

# TMA Procedures, Guidance, and Information (PGI)

## TMA PGI 215 – CONTRACTING BY NEGOTIATION

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*(Revised May 21, 2012)*

### 215.3 – Source Selection

- (1) TRICARE Acquisition Directive (TAD) 15-03 establishes the policy for conducting competitively negotiated source selections for TRICARE Management Activity (TMA).
- (2) Overview - The term “source selection” can have multiple meanings throughout Department of Defense (DoD) acquisitions, but the most commonly accepted definition of source selections refers to evaluating competitive bids or proposals to enter into a Government contract. TMA uses source selections as a means to procure the supplies and services needed to accomplish the missions of each requiring program office.
- (3) The contracting officer on each source selection will ensure program office personnel are adequately aware of their specific responsibilities.
- (4) The roles and responsibilities of the requiring program office during competitive source selections are outlined in Section 1.5 of the [DoD Source Selection Procedures](#). These duties include, but are not limited to:
  - a. Ensuring the proposed technical requirements are approved and stable;
  - b. Establishing technical specifications;
  - c. Serving as a member or advisor to the source selection team, as needed;
  - d. Assisting in the development of evaluation criteria consistent with the technical requirements/risk;
  - e. Helping draft the Source Selection Plan (SSP).
- (5) Program office personnel will use their technical knowledge and experience to assist the contracting office in evaluating proposals from a technical standpoint, and will provide technical input in drafting the evaluation criteria and SSP.
- (6) TMA has standardized the SSP development process by creating an [SSP Template & Guide](#). The SSP Template & Guide provides:
  - a. The organizational framework for the source selection plan;
  - b. The tools and methodologies used to evaluate and analyze how sources will be selected; and
  - c. Practical guidance to source selection participants.