



**Transportation
Security
Administration**

**Transportation Security Administration
Arlington, VA 22202-4220**

UNSOLICITED PROPOSAL MANUAL

for submitting an Unsolicited Proposal

to the

TRANSPORTATION SECURITY ADMINISTRATION

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September 2003

Office of Acquisition



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Transportation Security Administration

Mission:

The Transportation Security Administration protects the Nation's transportation to ensure freedom of movement for people and commerce.

Vision:

The Transportation Security Administration will continuously set the standard for excellence in transportation security through its people, processes, and technological.

Values:

Excellence in public service through:

- Integrity
- Innovation
- Courtesy and respect
- Competence
- Customer focus
- Dedication
- Diversity
- Teamwork



I. Definitions.

Unsolicited Proposal – a proposal that is submitted to the Transportation Security Administration (TSA), on your initiative, for the purpose of obtaining a contract with the TSA. It may not be in response to a formal or an informal request (other than a TSA request constituting a publicized general statement of need in areas of aviation security that are of interest to the TSA.)

The following are *not* considered unsolicited proposals when submitted to the TSA:

- **Advertising material** – material designed to acquaint the Government with a prospective contractor’s present off-the-shelf products or potential capabilities, or designed to determine the Government’s interest in buying such products.
- **Commercial offering** – an offer of: (1) standard commercial products usually sold in substantial quantities to the general public and which the vendor or manufacturer wishes to see included in the Government’s supply system; or (2) standard commercial services usually available to the general public (i.e., training services.)
- **Contribution** – a concept, suggestion, or merely an idea presented to the Government for its use, with no indication on the part of the submitter that he will devote any further effort in relation to such concept, suggestion, or idea on behalf of the Government.
- **Technical correspondence** – inquiries regarding Government interest in research areas, pre-proposal explorations, technical inquiries, and research descriptions.

II. General.

The unsolicited proposal is a valuable means by which unique or novel ideas, concepts, methods, or approaches, which have been originated or developed outside the Government, can be made available to Government agencies for use in the accomplishment of their missions. It is offered in the hope that Government will enter into a contract with the submitter for research on or development of the methods, approaches, or ideas it contains, or the conduct of the activity or services, or the delivery of the items it proposes. It may not merely be an advance proposal for a specific TSA requirement that would normally be procured by competitive methods.

An unsolicited proposal must be prepared independent of Government supervision or advice. It should present the proposed work in sufficient detail to allow a determination that Government support could enhance, benefit, and/or be of value to the TSA mission. The unsolicited proposal must be in sufficient detail to facilitate a comprehensive technical and cost evaluation.

You have the choice of submitting the unsolicited proposal **with or without** restrictions on the use of any data it contains. Any unsolicited proposal or portion submitted without



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a restrictive legend will be considered free of all restrictions and may be used at the discretion of the Government, subject to the restrictions of 18 U.S.C. 1905. ***If you want to restrict the use of your data, you MUST comply with Section V (A) below.*** Proposals with restrictions that do not conform to these requirements will not be considered.

You are encouraged to submit for evaluation, unique ideas or concepts, or innovative methods or approaches originated, conceived, or developed on your own and which have application to the work of the TSA. Many unsolicited proposals do not, in fact, contain unique ideas or concepts or innovative methods or approaches owned by the submitter and these are returned to the offeror without evaluation. The review of the unsolicited proposals by the TSA does not imply a promise to pay, recognize innovation, originality, or ownership, or an agreement to restrict the use of the information contained therein except as provided by an appropriate legend on such proposal.

However, you should know that it is normal practice for the TSA to develop its own requirements, to solicit offers, and then to contract with the source that offers the best value.

III. Where to Submit.

You are required to submit an original and one paper copy of each unsolicited proposal to:

“UNSOLICITED PROPOSAL”
Transportation Security Administration
TSA Headquarters - West Building
10th Floor, TSA Routing Code TSA-25
601 South 12th Street
Arlington, VA 22202-4220

Each package must be clearly identified as an “Unsolicited Proposal.”

Evaluation will not begin until an original and one copy have been received. Unsolicited proposals cannot be evaluated until received at the above address. If a non-competitive award results from your unsolicited proposal (see Section VII (B)), the copy will be retained.

IV. Content of Unsolicited Proposals.

While no special format is required, your unsolicited proposal should be prepared with care to encourage that it facilitates an understanding, and imparts an appreciation of the ideas you want to convey. ***Elaborate brochure, presentations or electronic submissions are not acceptable.***



Your unsolicited proposal must include:

- 1) Signature of a person authorized to represent and contractually obligate the offeror.
- 2) Name and address of your organization.
- 3) Type of organization (small business, non-profit, etc.).
- 4) Concise title and abstract of the proposed effort.
- 5) Proposed cost, including separate cost estimates for salaries, equipment and other direct and indirect costs.
- 6) Length of time required to perform the work.
- 7) Names of key personnel to be involved and the principal offeror, if applicable, with brief biographical descriptions and their relevant experience.
- 8) An outline and discussion of the purpose of the proposed effort and how it relates to the work of the TSA, the approach to the problem, and the nature and extent of the anticipated results.
- 9) A statement as to whether there is any proprietary or restricted data in the proposal (see Section V (A)).
- 10) Names and addresses of any other Government agencies to whom the same or a similar proposal has been submitted.
- 11) Brief description of your facilities, particularly those that would be used in the proposed effort.
- 12) Brief outline of your previous work and experience in the field.
- 13) The period of time for which the proposal is valid.

Keep in mind that an evaluation ordinarily takes 60 days, and in some cases may take longer.

V. Treatment of Data in Unsolicited Proposals.

A. Required Legend. Your unsolicited proposal may include data that you do not want disclosed for any purpose other than evaluation of the proposal. If you want to impose such a restriction on the proposal, the title page must be marked with the following legend. (*Proposals marked with any other legend cannot be considered*):

Use and Disclosure of Data

This data shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed, in whole or in part, for any purpose other than evaluation of the proposal, provided that if a contract is awarded to this offeror as a result of or in connection with the submission of this data, the government shall have the right to duplicate, use, or disclose the data to the extent provided in the contract. This



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restriction does not limit the Government's right to use information contained in the data if it is obtainable from another source without restriction. The data subject to this restriction is contained on sheet number(s) { } - { }.

Each sheet of your unsolicited proposal that you want to restrict must be marked with the following legend:

“Use or disclosure of proposal data is subject to the restriction on the title page of this Proposal.”

B. Notice Regarding the Freedom of Information Act. Despite the use of the legend in section V (A), if the TSA receives a request under the Freedom of Information Act (FOIA) (5 U.S.C. 552 as amended) for all or part of your unsolicited proposal, our determination to withhold or disclose a record will be based upon the particular details of the proposal and whether the record may be exempted from disclosure under the FOIA.

C. Prohibitions. No part of your unsolicited proposal will be used as the basis, or as a portion of a solicitation, or in negotiation with other firms, unless you are notified of and agree to the intended use. However, the Government is not precluded from using any data, concept, or idea which it could have used had the unsolicited proposal not been submitted.

VI. Evaluation of Unsolicited Proposals.

Each unsolicited proposal will be reviewed to see if it is truly an unsolicited proposal as defined in Section I, and if so, contains technical information **and a cost estimate sufficiently detailed**, by element of cost, to permit a meaningful evaluation. If it does not contain such required data, you will be given the opportunity to provide the required data by resubmitting the proposal.

If the document is determined to be advertising material, a commercial offering, contribution or technical correspondence as defined in Section I, Definitions, it will be treated accordingly by TSA and may be shared with the TSA's Office of Small and Disadvantaged Business Utilization if applicable, or the cognizant program office. Ramona Jones is the Small and Disadvantaged Business Utilization Program Manager.

If your proposal meets the requirements for an unsolicited proposal, and is sufficiently detailed, we will send the unsolicited proposal to the appropriate TSA program office for a comprehensive technical evaluation, and we will advise you of the results of the evaluation as soon as possible.

The evaluation by the TSA program office will consider the:



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- 1) Unique, innovative, or meritorious methods, approaches or ideas that you have originated or assembled together that are contained in the proposed effort.
- 2) Overall scientific or technical merits of the proposed effort or activity.
- 3) Potential contribution that the proposed effort is expected to make to TSA's specific mission, if pursued at this time.
- 4) Capabilities, related experience, facilities, or techniques, or unique combinations that you possess and offer and are considered to be integral factors for achieving the objectives of the proposal.
- 5) Qualifications, capabilities, and experience of the proposed principal investigator, team leader, or key personnel considered critical in achieving the objective of the proposal.
- 6) Cost/benefit of the offer.
- 7) Funding availability.

VII. Contracting Practices.

A. Market Search for Competitive Sources. The TSA will conduct a "market search" to assist in determining whether the substance of the proposal is available to the Government from another source when all of the following conditions are met:

- 1) The unsolicited proposal receives a favorable technical evaluation.
- 2) Funds are available.
- 3) The market search notice does not disclose to others the originality of thought and the creativity and innovation of the proposed approach contained in the unsolicited proposal.

If the "market search" discloses that competition is feasible, prospective offerors will be provided a solicitation document stating the Government's minimum requirements, as well as evaluation criteria, but not the particular ideas, proprietary information, or solution contained in the unsolicited proposal. (A "market search" may be done through a public "Request for Information (RFI), a notice we publish on the Internet, or by other means, to test the marketplace to find out if other qualified sources can satisfy the Government's requirements.)

B. Non-Competitive Procurement. A single source procurement resulting from an unsolicited proposal can occur only when all of the following conditions are met:

- 1) The unsolicited proposal receives a favorable technical and cost evaluation.
- 2) Funds are available.
- 3) The "market search" described above discloses no potential competitors.
- 4) Written documentation justifying the negotiations and award is prepared by the program office and reviewed and approved by the TSA Contracting Officer in accordance with TSA's Office of Acquisition principles and procedures.



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