



**OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE  
HEALTH AFFAIRS**

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TRICARE  
MANAGEMENT  
ACTIVITY

**TRICARE ACQUISITION DIRECTIVE**

**TAD 15-01, Rev. 000  
November 29, 2011**

**SUBJECT: UNSOLICITED PROPOSALS**

- References: (a) TRICARE Acquisition Practice 15-06, "Unsolicited Proposals," Rev. 000, dated 22 August 2007 (hereby cancelled)  
(b) Federal Acquisition Regulation Subpart 15.6, "Unsolicited Proposals"

1. PURPOSE. This Directive serves to establish responsibilities and procedures for the submission, receipt, evaluation, and acceptance or rejection of unsolicited proposals (USPs).
  
2. APPLICABILITY. This Directive applies to all TRICARE Management Activity (TMA) offices and individuals, inclusive of the Uniformed Services University of the Health Sciences (USUHS).
  
3. DEFINITIONS.
  - 3.1. Agency Point of Contact. The Contract Policy and Pricing Branch (CP&PB), the office designated as the central control point for the receipt, distribution, evaluation, reporting of, and response to USPs.
  
  - 3.2. Project Officer. The individual designated as familiar with the details of a particular requirement that may be fulfilled by action on a qualifying USP and who performs the comprehensive evaluation of the USP.
  
4. POLICY. It is TMA policy that:

4.1. Immediately upon receipt, TMA offices and individuals shall forward all USPs to CP&PB, acting as the Agency Point of Contact, for assignment of a control number to allow for tracking and reporting.

4.2. CP&PB shall review the USP for compliance with Federal Acquisition Regulation (FAR) 15.605(a), *Basic information*, and FAR 15.606-1, *Receipt and Initial Review*. Assistance may be requested from others to support this initial review, consistent with 4.2.3 below. The form found in Enclosure 2 hereof, "Checklist For Receipt And Initial Review of USPs," shall be used to document the results of this review, within one week of CP&PB's receipt of the USP.

4.2.1. If CP&PB rejects the USP because it does not meet the FAR requirements, CP&PB shall document the reasons for this determination and issue a letter to the proposer, signed by the Chief, CP&PB, citing the reasons for rejection.

4.2.2. If the USP meets the FAR requirements and the appropriate markings are affixed to the USP in accordance with FAR 15.609, *Limited use of data*, CP&PB will coordinate with the TMA organization identified as having a potential interest in the subject matter, which will assign a Project Officer. CP&PB shall forward the USP to the assigned Project Officer for a comprehensive evaluation, to be accomplished within 30 days of the Project Officer's receipt of the USP.

4.2.3. Handling and Protection of USPs. USPs forwarded for initial or comprehensive review shall be transmitted electronically by encrypted email. They shall be caveated and handled in accordance with the requirements of FAR 15.609, *Limited use of data*.

4.3. Those USPs forwarded for comprehensive evaluation shall be reviewed by the Project Officer and other personnel, as necessary, in a fair and objective manner, utilizing the considerations of FAR 15.605(b) and the criteria at FAR 15.606-2, *Evaluation*. Detailed instructions will be provided to the Project Officer by CP&PB.

4.4. Upon completion of USP evaluation in 4.3 above, the Project Officer shall document findings and recommendations and forward to CP&PB for either acceptance or rejection.

4.4.1. If the evaluation recommends rejection of the USP, the Project Officer shall prepare a memorandum documenting the basis for the rejection. The Project Officer shall also provide in the memorandum recommended rationale that may be included in a letter of USP rejection to be issued to the proposer by the Chief, CP&PB, citing the appropriate reasons based on FAR 15.607(a), *Criteria for acceptance...of an unsolicited proposal*. The Project Officer shall forward the evaluation and recommendation memorandum to CP&PB.

4.4.2. If the evaluation recommends acceptance of the USP, the Project Officer shall prepare a memorandum documenting the basis for acceptance, the relationship to TMA program requirements, justification for noncompetitive procurement, and the availability of funding for procurement. The Project Officer shall forward the package to CP&PB for evaluation of results.

4.5. CP&PB shall ensure that the evaluators have reviewed the unsolicited proposal based on the elements of Reference (b).

4.6. If the USP is rejected after comprehensive evaluation, the Chief, CP&PB, shall sign the letter of USP rejection. The CP&PB office shall send the letter and the USP to the proposer and shall document the control log accordingly.

4.7. If the USP is accepted, CP&PB shall coordinate with the appropriate contracting office chief regarding assignment for procurement to a Contracting Officer.

5. RESPONSIBILITIES. See Enclosure 1.

6. EFFECTIVE DATE. This Directive is effective immediately.



Michael P. Fischetti  
Component Acquisition Executive

Enclosures, as stated

E1. ENCLOSURE 1  
RESPONSIBILITIES

E1.1. Chief, Contract Policy and Pricing Branch (CP&PB), Acquisition Management and Support (AM&S). The Chief, CP&PB, AM&S, oversees the office which performs as the Agency Point of Contact for processing and acceptance or rejection of all unsolicited proposals (USP), and has signatory authority for the acceptance or rejection of any USP.

E1.2. CP&PB. The CP&PB coordinates activities as the Agency Point of Contact and is the central TRICARE Management Activity (TMA) control point for the receipt, initial review, distribution, coordination of comprehensive evaluations, accountability, status reporting, and resulting responses to USP submitters. CP&PB shall maintain the control log and central repository for all documentation involving USPs submitted to TMA for review.

E1.3. Contracting Officer. The Contracting Officer is responsible for ensuring performance of all necessary actions required by Federal Acquisition Regulation (FAR) 15.607, *Criteria for...negotiation of an unsolicited proposal*, has occurred prior to commencing any negotiations on a sole source contract. The Contracting Officer shall have signed a statement affirming the requirements for accepting and negotiating an unsolicited proposal have been met.

E1.4. TMA Offices and Individuals Approached by Parties Regarding USPs. TMA offices and individuals shall make potential or actual proposers aware that the requirements and criteria of FAR 15.603(c) and FAR 15.605 are controlling when TMA reviews submissions and shall direct potential proposers to CP&PB, acting as the Agency Point of Contact.

E2. ENCLOSURE 2  
CHECKLIST FOR RECEIPT AND INITIAL REVIEW OF USPs

**Federal Acquisition Regulation (FAR) 15.606-1**  
**Receipt and Initial Review of Unsolicited Proposals**

**Unsolicited Proposal received from:**

Proposal Dated:  
Proposal Received Date:  
Proposal Logged:  
Initial Reviewer:

**Before initiating a comprehensive evaluation, the agency point of contact has determined:**

(1) The proposal is a valid unsolicited proposal, meeting the requirements of FAR [15.603\(c\)](#).  
A valid unsolicited proposal must —

Be innovative and unique -  Yes  No

Be independently originated and developed by the proposer -  Yes  No

Be prepared without Government supervision, endorsement, direction, or direct  
Government involvement -  Yes  No

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 -  Yes  No

Not be an advance proposal for a known agency requirement that can be acquired by  
competitive methods -  Is not an advanced proposal ....  Appears to be an advanced  
proposal ....

Not address a previously published agency requirement -  Does not address  Does  
address a previous requirement.

(2) Is suitable for submission in response to an existing agency requirement (see FAR [15.602](#))  
 Yes  No

(3) Is related to the agency mission -  Yes  No

(4) Contains sufficient technical information and cost-related or price-related information for  
evaluation -  Yes  No

(5) Has overall scientific, technical, or socioeconomic merit -  Yes  No

(6) Has been approved by a responsible official or other representative authorized (*contractor official*) to obligate the proposer contractually -  Yes  No

(7) Complies with the marking requirements of FAR [15.609](#) -  Yes  No

**In addition to the foregoing mandatory requirements, consideration has been given to whether the proposal contains information that *should be* included in a USP. See Attachment A - FAR 15.605, Content of unsolicited proposal.**

**Recommendation:**

The proposal meets these requirements. The agency point of contact shall promptly acknowledge receipt and process the proposal (a comprehensive evaluation, refer to FAR 15.606-2).

The proposal is rejected because the proposal does not meet the requirements of FAR 15.606-1(a). The agency contact point shall promptly inform the proposer of the reasons for rejection in writing and of the proposed disposition of the unsolicited proposal.

Name of Initial Reviewer:

Insert Name

Insert Title

AM&S Directorate/Contract Policy & Pricing Branch

Ph: (303)676-XXXX

Email:

Date Completed:

**ATTACHMENT A**  
**Federal Acquisition Regulation 15.605**  
**Content of unsolicited proposal**

Unsolicited proposals should contain the following information to permit consideration in an objective and timely manner:

(a) Basic information including—

(1) Proposer's name and address and type of organization, e.g., profit, nonprofit, educational, small business.

Includes the information  Does not include the information

(2) Names and telephone numbers of technical and business personnel to be contacted for evaluation or negotiation purposes.

Includes the information  Does not include the information

(3) Identification of proprietary data to be used only for evaluation purposes.

Includes the information  Does not include the information

(4) Names of other Federal, State, or local agencies or parties receiving the proposal or funding the proposed effort.

Includes the information  Does not include the information

(5) Date of submission.

Includes the information  Does not include the information; and

(6) Signature of a person authorized to represent and contractually obligate the proposer.

Includes the information  Does not include the information

(b) Technical information including—**TO BE ACCOMPLISHED UNDER COMPREHENSIVE REVIEW**

(1) Concise title and abstract (approximately 200 words) of the proposed effort.

Includes the information  Does not include the information;

(2) A reasonably complete discussion stating the objectives of the effort or activity, the method of approach and extent of effort to be employed, the nature and extent of the anticipated results, and the manner in which the work will help to support accomplishment of the agency's mission.

Includes the information  Does not include the information;

(3) Names and biographical information on the proposer's key personnel who would be involved, including alternates.

Includes the information  Does not include the information

(4) Type of support needed from the agency, e.g., Government property or personnel resources.

Includes the information  Does not include the information

(c) Supporting information including—

(1) Proposed price or total estimated cost for the effort in sufficient detail for meaningful evaluation.

Includes the information  Does not include the information;

(2) Period of time for which the proposal is valid (a 6-month minimum is suggested).

Includes the information  Does not include the information;

(3) Type of contract preferred.

Includes the information  Does not include the information;

(4) Proposed duration of effort.

Includes the information  Does not include the information;

(5) Brief description of the organization, previous experience, relevant past performance, and facilities to be used.

Includes the information  Does not include the information;

(6) Other statements, if applicable, about organizational conflicts of interest, security clearances, and environmental impacts.

Includes the information  Does not include the information; and

(7) The names and telephone numbers of agency technical or other agency points of contact already contacted regarding the proposal.

Includes the information  Does not include the information