

## 15.102 Oral presentations.

(a) Oral presentations by *offerors* as requested by the Government *may* substitute for, or augment, written information. Use of oral presentations as a substitute for portions of a proposal can be effective in streamlining the source selection process. Oral presentations *may* occur at any time in the *acquisition* process, and are subject to the same restrictions as written information, regarding timing (see [15.208](#)) and content (see [15.306](#)). Oral presentations provide an opportunity for dialogue among the parties. Pre-recorded videotaped presentations that lack real-time interactive dialogue are not considered oral presentations for the purposes of this section, although they *may* be included in *offeror* submissions, when appropriate.

(b) The *solicitation* *may* require each *offeror* to submit part of its proposal through oral presentations. However, representations and certifications *shall* be submitted as required in the FAR provisions at [52.204-8\(d\)](#) or [52.212-3\(b\)](#), and a signed *offer* sheet (including any exceptions to the Government's terms and conditions) *shall* be submitted *in writing*.

(c) Information pertaining to areas such as an *offeror's* capability, *past performance*, work plans or approaches, staffing resources, transition plans, or sample tasks (or other types of tests) *may* be suitable for oral presentations. In deciding what information to obtain through an oral presentation, consider the following:

(1) The Government's ability to adequately evaluate the information;

(2) The need to incorporate any information into the resultant contract;

(3) The impact on the efficiency of the *acquisition*; and

(4) The impact (including cost) on small businesses. In considering the costs of oral presentations, *contracting officers* *should* also consider alternatives to on-site oral presentations (*e.g.*, teleconferencing, video teleconferencing).

(d) When oral presentations are required, the *solicitation* *shall* provide *offerors* with sufficient information to prepare them. Accordingly, the *solicitation* *may* describe-

(1) The types of information to be presented orally and the associated evaluation factors that will be used;

(2) The qualifications for personnel that will be required to provide the oral presentation(s);

(3) The requirements for, and any limitations and/or prohibitions on, the use of written material or other media to supplement the oral presentations;

(4) The location, date, and time for the oral presentations;

(5) The restrictions governing the time permitted for each oral presentation; and

(6) The scope and content of exchanges that *may* occur between the Government's participants and the *offeror's* representatives as part of the oral presentations, including whether or not discussions (see [15.306\(d\)](#)) will be permitted during oral presentations.

(e) The *contracting officer* *shall* maintain a record of oral presentations to document what the

Government relied upon in making the source selection decision. The method and level of detail of the record (*e.g.*, videotaping, audio tape recording, written record, Government notes, copies of *offeror* briefing slides or presentation notes) *shall* be at the discretion of the source selection authority. A copy of the record placed in the file *may* be provided to the *offeror*.

(f) When an oral presentation includes information that the parties intend to include in the contract as material terms or conditions, the information *shall* be put *in writing*. Incorporation by reference of oral statements is not permitted.

(g) If, during an oral presentation, the Government conducts discussions (see [15.306\(d\)](#)), the Government *must* comply with [15.306](#) and [15.307](#).

**Parent topic:** [Subpart 15.1 - Source Selection Processes and Techniques](#)