i>Subject</i>
3.103		Independent pricing.
3.104		Procurement integrity related to safeguarding source selection and proprietary information.
3.405		Misrepresentations or violations of the Covenant Against Contingent Fees.
13.106-2		Evaluation of quotations or offers.
15.207		Handling proposals and information.
15.208		Submission, modification, revision, and withdrawal of proposals.
15.306		Exchanges with offerors after receipt of proposals.
19.1		Small business size standards.
19.301		Small business representation by the offeror.
19.502-4		Methods of conducting set-asides.
52.203-2		Certificates of independent price determination.
52.203-5		Covenant against contingent fees.
52.212-1		Instructions to offerors – commercial items.
52.215-1		Instructions to offerors - competitive acquisition.
52.215-5		Facsimile proposals.

Other KSAs

1. Knowledge of representations, certifications and other data typically required of offerors as part of their proposals.
2. Skill at distinguishing clerical and other minor errors from issues that would require communication or discussion.
3. Skill in dealing with offerors' questions on the status of the proposal - good judgment and discretion, applying knowledge of what offerors can properly be told or not told at this point in process.
4. Ability to read and understand quotations/proposals.
5. Ability to demonstrate the attention to detail required to properly interpret quotations/proposals.
6. Ability to make sound business decisions related to quotations/proposals.

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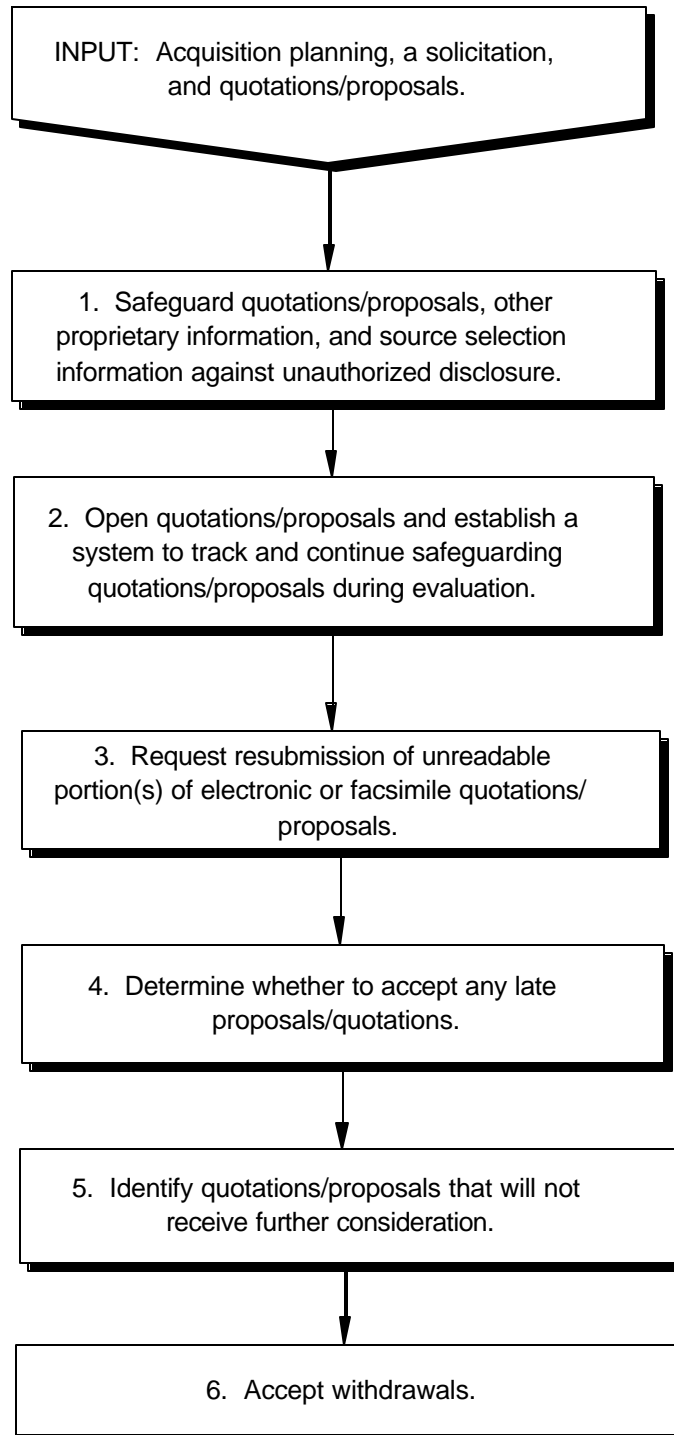
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7. Ability to maintain the honesty and integrity of the acquisition process.

Other Policies and References (Annotate As Necessary):

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Tasks	Related Standards
<p>1. Safeguard quotations/proposals, other proprietary information, and source selection information against unauthorized disclosure.</p>	<p>Comply with FAR 3.104, 15.207, and 15.306(e) in safeguarding information on:</p> <ul style="list-style-type: none"> • Source selection and technical evaluation plans. • Number and identity of offerors. • Information contained in the proposals. • A restriction placed on disclosure and use of data by an offeror. • Field pricing reports and audits. • Cost or price evaluations of proposals. • Technical evaluations. • Competitive range determinations. • Rankings of proposals or competitors. • Reports and evaluations of source selection panels, boards, or advisory councils. • Other proprietary and source selection information.
<p>2. Open quotations/proposals and establish a system to track and continue safeguarding quotations/proposals during evaluation.</p>	<p>Establish an effective and understandable system:</p> <ul style="list-style-type: none"> • Identify the quotations/proposals received, the firms that submitted them, and the items included with each. • When appropriate record the quoted/proposed prices. • When there are multiple copies of a quote/proposal, assure that each is marked for tracking purposes. • Establish a system to identify who currently has each copy of the quotation/proposal and retain that information to permit identification of everyone who has had access during the evaluation.

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Tasks	Related Standards
<p>3. Request resubmission of unreadable portion(s) of electronic or facsimile quotations/proposals.</p>	<p>If any portion(s) of an electronic or facsimile proposal is unreadable, immediately notify the quoter/offeror and permit resubmission of the unreadable portion(s).</p> <p>Prescribe the required method and time for resubmission after consultation with the offeror and document the requirement in the file.</p> <p>Consider the resubmission as if it were received at the date and time of the original unreadable submission for the purpose of determining timeliness, provided the offeror complies with the prescribed time and format requirements for resubmission.</p>
<p>4. Determine whether to accept any late proposals/quotations.</p>	<p>Follow the procedures for late bids to the extent practicable.</p>
<p>5. Identify quotations/proposals that will not receive further consideration.</p>	<p>For example, do not give further consideration to a quotation/proposal:</p> <ul style="list-style-type: none"> • From a firm known to be debarred, suspended, or proposed for debarment, unless the agency head or a designee determines, in writing, that there is a compelling reason to do so. However, if the period of ineligibility expires or is terminated prior to contract award, the Contracting Officer may, but is not required to, consider such quotations/proposals. • From large business concerns if award has been set-aside for small business concerns. Obtain an SBA determination prior to acting on any challenge to a firm's representation that it is a small business concern. • When there is specific evidence or other reasonable basis to suspect misrepresentation or violation of the covenant against contingent fees. • That does not meet the minimum standards for acceptability established in the solicitation.

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Tasks	Related Standards
6. Accept withdrawals.	<p>Quotes can be withdrawn at any time up to acceptance of the contract. Acceptance may be indicated by delivery or by written acceptance.</p> <p>Proposals may be withdrawn at any time before award.</p> <ul style="list-style-type: none">• Written proposals may be withdrawn by written notice.• An oral proposal in response to an oral solicitation may be withdrawn orally. Document the contract file when an oral withdrawal is made.• One copy of a proposal withdrawn after the time set for receipt of offers should be retained in the contract file.• Extra copies of the withdrawn proposals may be destroyed or returned to the offeror at the offeror's request. Extremely bulky proposals must only be returned at the offeror's request and expense.• Where practicable, electronically transmitted proposals that are withdrawn must be purged from primary and backup data storage systems after a copy is made for the file.