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| Mandatory Procedure |

**MP5315.3  
Source Selection**

*Revised March 27, 2013*

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**Introduction**

Specific source selection-related documents reside on Air Force Contracting Central, Knowledge Center, in Part 5315 of the AFFARS Library (<https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx>) under the section entitled “**Community Advice**”. The following tailorable documents are hyperlinked from within this Mandatory Procedure (MP):

**Samples / Templates** (*e.g., Source Selection Plan, various Section L and Section M language samples, Evaluation Notice, SSEB Evaluation Documentation, Proposal Analysis Report, Comparative Analysis Report and Award Recommendation, Source Selection Decision Document, and various briefings -- all tailorable to the unique aspects of an acquisition*)

**Good Practices / Lessons Learned**

These resources are provided for your benefit to assist in the preparation of source selection-related documentation and the execution of source selection activities.

Comments and recommendations concerning this MP may be submitted to SAF/AQCP, [safaqcp.workflow@pentagon.af.mil](mailto:safaqcp.workflow@pentagon.af.mil).

**Chapter 1**

**Purpose, Roles, and Responsibilities**

**1.1. Purpose.** This Mandatory Procedure (MP) establishes supplemental procedures for conducting competitively negotiated source selections within the Air Force, and follows the numbering convention of the [Department of Defense (DoD) Source Selection Procedures](http://www.acq.osd.mil/dpap/policy/policyvault/USA007183-10-DPAP.pdf).

**1.2. Best-Value Continuum** The source selection approach selected for an acquisition must be structured to minimize the complexity of the solicitation, the evaluation, and the source selection decision, to the maximum extent practicable.

**1.3. Applicability**. This MP must be used in conjunction with [FAR Part 15](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm), as supplemented, to include the DoD Source Selection Procedures, related law, regulation, and policy. This MP applies to all negotiated, competitive acquisitions using FAR Part 15 procedures regardless of the approach taken within the best-value continuum.

Acquisitions exempted in the DoD Source Selection Procedures, paragraph 1.3., need not comply with this MP. Deviations from this MP must be forwarded for approval to SAF/AQC, [safaqc.workflow@pentagon.af.mil](mailto:safaqc.workflow@pentagon.af.mil).

A request for waiver to any portion of the DoD Source Selection Procedures must be forwarded to SAF/AQC, [safaqc.workflow@pentagon.af.mil](mailto:safaqc.workflow@pentagon.af.mil) for review and processing to the Director, Defense Procurement and Acquisition Policy.

**1.4. Source Selection Team Roles and Responsibilities.** Mandatory Air Force Source Selection Training for members of the acquisition/source selection team (SST) is addressed in [Chapter 6](#chpt6).

1.4.1. SSA.

1.4.1.1. Appointment of SSA:

|  |  |  |  |
| --- | --- | --- | --- |
| **SSA Designations** | **Below $10M** | **$10M to less than $100M**Note2 | **$100M and above**  Note 3 |
| ACAT I, IA | Note 1 | SAF/AQ (Note 6) | SAF/AQ (Note 6) |
| ACAT II and III | Note 1 | PEO | PEO |
| Services Acquisitions | Note 1 | Note 5 | PEO -- Note 4 |
| Other Contracting (e.g., commodities, construction) | Note 1 | Note 5 | Note 5 |
| **NOTES:**  **1.** Procuring Contracting Officer (PCO) or equivalent or higher position within the Program Executive Officer (PEO) / requiring organization chain, as designated in the approved acquisition planning document.  **2.** Delegable to no lower than the PCO or equivalent or higher position within the PEO/ requiring organization chain.  **3.** Delegable to no lower than one level above the PCO or equivalent or higher position within the PEO/ requiring organization chain.  **4.** Generally, AFPEO/CM is the SSA for A-76 acquisitions involving 300 or more full-time equivalents or services acquisitions >$100M, unless an executed Services Management Agreement (SMA) has delegated this authority. PEOs are the SSA for programs/acquisitions in their portfolios. For services acquisitions not in a PEO portfolio, see Other Contracting.  **5.** The SSA is the Center Commander/Wing Commander/PEO or MAJCOM/DRU director-level individual who is responsible for the requirement unless delegated in accordance with Note 2 for acquisitions below $100M or Note 3 for acquisitions $100M and above.  **6.** “SAF/AQ” includes the ASAF(A) and the Principal and Military Deputy. | | | |

1.4.1.2. SSA Responsibilities. The SSA shall:

1.4.1.2.2. Ensure the appointment of the Source Selection Evaluation Board (SSEB) Chairperson on ACAT I competitive acquisitions prior to Milestone B (pre-MDAP on Major Defense Acquisition Program lists), and Services Category (S-CAT) I acquisitions of $1B or more, is approved by the Senior Procurement Executive (SPE). In the absence of the SPE, the Deputy Assistant Secretary (Contracting) (DAS(C)) may approve this appointment.

The Center/Wing Commander must submit a nomination package for SPE approval to SAF/AQC, [safaqc.workflow@pentagon.af.mil](mailto:safaqc.workflow@pentagon.af.mil) and allow 10 working days for SPE approval. The nomination package must describe the candidate’s relevant experience and positions held to justify the nomination. SAF/AQCK or AQCA will coordinate the nomination package with the DAS(C) and SPE, who may elect to interview the candidate or request additional nominees for consideration.

1.4.1.2.3. Prior to appointing an individual to the SST for an ACAT I, II or S-CAT I source selection, consider their experience identified in the Acquisition Career Management System (ACMS).

1.4.1.2.3.1. For all source selections, consider the source selection complexity and program visibility when appointing the members of the SSEB, and selecting SSEB and SSAC Chairs and other advisory members.

1.4.1.2.3.2. Document expectations relative to the SSEB Chair in the SSP or in a separate document as an attachment to the SSP (e.g., reporting on items of interest and situational awareness, such as: team challenges and impact, manpower shortages, lack of source selection experience, conflicting guidance, schedule pressures and associated risk, and limited resources (equipment, space, etc.)). Be accessible to the SST. Promote active communication within the SST and encourage the team to raise concerns/issues.

1.4.1.2.6. Ensure the [*Source Selection Non-Disclosure Agreement (NDA)*](#atch1)(*Attachment 1*) is executed by all individuals once assigned to the SST. Ensure individuals who are no longer associated with the source selection are debriefed and the NDA is annotated. For individuals other than those assigned to the SST who must have access to source selection information in the performance of their official duties throughout the year, an NDA may be executed on an annual basis in accordance with [AFFARS 5303.104-4](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5303.htm#P19_435).

After receipt of proposals (when the offerors/subcontractors are known) and prior to any SST member/advisor accessing a proposal, ensure they execute a [*Conflict of Interest Statement*](#Atch2)(*Attachment 2*).. Ensure all Conflict of Interest Statements are reviewed and actual or potential conflicts of interest are resolved prior to granting access to any source selection information.

1.4.1.2.9. Ensure the decision is sound and supportable.

1.4.2. PCO.

1.4.2.1. Selection of PCO: The procedure in paragraph 1.4.1.2.2 applies to the selection of the PCO for ACAT I competitive acquisitions prior to Milestone B (pre-MDAP on Major Defense Acquisition Program lists) and S-CAT I acquisitions of $1B or more.

1.4.2.2. PCO Responsibilities. The PCO shall:

1.4.2.2.1.1. For ACAT I or II, and S-CAT I source selections, complete and submit the [*Source Selection Participants Worksheet*](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Documents/AFFARS_Library/5315/source-selection-participants-worksheet.xlsx) to SAF/AQC, [safaqc.workflow@pentagon.af.mil](mailto:safaqc.workflow@pentagon.af.mil) using information from the approved Source Selection Plan (SSP) no later than 30 days after contract award or termination/cancellation of source selection.

Source selection participants include SSAC and SSEB members and advisors, excluding non-Government advisors. For the Source Selection Role column, use only those roles that appear in the drop-down list.

1.4.2.2.1.2. Post [*source selection lessons learned*](https://cs.eis.af.mil/airforcecontracting/knowledge_center/lessons_learned/Lists/lessons_learned_competitive/NewForm.aspx) no later than 90 days after contract award or termination/cancellation of the source selection.

1.4.2.2.3. Manage all source selection documents, control and record transactions, and protect all documents (see [Chapter 4](#C4)). Source selection material must not be removed, circulated, or disseminated outside of the source selection work area without PCO review and approval.

Ensure all means of electronic communications receive additional scrutiny to preclude inadvertent release of documents that contain sensitive or embedded source selection files (i.e., use of secondary reviews before files are released). E-mail to transmit source selection information should be used judiciously and it must be encrypted and digitally signed. Include in the subject line the phrase “Source Selection Information – See [FAR 2.101](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/02.htm#P10_627) and [3.104](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/03.htm#P41_5838)”. See Attachment 3 for the [*Source Selection Information Coversheet*](#Atch3).

1.4.2.2.4. Maintain in the official contract file (whether in hard copy or electronic media), all evaluation material and any related supporting information, including minority and dissenting opinions, that has been presented in any form to the SSA as an official record that must not be altered. Updates, revisions, or changes to that evaluation information must be captured in subsequent documentation such that the original record remains distinct.

1.4.2.2.4.1. Maintain as part of the official source selection record, any information determined relevant to the source selection decision contained within working papers (evaluation materials, calculations, and personal notes prior to their disclosure to the SSA and clearly identified as working papers) that has not been captured in the official record.

1.4.2.2.4.2. Preserve documents and data that are not included in the electronic official contract filing system (e.g., product samples, videotape) as part of the official record and identify their physical location.

1.4.2.2.4.3. Consider e-mails exchanged during a source selection as official records and maintain them in the official file unless relevant information contained within the e-mail is transferred to one of the official documents (part of the official record), or, upon advice of legal counsel, a particular e-mail is determined to be irrelevant or superfluous to the source selection.

1.4.2.2.4.4. Solicit the advice of legal counsel and representatives from the ACE (if used), regarding the management and/or retention determination of any paper or digital document generated during the source selection.

1.4.2.2.4.5. Ensure that any requests for source selection delegations are properly accomplished and documented in the source selection file.

1.4.2.2.6. Send a notice to all appropriate organizations (e.g., user or requirements personnel, public affairs offices, etc. that could be contacted by offerors or media outlets concerning the requirement or acquisition) concurrent with issuance of the solicitation announcing that a source selection is in progress, regardless of estimated dollar value. For acquisitions estimated at $100M or more, send the notice to SAF/AQC, [safaqc.workflow@pentagon.af.mil](mailto:safaqc.workflow@pentagon.af.mil) for HAF-level notification. The notice shall:

1) identify the system, subsystem, service, or project involved;

2) identify the anticipated period of the source selection activities;

3) include a statement to the effect that contacts or briefings concerning the program by industry are no longer allowed outside of the formal source selection process; and

4) state that the PCO (include name and phone number) controls all contact or exchanges with industry/offerors and is the only person authorized to release source selection information before and after contract award.

1.4.3. SSAC.

1.4.3.2. Composition of SSAC.

1.4.3.2.1. It is preferable that the SSAC Chairperson not be in the chain of command of the SSA.

1.4.3.2.2. SSAC members provide in-depth oversight and mentoring to SSTs to enhance the skill-level to successfully accomplish the source selection. For all new Milestone B (Pre-MDAP on Major Defense Acquisition Program lists) ACAT I and II competitive acquisitions, the specific composition of the SSAC should at a minimum consist of senior leaders (flag rank or 0-6/GS-15 to the maximum extent practicable) from Program Management, Engineering, Finance, Legal, Contracting, and the Center’s Acquisition Center of Excellence (ACE), who have recent experience in the successful conduct of source selections. The SSAC may be augmented with senior leaders from the SAF/AQ staff, when appropriate, to provide additional experience and expertise. The SSAC may also be supplemented by other subject matter experts at comparable functional positions. For non-weapon system acquisitions when an SSAC is used, the specific composition of the SSAC is at the discretion of the SSA, based upon the expertise required to accomplish a successful source selection.

1.4.4. SSEB.

1.4.4.2. Responsibilities of the SSEB.

1.4.4.2.1. SSEB Chairperson shall:

1.4.4.2.1.1. For ACAT I or II and S-CAT I source selections, obtain a list of individuals with source selection experience from SAF/AQC,[safaqc.workflow@pentagon.af.mil](mailto:safaqc.workflow@pentagon.af.mil) and provide the list to the SSA (see paragraph 1.4.1.2.3).

1.4.4.2.1.2. After SSP approval, document any SSEB replacements/additions in an addendum to the SSP and obtain SSA approval unless the SSA delegates this responsibility to the SSEB Chairperson within the SSP.

1.4.5. Advisors.

1.4.5.1. Government Advisors. Foreign Military Sales (FMS) customers and international cooperative project partners may only participate in the source selection process as advisors. The PCO must not release cost information or any part of an offeror’s cost proposal to representatives of FMS customers.

1.4.5.2. Non-Government Advisors. A support contractor, including an FFRDC employee may not serve as an advisor to the Past Performance Team, as Chairperson of an SSAC, or as an SSA. Access to offeror proposals must be restricted to only those portions for which the individual’s expertise is required to support the evaluation (e.g., software support contractor only reviews software hours proposed) but in no event will non-Government advisors have access to any offeror’s past performance information.

**1.5. Program Management/Requirements Office Roles and Responsibilities (*No AF Text*)** **Chapter 2**

**Pre-Solicitation Activities**

**2.1. Conduct Acquisition Planning**

2.1.1. Acquisition Planning.

2.1.1.3. Acquisition of Services. See [AFI 63-101](http://static.e-publishing.af.mil/production/1/saf_aq/publication/afi63-101/afi63-101_20-101.pdf), Chapter 8 (AFI 63-138, when published).

2.1.1.4. Independent Management Reviews (“Peer Reviews”). See [AFFARS 5301.170](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5301.htm#P23_684) and [5301.9001(b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5301.htm#P306_18019).

**2.2. Develop an SSP**

The PCO and the SSEB chair (with assistance from SSEB members, as necessary) prepare the SSP. The PCO must develop and include in section 9.0 of the SSP, a plan and procedures which address the filing, protection, handling, maintenance, retention and disposition of all documents that constitute the complete source selection record. The plan must address the training for all members of the SST to familiarize them with the plan/procedures, and the mechanism(s) to ensure compliance with the plan/procedures. A tailorable [*SSP template*](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Documents/AFFARS_Library/5315/templates/SSP_template.docx) is available in Part 5315 of the AFFARS Library.

The PCO shall maintain the SSP after approval (see DoD Source Selection Procedures paragraph 1.4.2.2.4). Subsequent proposed changes to the source selection organization, to include the SSAC when used, shall be documented in an addendum to the SSP (see 1.4.4.2.1.2.2) and approved by the SSA unless the SSA delegates this approval responsibility to the SSEB Chairperson within the SSP.

**2.3. Develop the Request for Proposals**

2.3.1. Tailorable RFP [*Section L templates*](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Documents/AFFARS_Library/5315/templates/ss_documentation_section_L/section_L_templates.doc) and [*Section M templates*](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Documents/AFFARS_Library/5315/templates/section_M_templates.docx) are available in Part 5315 of the AFFARS Library.

2.3.1.1. Cost or Price. The analysis technique(s) identified in [FAR 15.404](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P434_79155), as supplemented, for the evaluation of the proposed cost or price shall be included in the evaluation criteria (Section M or equivalent provisions of the solicitation).

2.3.1.1.1. When used, the Most Probable Cost (MPC) estimate is the government estimate of the cost to acquire specified goods and/or services based on each offeror’s proposed approach. The MPC is based upon an analysis of each offeror’s unique proposal in accordance with [FAR 15.404-1](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P435_79183). Define all the components that make up the aggregate government MPC and specify them in Section M (or equivalent provisions) of the solicitation.

2.3.1.1.2. For ACAT programs, the DAS(C) must approve any use of Most Probable Life Cycle Cost (MPLCC) as an evaluation criterion. The SSEB Chairperson, with the assistance of the PCO, must prepare the request for approval to include the rationale and methodology to use MPLCC as an evaluation criterion. Such request will be submitted to SAF/AQC, [safaqc.workflow@pentagon.af.mil](mailto:safaqc.workflow@pentagon.af.mil) 10 working days prior to convening the acquisition strategy panel (ASP) or the staffing of the LCMP/AP, whichever occurs first.

**2.4. Release the Request for Proposals (*No AF Text*)**

**Chapter 3**

**Evaluation and Decision Process**

**3.1. Evaluation Activities (*No AF Text*)**

**3.2. Documentation of Initial Evaluation Results**

3.2.1. Prepare a discussion EN for potential release to the offeror during discussions (see paragraph 3.4) whenever a proposal aspect does not clearly meet requirements or is unacceptable because the proposal is not clear regarding the issue(s). The EN will be released only if the offeror is retained in the competitive range.

**3.3. Award without Discussions**

3.3.3. The PCO must obtain contract clearance approval in accordance with [AFFARS 5301.9000(e)(1)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5301.htm#P260_17242) prior to the SSA making the decision to award without discussions.

**3.4. Discussion Process**

3.4.1. Through discussions, Government evaluators obtain the necessary information from offerors within the competitive range to resolve outstanding issues with the proposal.

3.4.2. The SSEB prepares the competitive range briefing, if one is required by the SSA. At the discretion of the SSA, these charts with supporting narratives, note pages or scripts (suitable to serve as the official record of the SSEB proceedings during the source selection) may be used to document the competitive range determination in lieu of a separate determination document.

3.4.3. The PCO may provide offerors in the competitive range with their own initial ratings and results of their own initial pricing analysis or total evaluated price. When interim ratings and pricing analysis are provided prior to requesting final proposal revisions, the ratings shall reflect the results of discussions with the offeror. PCOs may use the actual briefing charts used to brief the SSA as a method of disclosing an offeror’s ratings/price analysis to them.

3.4.3.1. When addressing adverse past performance with an offeror, the names of individuals who provided information about the offeror’s past performance must not be disclosed.

**3.5. Final Proposal Revisions**

3.5.1. The PCO must obtain contract clearance approval in accordance with [AFFARS 5301.9000(e)(2)(i)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5301.htm#P260_17242) prior to submission of all material (e.g., Pre-FPR briefing) to the SSA to obtain approval for releasing the FPR request.

**3.6. Documentation of Final Evaluation Results**

3.6.1. A Proposal Analysis Report (PAR) is used to document the results of the SSEB’s evaluation. The PAR is prepared by the SSEB (reviewed by the SSAC, if an SSAC is used) and signed by the SSEB Chairperson and PCO. A decision briefing, prepared by the SSEB, will generally be conducted whenever the SSA is other than the PCO. A tailorable [*PAR template*](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Documents/AFFARS_Library/5315/templates/PAR_template.doc) and [*decision briefing templates*](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#ss_briefings_to_ssa) are available in Part 5315 of the AFFARS Library.

3.6.2. The PAR must include, if applicable, any minority and dissenting opinion(s).

**3.7. Conduct and Documentation of Comparative Analysis**

3.7.1. A tailorable [*Comparative Analysis Report and Award Recommendation template*](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Documents/AFFARS_Library/5315/templates/comparative_analysis_report_and_award_recommendation_template.doc) is available in Part 5315 of the AFFARS Library.

**3.8. Best-Value Decision**

3.8.1. The PCOmust obtain contract clearance approval prior to the SSA making a source selection decision in accordance with [AFFARS 5301.9000(e)(2)(ii)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5301.htm#P260_17242).

**3.9. Source Selection Decision Document**

3.9.1. A tailorable [*Source Selection Decision Document (SSDD) template*](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Documents/AFFARS_Library/5315/templates/SSDD_template_prep_tips_checklist.doc) is available in   
Part 5315 of the AFFARS Library.

**3.10. Debriefings (*No AF Text*)**

**Chapter 4**

**Documentation Requirements**

4.9. The rationale for the evaluation results and assignment of interim ratings will be fully and contemporaneously documented by all source selection team members (i.e., initial evaluation report or draft PAR) and included in the source selection file in a format that facilitates access of the complete record. This documentation includes the evaluation worksheets and summaries and is in addition to information regarding the final evaluation results and ratings to be documented in the PAR. The PAR and decision briefing charts must be included in the source selection file.

Comprehensive documentation guidance, tailorable templates, and examples are available in [Part 5315 of the AFFARS Library](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx):

* [Guidance on the Protection, Maintenance, Retention, and Disposition of Source Selection Data](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Documents/AFFARS_Library/5315/templates/ss_documentation_guidance.docx) (with attached Sample SS File Directory)
* [Sample Source Selection File Checklist](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Documents/AFFARS_Library/5315/samples/SS_File_Checklist.doc)
* [Sample Source Selection Plan (SSP) template](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Documents/AFFARS_Library/5315/templates/SSP_template.docx)
* [SSEB evaluation templates](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-main.aspx#sseb_eval_templates) (including specific past performance evaluation team document examples)

**Chapter 5**

**Definitions**

5.23. Proposal Analysis Report (PAR). The PAR is the narrative report prepared by the SSEB that fully documents the results of the evaluation of each proposal. A tailorable [*PAR template*](https://cs.eis.af.mil/airforcecontracting/knowledge_center/Documents/AFFARS_Library/5315/templates/PAR_template.doc) is available in Part 5315 of the AFFARS Library.

**Chapter 6**

**Mandatory Air Force Source Selection Training**

* 1. **Purpose**

This chapter establishes and standardizes the mandatory Air Force source selection training process for acquisition/source selection teams.

* 1. **Responsibilities of Senior Contracting Officials (SCO)/Senior Center Contracting Officials (SCCO)**

SCOs/SCCOs must: (a) implement a robust source selection training program, (b) designate a Training Manager/Point of Contact (POC), and (c) designate experienced Trainers and provide current lists of the Training managers/POCs and trainers to the SAF/AQC Field Support Team, [safaqcp.workflow@pentagon.af.mil](mailto:safaqcp.workflow@pentagon.af.mil). The lists should be updated as necessary.

**6.3 Required Training for Designated Trainers**

Designated trainers must receive **“Train-the-Trainer”** training, and must be certified as source selection trainers by SAF/AQC, per paragraph 6.6.

Periodic “Train-the-Trainer” sessions can be arranged directly with the SAF/AQC Field Support Team, [safaqcp.workflow@pentagon.af.mil](mailto:safaqcp.workflow@pentagon.af.mil).

**6.4 Acquisition/Source Selection Team Training**

**6.4.1 Conducting Source Selection Training Sessions**

Source selection training must be presented to the entire SST, including the SSA, SSAC Chair and members, and all advisors.

* Specialized executive level training modules are available for the [SSA](https://cs.eis.af.mil/airforcecontracting/training_repository/Library/Source%20Selection%20Training%20for%20Source%20Selection%20Authority%20(SSA).aspx) and [SSAC](https://cs.eis.af.mil/airforcecontracting/training_repository/Library/Source%20Selection%20Training%20for%20Source%20Selection%20Advisory%20Council%20(SSAC).aspx) at:
* **Phase I** should be presented at the earliest stage of an acquisition, and covers the acquisition process up to release of the RFP.
* **Phase II**, tailored to the specific acquisition, is presented prior to, or immediately after receipt of proposals.

**6.4.2 Training Content and Process**

Trainers must use the source selection training modules developed by SAF/AQC and tailor them, as needed, to meet the unique elements of the specific acquisition. **Independent review of source selection training materials by SST members is not sufficient to satisfy this training requirement.**

The **Ethics, Procurement Integrity, and Conflicts of Interest** topic should be presented by the local legal advisor. Copies of this briefing are integrated in both Phase I and Phase II source selection training materials.

The length of the source selection training, and the level of detail presented in either Phase I or Phase II depends on the complexity of the specific acquisition, and the experience level of the SST.

**6.4.3 Advance Preparation**

Effectiveness of the source selection training experience can be enhanced with advance preparation. The Defense Acquisition University (DAU) offers continuous learning modules on source selection and related topics, http://icatalog.dau.mil/onlinecatalog/tabnavcl.aspx. Some suggested DAU courses include [CLC 004](https://learn.dau.mil/html/clc/FindCourse.jsp?course_prefix=CLC&course_number=004) (Market Research), [CLC 007](https://learn.dau.mil/html/clc/FindCourse.jsp?course_prefix=CLC&course_number=007) (Source Selection), [CLC 132](https://learn.dau.mil/html/clc/FindCourse.jsp?course_prefix=CLC&course_number=132) (Organizational Conflicts of Interest), and [CLM 049](https://learn.dau.mil/html/clc/FindCourse.jsp?course_prefix=CLM&course_number=049) (Procurement Fraud Indicators).

**6.5 Source Selection Training Material**

The Source Selection Training Modules, Trainer’s Lesson Plans, and Resource/Reference Material are accessible by all AF CAC users at: <https://cs.eis.af.mil/airforcecontracting/aqcinternal/fieldsupportteam/source_selection_train_the_trainers/Forms/AllItems.aspx>

**6.6 Training Certificates**

SAF/AQC Field Support Team will provide a Source Selection Training Certificate to the Training Managers/POCs and Trainers who have completed the source selection training.

Trainers must provide the Source Selection Training Certificate for [Phase I](https://cs.eis.af.mil/airforcecontracting/aqcinternal/fieldsupportteam/source_selection_train_the_trainers/Phase%20I%20Completion%20Certificate.docx) and [Phase II](https://cs.eis.af.mil/airforcecontracting/aqcinternal/fieldsupportteam/source_selection_train_the_trainers/Phase%20II%20Completion%20Certificate.docx) to the personnel they train.

**6.7 Source Selection Training Survey**

Following training, personnel are encouraged to complete the [*electronic survey*](https://cs.eis.af.mil/AIRFORCECONTRACTING/KNOWLEDGE_CENTER/Lists/source_selection_training_survey/overview.aspx)available on the AF Contracting Central Public Site under Knowledge Center, Field Support. The feedback provided through the survey will enable SAF/AQCP (Field Support Team) to gauge the effectiveness of its source selection training and improve it, if required.

**6.8 Continuing Learning Points (CLPs)**

SCOs/SCCOsmust determine the appropriate number of CLPs awarded their trained personnel based upon the length and intensity of the training. As a rule, grant 6 CLPs for each full day of instruction, 3 CLPs for half-day, and 1 CLP for a two-hour session.

**Appendix A**

**Lowest Price Technically Acceptable Source Selection Process**

**(*No AF Text*)**

**Appendix B**

**Debriefing Guide**

**(*No AF Text*)**

Attachment 1

**Source Selection Non-Disclosure Agreement (NDA)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name (print):** | |  | | **Grade/Rank:** |  | |
| **Job Title:** |  | | | **Organization:** | |  |
| **Source Selection:** | | |  | | | |

(or insert title of position, if this form is used as an Annual NDA IAW [AFFARS 5303.104-4](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5303.htm#P21_564).)

1. I acknowledge I have been assigned to the source selection indicated above. I have been briefed

orally (see note below) by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and as such, am knowledgeable of 41 U.S.C. 2101-2107 and FAR 3.104. I am aware that unauthorized disclosure of contractor bid or proposal information or source selection information could damage the integrity of this procurement and that the transmission or revelation of such information to unauthorized persons could subject me to prosecution under 41 U.S.C. 2101-2107 or under other applicable laws.

NOTE: Oral briefing is not required for annual filers.

2. I do solemnly swear or affirm that I will not divulge, publish, or reveal by word, conduct, or any other means, such information or knowledge, except as necessary to do so in the performance of my official duties related to this source selection and in accordance with the laws of the United States, unless specifically authorized in writing in each and every case by a duly authorized representative of the United States Government. I take this obligation freely, without any mental reservation or purpose of evasion and in the absence of duress.

3. I acknowledge that the information I receive will be given only to persons specifically granted access to the source selection information and may not be further divulged without specific prior written approval from an authorized individual.

4. If, at any time during the source selection process, my participation might result in a real, apparent, possible, or potential conflict of interest, I will immediately report the circumstances to the Source Selection Authority.

5. All personnel are requested to check the applicable block(s):

I have submitted a current [OGE Form 450](http://www.usoge.gov/forms/form_450.aspx), Executive Branch Confidential Financial Disclosure Report, as equired by [DODD 5500.07](http://www.dtic.mil/whs/directives/corres/pdf/550007p.pdf), Standards of Conduct.

I am not required to submit an OGE Form 450.

I have submitted a current [OGE Form 278](http://www.usoge.gov/forms/oge278.aspx), Public Financial Disclosure Report, as required by [DODD 5500.07](http://www.dtic.mil/whs/directives/corres/pdf/550007p.pdf), Standards of Conduct

I am not required to submit an [OGE Form 278](http://www.usoge.gov/forms/oge278.aspx).

I am a non-government employee. I have signed a proprietary information non-disclosure agreement that has been included in the contract between my firm and the government that precludes me from divulging any proprietary data to which I may gain access during the source selection. I have submitted (or will submit) a Conflict of Interest Statement and documentation to the Contracting Officer indicating my personal stock holdings prior to accessing source selection information.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |

**Debriefing Certificate**

I have been debriefed orally by as to my obligation to protect all information to which I have had access during this source selection. I no longer have any material pertinent to this source selection in my possession except material that I have been authorized in writing to retain by the Source Selection Authority. I will not discuss, communicate, transmit, or release any information orally, in writing, or by any other means to anyone after this date unless specifically authorized to do so by a duly authorized representative of the United States Government.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |

Attachment 2

Conflict of Interest Statement

|  |  |
| --- | --- |
|  | **SOURCE SELECTION** |

(Insert acquisition name)

Please review the list of prime contractors and their subcontractors who are offering proposals in response to the Request for Proposal (RFP) for the acquisition identified above with the Procuring Contracting Officer (PCO). After reviewing the list, check the appropriate boxes, fill in the information requested, and sign:

I certify that neither I nor my immediate family, to the best of my knowledge, possess any financial interest whatsoever in any company, parent or subsidiary, which is proposing on the acquisition identified above now being considered by the Source Selection Evaluation Board (SSEB) of which I am a member or advisor. Should any company in which I or my immediate family has a financial interest submit a proposal to my source selection team, I will reveal immediately such interest to the SSEB Chairperson and the PCO. (Please note that ownership of a financial interest in a company described in this paragraph which interest is valued at less than $15,000 is not disqualifying and need not be reported on this form. The $15,000 value is additive among your spouse and minor children, if any.)



***OR***

I do possess a financial interest in a company that is proposing on or is in a way involved in the acquisition identified above now being considered by the Source Selection Evaluation Board (SSEB) of which I am a member or advisor. (If you have checked this box, please provide a description of your financial interests on the reverse side of this form.)

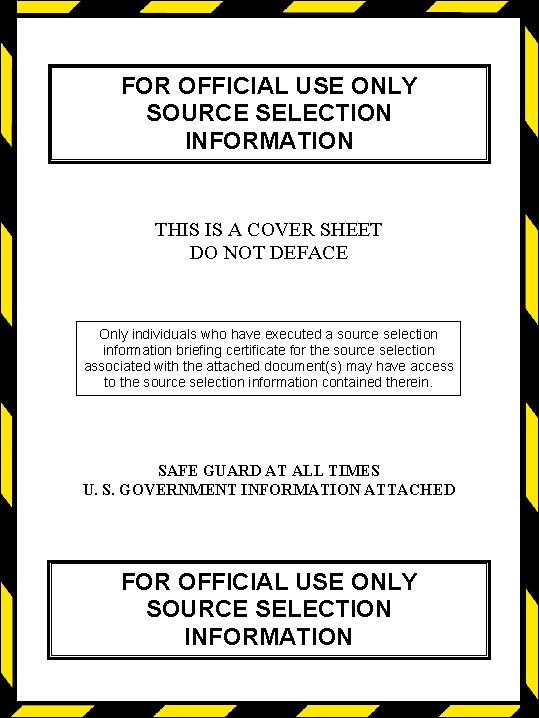


I further acknowledge my obligation to disclose any friendships; family or social relationships; past, present, or planned employment relationships, or any other type of relationship, such as housing or transportation arrangements, which might be perceived as compromising my independent judgment in connection with this Source Selection. (Please make any disclosures on the reverse of this form.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name (print):** | |  |  | |  |
| **Organization:** | |  | **Phone:** | |  |
| **Signature:** |  | | **Date:** |  | |

**Attachment 3**

**Source Selection Information Coversheet**



**\*\*\*\* *See FAR 2.101 and 3.104* \*\*\*\***

**\*\*\*\* *See FAR 2.101 and 3.104* \*\*\*\***

THIS IS A COVERSHEET

DO NOT DEFACE

SAFEGUARD AT ALL TIMES

U.S. GOVERNMENT INFORMATION ATTACHED