

SOURCE SELECTION DEBRIEFING

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WHAT IS NEW

Successful Offeror also debriefed

SSEB Chairperson and individuals responsible for actual evaluations provide specific evaluation results

Release successful offeror's color/adjectival rating, proposal risk assessment, performance risk assessment, evaluated price/cost

Contracting officer may consider release of other information normally released without a protective order by GAO in processing a protest

Discuss proposal format as well as content

Provide copy of source selection decision document after debriefing (Redacted as necessary)

Provide copy of contract after debriefing (Redacted as necessary)

WHAT TO COVER

Furnish basis for selection decision and contract award includes:

- Discussion of proposal
- Government's evaluation of proposal relative to solicitation requirements
 - Significant strong and weak or deficient factors
 - Risk assessment
- Release of successful offeror's color/adjectival rating, proposal risk assessment, performance risk assessment, evaluated price/cost (**New**)

Answers to their questions

Discuss proposal format as well as content (**New**)

- Particular aspects that made it more difficult to understand
- Particular aspects that were effective in making proposal easy to understand

CAUTIONS

Strengths and weaknesses identified in debriefing should parallel those identified and documented by the SSEB, PRAG, and SSAC

Any weaknesses discussed during debriefing should have already been discussed with offeror via CR or DR

- Exception: Weaknesses identified in BAFO

All answers in response to questions

- Must be consistent with information provided to SSA
- Must correspond to areas evaluated during source selection

Proposal format - as well as technical content - may be proprietary

Confine discussion to specifics of offeror being debriefed

PROCEDURES

Formal briefing - charts and script required

- Required Coordinations
 - Legal Counsel
 - Contracting Staff
 - Source Selection Officer

Dry Run Required

- Attendees
 - Legal Counsel
 - ASC/PK Representative
 - ASC/FM Representative
 - Other appropriate two-letter representatives
 - Source Selection Officer

Mark briefing charts and script:

“Source Selection Information-See FAR 3.104”
“For Official Use Only”

Written record required for Source Selection Files

- Debriefing charts and script
- Written responses to all questions
- Written summary of all questions answered orally
- Written responses which correct erroneous information

HOW WE DO THIS

Use same charts that SSA saw at the Final Briefing

Offeror's

- Specific Area Color/Adjectival Rating
- Proposal Risk Assessment
- Performance Risk Assessment
- Portions of Cost Area
- Includes Narrative
 - Significant Strengths
 - Significant Weaknesses
 - Risk Narratives

Successful Offeror's (New)

- Specific Area Color/Adjectival Rating (B/G/Y)
- Proposal Risk Assessment (H/M/L)
- Prag Risk Assessment (H/M/L)
- Portions of Cost Area
- No Narrative

DURING THE BRIEFING

Frank & Open - But Structured - Dialogue

- Provide maximum possible feedback
- Discuss any part of debriefing and answers to written questions

Oral Questions

- Reserve right to request question in writing

Do Not Discuss:

- Validity of Requirement
- Validity and Integrity of Evaluation Process
- Prohibited Information

Government attempts to answer all questions at debriefing

- Unless question is out of bounds and cannot be answered
- Caucus before answering any questions which are complex, unclear, or may potentially lead to release of proprietary or classified information
 - Request in writing if necessary
 - Consult Legal Counsel
- Written response after Debriefing if Necessary
 - Tell Offeror When to Expect Response

Ask if Offeror wants to Caucus

AFTER THE DEBRIEFING

Promptly Provide Written Response to any Questions not Answered During Debriefing

Provide Written Revision to Correct any Erroneous Answers if Necessary

Provide Written Summary of Questions Answered Orally

- If Requested