



**DEPARTMENT OF THE NAVY**  
COMMANDER, NAVY INSTALLATIONS COMMAND  
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WASHINGTON NAVY YARD, DC 20374-5140

CNICINST 4280.2  
N5  
4 June 2012

CNIC INSTRUCTION 4280.2

From: Commander, Navy Installations Command

Subj: CONTRACTS SUBJECT MATTER EXPERT AND TECHNICAL PROPOSAL  
EVALUATOR TRAINING STANDARDS

Ref: (a) DFARS 201.602-2  
(b) FAR 3.104  
(c) FAR 15.305  
(d) FAR 37.5  
(e) 5 CFR 2635  
(f) DoD 5500.07-R, Joint Ethics Regulations, November 2007

Encl: (1) Sample Designation Letter

1. Purpose. To delineate minimum training standards for Commander, Navy Installations Command (CNIC) personnel assigned as a Contract Subject Matter Expert (KSME) (formerly known as a Technical Point of Contact [TPOC]) or assigned the responsibility of conducting a technical (contract) proposal evaluation (TPE). For the purposes of this instruction, Headquarters (HQ) refers to CNIC HQ or Region HQ, as applicable.

2. Background. A contract proposal evaluation is an assessment of a contract proposal and the offeror's ability to perform the prospective contract successfully. CNIC KSMEs and other personnel are routinely tasked to conduct technical evaluations. In accordance with references (a) through (d), agencies are required to evaluate proposals in order to assess each proposal's relative qualities solely on the factors and sub-factors specified in the solicitation. The technical portion of the proposal evaluation is particularly critical when tradeoffs are performed in contract source selection through assessment of each offeror's ability to accomplish technical requirements. In order to create an effective proposal evaluation, the relative strengths, deficiencies, significant weaknesses, and risks of each proposal must be documented through a quantitative ranking, matrix, or summary, along with appropriate supporting narrative.

### 3. Policy

a. All assigned individuals will be government employees who possess qualifications and experience commensurate with the required responsibilities, and who do not have a conflict of interest as identified in reference (b), subparts D and E of reference (e), and reference (f). All personnel designated as KSMEs or TPEs are required by this instruction to complete Defense Acquisition University (DAU) Online Course "Contract Source Selection" (CLC 007), "Contracting for the Rest of Us" (CLC 011), and "Contracting Officer's Representative" (CLC 222), within 6 weeks of being designated as a TPE, but no later than prior to conducting a technical evaluation.

b. This instruction applies for all contracting efforts, and includes any action that is funded by a Request for Contractual Procurement (RCP), Military Inter/Intra-departmental Purchase Request (MIPR), Project Order (PO), or any other effort that will inevitably result in a contract or contracted services.

### 4. Responsibilities. HQ N-Code Directors/Special Assistants (SAs) are responsible for:

a. Ensuring that KSMEs and TPEs are designated in writing and possess expertise consistent with the duties to be assigned and the proposals to be evaluated. Enclosure (1) is a sample designation letter.

b. Ensuring that designated KSMEs and TPEs have completed or will have completed CLC 007, CLC 011, and CLC 222, prior to actual conduct of a technical evaluation; that the completion certificate is on file; and that successful completion of each course is reflected in the Total Workforce Management Services (TWMS) system, at [https://twms.nmci.navy.mil/selfservice/training\\_info/](https://twms.nmci.navy.mil/selfservice/training_info/) (completion of DAU online courses should automatically upload to TWMS).

c. Ensuring that alternate KSMEs (A-KSMEs) and alternate TPEs (A-TPEs) are designated in writing and authorized to perform the duties and responsibilities of the primary TPE in his or her absence.

d. Ensuring that HQ Contracts Acquisition Management and Oversight (CAMO) is provided with an accurate and updated list

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of all N-Code/SA KSMEs and TPEs quarterly, or upon any change of designated personnel; and that HQ CAMO is notified immediately of any changes or updates as they occur.

e. Ensuring full and complete coordination, cooperation, and communication with HQ CAMO and all government personnel appropriately assigned to monitor contract performance, to anticipate and resolve difficulties, and to ensure satisfactory technical evaluation.

f. Ensuring that performance of KSME and TPE duties is evaluated in applicable personnel performance assessments.

## 5. Action


a. KSMEs, TPEs, and designated alternates shall:

(1) Complete CLC 007, CLC 011, and CLC 222, within 6 weeks of being designated, and no later than prior to actual conduct of a technical evaluation; completion certificates shall be maintained on file by the N-Code CAMO. Training information is located at the following website:  
<http://www.dau.mil/default.aspx>.

(2) Notify N-Code/SA and HQ CAMO immediately upon completion of CLC 007, CLC 011, and CLC 222.

b. N-Code/SA CAMOs shall maintain, and provide an accurate and updated list of all N-Code/SA KSMEs, TPEs, and designated alternates, no less than monthly, and shall notify CAMO immediately of any changes or updates as they occur.

c. HQ CAMO shall validate the N-Code/SA list of all N-Code/SA KSMEs, TPEs, and alternates, against TWMS, no less than quarterly, and shall inform the particular N-Code/SA Director of any discrepancies.

  
W. D. FRENCH  
Vice Admiral, U.S. Navy

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<https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>

**SAMPLE DESIGNATION LETTER**

Date

From: N-Code Director (or designee)  
To: CNIC Contracts Acquisition Management & Oversight (CAMO)  
Office, CNIC N51

Subj: DESIGNATION AS CONTRACT SUBJECT MATTER EXPERT/TECHNICAL  
PROPOSAL EVALUATOR FOR CAB PACKAGE N00052-XX-  
XXXX/CONTRACT N00052-XX-XXXX

Ref: (a) CNICINST 4280.2

1. Pursuant to reference (a), I hereby designate [*employee's name*] as the Contract Subject Matter Expert (KSME)/Technical Proposal Evaluator (TPE) for Contract Advisory Board (CAB) package [*CAB package#*]/Contract [*contract#*].

2. Employee's qualifications are: [*e.g., Fleet & Family Support Program Manager*]

3. Employee's title, code, business address, and phone number are:

Billet title:

Phone #:

Email address:

4. In case of any problems, disagreements, or other questions pertaining to the KSME's/TPE's performance of duties, you may contact [*employee's supervisor*] at [*employee's supervisor's email address and phone #*].

5. Employee has completed Defense Acquisition University (DAU) Online Course "Contract Source Selection" (CLC 007), "Contracting for the Rest of Us" (CLC 011), and "Contracting Officer's Representative" (CLC 222).

6. The individual performance rating elements of employee includes the performance of KSME and TPE duties.

*N-Code Director/Special Assistant  
(or Designee)*

Enclosure (1)