

## Questions for Government Buying Agencies

1. What was the total number of solicitations issued by your agency in FY 2004, and what was the number of acquisition personnel processing those procurements.
  - a. What was the dollar value of the acquisitions? Please categorize into the following categories: supplies; services; construction; and, real property.
  - b. What percent of the acquisitions was competitively solicited? What percent was other than full and open competition?
2. What acquisition training was required in FY 2004 for acquisition personnel in your agency?
3. Please identify any laws, regulations, or policies that served as barriers to full and open competition in your agency?
4. Do you feel that you have sufficient information to make a price reasonableness determination when buying commercial goods or services? If not, please describe the circumstances when you do not have sufficient information.
  - a. How do you price commercial items when there is only a single source for the commercial goods or services?
  - b. What price-related information, other than certified cost or pricing data, could be provided to the government when there are market prices?
  - c. Is there any price-related information that you would find helpful that you are unable to obtain currently under FAR Part 12?
  - d. When an item qualifies as a "commercial item" under FAR Part 12 but the government is monopsonistic (or the primary buyer) how should "commercial" prices be established?
  - e. Do you conduct market research prior to issuance of the solicitation?
    - (1) Do you use this information to establish the independent government estimate?
    - (2) Do you have confidence in pricing information identified by market research?
    - (3) Do you contact other companies to get pricing information?

(4) Are there industry benchmarks available for your use in determining market prices? If so, please list the industry benchmarks you use?

(5) Do you check government price (for example GSA's Multiple Award Schedule (MAS)) lists to determine pricing?

(6) Do you check prices through the Federal Procurement Data System (FPDS)?

5. As a buyer of commercial items or services, how often do you modify the clause FAR 52.212-4 to reflect customary commercial terms and conditions?

- a. What factors might cause you to renegotiate contract terms?
- b. Which commercial terms and conditions have you renegotiated?
- c. Which terms are most important to you?

6. What specific recommendations do you have for improving the acquisition of commercial goods or services?

7. Please provide the following information for the first 25 "best value" solicitations above \$100,000 issued by your agency through June 2004. Please also provide a copy of the source selection factors used in each of the contracts provided. Please include the relative importance of the evaluation factors (with specific percentages or points, if used).

- a. How many of the solicitations provided that the total of non-price evaluation factors were more important than price?
- b. Did you determine that past performance was not required as a source selection factor? If so, how many times and under what circumstances?
- c. How many of the solicitations included socio-economic evaluation factors (e.g., small disadvantaged business participation, subcontracting plans, etc.) as evaluation factors?
- d. How many of the solicitations contained more than three evaluation factors (including price and past performance)?
- e. How many of the solicitations contained more than six evaluation factors (including price)?
- f. How many of the solicitations contained 10 or more evaluation factors (including price)?

g. From among the 25 solicitations, how many resulted in an award at a price above the lowest priced, technically acceptable proposal?

(1) For those contracts awarded at a price exceeding the lowest priced, technically acceptable offer, what was the percentage by which the award price exceeded the lowest price?

8. For the 25 solicitations covered by paragraph 7:

a. How many were for single or multiple award indefinite delivery indefinite quantity type contracts?

b. How many were for orders placed against an existing contract vehicle? How did you decide to use an existing vehicle over an open market buy?

c. What was the number of days between the date a requirement for the items or services was established and the date the solicitation was issued?

d. What was the number of days between the date of the solicitation and the closing date for proposal receipt?

e. Were any potential awardees disqualified because of a negative responsibility determination and, if so, how many?