

UNIT 39: AWARD WITHOUT DISCUSSIONS

October 2003

Duty	Determine whether to award without discussions.
Conditions	Given acquisition planning, a solicitation, an offer, a technical evaluation, a price/cost analysis, and an analysis of other terms and conditions.
Overall Standard	Correctly determine if discussions are necessary to obtain best value for the Government.

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Policies

<i>FAR</i>	<i>Agency Suppl.</i>	<i>Subject</i>
15.306(a)		Clarifications and award without discussions.
52.215-1		Instructions to offerors – competitive acquisition.

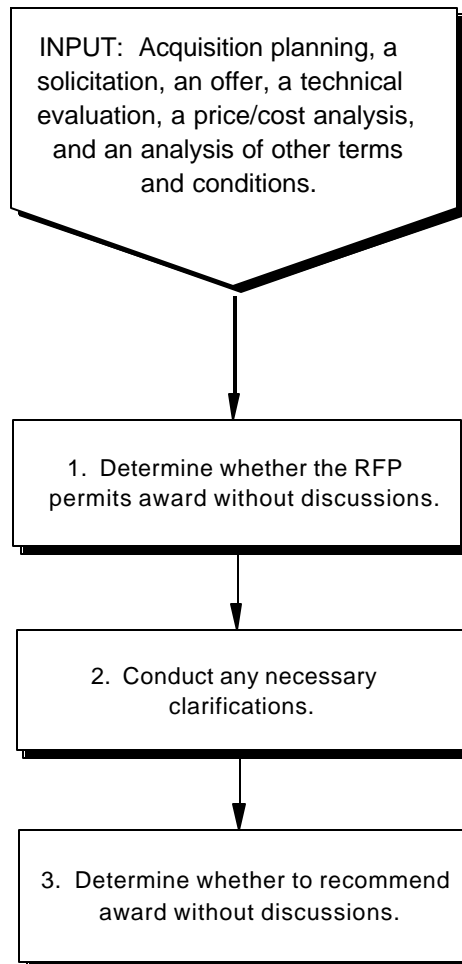
Other KSAs

1. Knowledge of the requirement and available alternatives.
2. Ability to communicate with offerors and Government personnel concerning the factors affecting best value.
3. Ability to exercise the attention to detail required to identify factors affecting best value.
4. Ability to gather, organize, and retain information related to determining best value.
5. Ability to communicate orally and in writing about analysis of factors affecting best value.
6. Ability to relate to both Government and offeror concerns about risk and other factors affecting best value.
7. Ability to effectively encourage and facilitate teamwork between technical personnel and others involved in evaluating offers.
8. Ability to read and understand technical reports, audit reports, and related information.
9. Ability to effectively encourage involved Government personnel to work together in offer evaluation.
10. Ability to use reasoning skills to identify significant relationships between various elements of each offer.
11. Ability to appropriately consider available information in making effective business decisions.
12. 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
1. Determine whether the RFP permits award without discussions.	<p>Discussions are required unless the solicitation specifically notified offerors that the Government intends to evaluate offers and award without discussions (except clarifications if needed). Typically, that notice is provided using FAR 52.215-1(f)(4).</p> <p>Negotiations are required when the solicitation included a notice that the Government intends to award after conducting discussions. FAR 52.215-1, Alternate I, is commonly used for that purpose.</p>
2. Conduct any necessary clarifications.	<p>When contemplating award without discussions, give each offeror the opportunity to:</p> <ul style="list-style-type: none">• Clarify specific aspects of proposals, such as:<ul style="list-style-type: none">- The relevance of an offeror's past performance information;- Any adverse past performance information to which the offeror has not previously had an opportunity to respond; or• Resolve minor or clerical errors identified by the Government or the offeror.

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Tasks

Related Standards

<p>3. Determine whether to recommend award without discussions.</p>	<p>If the Contracting Officer is the Source Selection Authority (SSA), the Contracting Officer must make the determination. If the Contracting Officer is not the SSA, the Contracting Officer must make a recommendation to the SSA with final determination by the SSA.</p> <p>Make award without discussions if:</p> <ul style="list-style-type: none">• The solicitation states that the Government intends to evaluate proposals and make award without discussions; and• Offer evaluation reveals that award without discussions will provide best value to the Government. <p>When evaluating whether award without discussions will provide best value consider:</p> <ul style="list-style-type: none">• Probable benefit based on identified differences between the prenegotiation objectives and the apparent successful offer; and• The cost of conducting negotiations in terms of time and money. <p>It makes no sense to spend thousands of dollars or hundreds of hours to save a nickel.</p>
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