



MWI 5115.2

REVISION C

EFFECTIVE DATE: July 28, 2003

EXPIRATION DATE: July 28, 2008

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# **MARSHALL WORK INSTRUCTION**

**PS01**

## **SOURCE EVALUATION BOARD/COMMITTEE (SEB/C) PROCESS**

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**DOCUMENT HISTORY LOG**

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		5/14/99	Document converted from MSFC-P06.1-C05 to a Directive. Previous history retained in system as part of canceled or superseded ISO Document files.
Revision	A	8/20/99	Changes made to reflect new organizational codes. Appendix A updated and reformatted to be more user friendly; paragraphs 4 and 6 revised accordingly.
Revision	B	9/14/01	Document renumbered to comply with format required by MPG 1410.2. Added NPG 7120.5, MWI 7120.2, NPG 1441.1, and MWI 5330.1 to Section 3, Applicable Documents. Section 9, Quality Records, addressed the maintenance and retention/disposition requirements for SEB records. Appendix A, Part 3: 1.7, added requirement for an assessment of anticipated program risks as part of ASM briefing; 4.1, added requirement for onsite approval letter (if required); 4.2 (new), added requirement for a detailed acquisition risk analysis; 4.3 (now 4.4), added requirement for Safety and Health subfactor and, if not reserved for small business, a Small Disadvantaged Business Utilization subfactor; 4.16 (new), added requirement for synopsis of final RFP which provides the updated schedule date for RFP release; 4.20 (now 4.22), added an option for waiving the preproposal conference; and 6.9, added definition of "cost confidence" adjective assessment at the FPR price.
Revision	C	7/28/2003	Updated URL in footers; Throughout the document deleted "CBDNet" to and substituted with "FedBizOpps"; Throughout the document deleted "Quality Records" to and substituted with "Records"; Throughout the document deleted "Procurement Initiators" to and substituted with "Procurement Requisitioners"; Appendix A, Part 1, Row 13 of the table, change "Associate" to "Assistant" Administrator for Procurement; Appendix A, Part 3, Ref. # 3.1 rewritten to include instructions for maintaining a list of potential candidates to serve on an SEB/SEC; Appendix A, Part 3, 5.6, added the Small Business Administration Procurement Center Representative; 6.1, changed Chief Counsel to Legal Office Representative; added 6.20, Review Subcontracting Plan.

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## **1. PURPOSE**

To prescribe policies, procedures, and guidelines to be followed by Source Evaluation Boards (SEB) and Source Evaluation Committees (SEC).

## **2. APPLICABILITY**

This Marshall Work Instruction (MWI) applies to all MSFC employees appointed to SEBs or SECs.

## **3. APPLICABLE DOCUMENTS**

- 3.1 Federal Acquisition Regulation (FAR)
- 3.2 NASA FAR Supplement (NFS)
- 3.3 NPG 1441.1, "NASA Records Retention Schedules"
- 3.4 NPG 7120.5, "Program and Project Management Processes and Requirements"
- 3.5 MWI 5330.1, "Evaluation of Contractors, Suppliers, and Vendors"
- 3.6 MWI 5100.1, "Procurement Requisitioners Guide"
- 3.7 MWI 7120.2, "Data Requirements Identification/Definition"
- 3.8 PS-OWI-02, "Training"
- 3.9 PS-OWI-04, "Acquisition Leadtimes and Planning"
- 3.10 PS-OWI-05, "Review and Execution of Procurement Documents"
- 3.11 PS-OWI-08, "Vendor Sources and Past Performance"
- 3.12 PS-OWI-09, "Preparation of Solicitations and Contracts"
- 3.13 PS-OWI-13, "Transfer of Procurement Files to Close-out"

## **4. REFERENCES**

None

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## 5. DEFINITIONS

5.1 Source Evaluation Board (SEB). Process to be used for NASA competitive negotiated acquisitions of \$50 million or more.

5.2 Source Evaluation Committee (SEC). Process to be used for MSFC competitive acquisitions between \$25 million and \$50 million or other designated procurements.

## 6. INSTRUCTIONS

6.1 This MWI, specifically Appendix A entitled "The SEB Source Evaluation Process," provides comprehensive procedures and guidelines to be followed for an equitable and thorough evaluation of offerors' proposals using formal source selection procedures. The SEB or SEC assists the Source Selection Authority (SSA) in decision making by providing expert analyses of offerors' proposals in relation to the evaluation factors contained in the solicitation. These procedures, as applicable, may be modified for simplicity and used on procurements with an estimated value lower than shown in Section 5.

6.2 SEBs and SECs shall be appointed and shall operate under formal source selection procedures prescribed by the FAR and the NFS. Instructions in MWI 5100.1, "Procurement Requisitioners Guide," and in Procurement Office Work Instructions (OWIs) listed in Section 3 shall also be followed where they apply to the acquisitions.

## 7. NOTES

None

## 8. SAFETY PRECAUTIONS AND WARNING NOTES

None

## 9. RECORDS

**Records:** All SEB/C documentation as set forth in Attachment B of Appendix A. Upon completion of the SEB/C activities, the records shall be transferred to the cognizant Procurement Department Manager and shall be maintained as an integral unit with the related contract file. These records shall be consolidated with the related contract file at the time the

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contract is readied for closeout. See MPG 5000.1, Purchasing, Appendix D, for records instructions for contract/procurement file documentation. Retention/disposition requirements for procurement file documentation are set forth in the FAR, NFS and NPG 1441.1.

#### **10. PERSONNEL TRAINING AND CERTIFICATION**

See [PS-OWI-02](#) and referenced applicable documents for courses addressing this topic.

#### **11. FLOW DIAGRAM**

None

#### **12. CANCELLATION**

MWI 5115.2B dated September 14, 2001

Original signed by  
Axel Roth for

David A. King  
Director

[Appendix A The SEB Source Evaluation Process](#)

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## APPENDIX A

### THE SEB SOURCE EVALUATION PROCESS

**Part 1 Identification of Responsible Parties**

**Part 2 SEB Template Schedule**

**Part 3 Definition of Schedule Milestones**

**Attachment A Security Requirements**

**Attachment B Records**

#### **Other Related Forms, Formats, and Templates:**

SEB Evaluation Plan Template

Draft RFP Review

RFP Review Briefing

Initial Findings Presentation

Final Finding Presentation

OGE Form 450, Confidential Financial Disclosure Report

Individual Certificate for Source Evaluation Board

Participants

Security Plan Format

Past Performance Interview/Questionnaire Form

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**Part 1: Identification of Responsible Parties**

<b>Responsible Parties</b>	<b>Definition Of Responsible Parties &amp; Key Duties</b>
<b>Center Management (Center Mgmt)</b>	Senior Center managers that must approve key Procurement documents before they are submitted to NASA Headquarters. At MSFC, these individuals normally include the Procurement Officer, Chief Counsel, the Director of the requiring directorate or Office, and the Center Director. Procurement Office instruction PS-OWI-05 provides the specific identification of reviewing/approving officials for various types of procurement documents.
<b>Center Review Team (Center Rev Team)</b>	Senior Center managers that attend the various SEB briefings and provide guidance to the SEB Chairperson. At MSFC, these individuals normally include the Procurement Officer (or Deputy Procurement Officer when the Procurement Officer serves as the Source Selection Authority), the Chief Counsel, the Director of the requiring directorate or Office, and the Chief Financial Officer.
<b>Chief Counsel (Counsel)</b>	The Center's senior attorney and the organizational director of the MSFC Office of Chief Counsel.
<b>Chief Financial Officer (Finance)</b>	The Center's senior financial official and the organizational director of the MSFC Office of Chief Financial Officer.
<b>SEB Evaluators (Evaluators)</b>	Individuals appointed to the SEB evaluation team by the SEB Chairperson and asked to furnish advice, findings, analysis, and/or reports in a specific field of expertise or discipline. Each participant must complete a United States Office of Government Ethics (OGE) Form 450, "Confidential Financial Disclosure Report" (and be cleared by the Office of Chief Counsel), and execute an "Individual Certificate for Source Evaluation Board Participants."
<b>Legal Representative to the SEB (Legal)</b>	A senior attorney appointed by the Center Chief Counsel that provides legal support and guidance to the SEB. This individual is available to the SEB on an as needed basis but must be present during the proposal scoring process. This individual will also serve as one of the SEB Advisors.

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<b>Responsible Parties</b>	<b>Definition Of Responsible Parties &amp; Key Duties</b>
NASA Management (NASA Mgmnt)	Key NASA Headquarters or Level I Management Officials that make SEB related procurement or programmatic decisions. The composition of this group varies dependent on the issue in question. Consult the SEB Procurement Member or Procurement Organization Representative for specific identification of persons relative to a given issue.
Offerors Responding to the RFP (Offerors)	Firms that submit a proposal in response to the RFP.
Procurement Department Manager (Operations) (Proc DM)	Procurement Office manager whose department is responsible for providing procurement support to the requiring organization. This individual coordinates Center activities in support of the SEB. Key responsibilities include counseling the requiring organization on procurement policies, procedures, and practices and serving as an SEB Advisor.
Procurement Officer (Proc Ofc)	The Center's senior procurement official and the organizational director of the MSFC Procurement Office.
Procurement Operations Organization Representative (Proc Rep)	A contract specialist within the Procurement Department (Operations) that provides direct support to the requiring organization.
Requiring Organization (Req Org)	The organization requiring or sponsoring the procurement action that is the subject of the SEB.
Source Evaluation Board Members (SEB)	Individuals appointed by the SSA to evaluate proposals submitted in response to a major solicitation. An SEB is to be used for competitive negotiated actions of \$50,000,000 or more unless formally waived by the NASA Assistant Administrator for Procurement. Appointed board members will normally be NASA personnel. Each member must complete an OGE Form 450, "Confidential Financial Disclosure Report" (and be cleared by the Office of Chief Counsel), and execute an "Individual Certificate for Source Evaluation Board Participants."

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<b>Responsible Parties</b>	<b>Definition Of Responsible Parties &amp; Key Duties</b>
<b>SEB Advisors (Advisors)</b>	Identified in NFS 1815.370(f)(3), these persons function as nonvoting ex officio (advisory) SEB members and no appointment is necessary. A key function of this group is conducting initial reviews of SEB products prior to presentation to the Center Review Team or SSA. At MSFC, these individuals normally include the Chairpersons of SEB committees, unless designated as voting members, the Procurement Officer, unless designated as a voting member, the Procurement Department Manager (Operations), a senior manager from the requiring organization, the Legal advisor assigned to the SEB, the Industrial Labor Relations advisor, the installation Small Business Specialist, the SEB Recorder and, when not a member of the Center Review Team, the Deputy Procurement Officer.
<b>SEB Chairperson (SEB Ch)</b>	The SEB Chairperson is the senior manager in charge of all SEB activities. Key functions of the Chairperson include appointing all required SEB Evaluators, convening and presiding at all SEB meetings, and scheduling SEB activities in order to meet the overall SEB schedule requirements. The SEB Chairperson is selected and appointed by the SSA.
<b>SEB Procurement Voting Member (Proc Mbr)</b>	The SEB Member from the Procurement Organization. The SEB Procurement Voting Member is normally an experienced Contracting Officer within the Procurement Office. This individual is responsible for interpreting regulations/policy and providing the SEB with real-time procurement guidance while also serving as a voting member of the SEB.
<b>SEB Recorder (Recorder)</b>	The SEB Recorder is an ex-officio member of the SEB appointed by the SSA (only ex officio member so appointed). The Recorder functions as the principal administrative assistant to the SEB Chairperson and is principally responsible for logistical support and record keeping of SEB activities. Among other administrative duties, the SEB Recorder schedules/coordinates and keeps minutes of all SEB review meetings and establishes/maintains the SEB "official files" in accordance with Attachment B.
<b>Security (Sec)</b>	The duties of the Protective Services (Security) Department include providing a briefing to the SEB on security matters and providing subsequent advice and guidance to the SEB Chairperson on any security-related issues.

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<b>Responsible Parties</b>	<b>Definition Of Responsible Parties &amp; Key Duties</b>
Source Selection Authority (SSA)	The senior management official responsible for making the source selection. At MSFC, the Center Director is the SSA unless the Center Director elects to delegate this responsibility to the Procurement Officer.

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## Part 2: SEB Template Schedule

### Schedule Assumptions

- Cost type procurement
- The estimated cost of action is >\$50,000,000
- All Master Buy Plan (MBP) decision points are delegated to the Center
- 6 Proposals submitted in response to the Solicitation
- 3 Offerors in Competitive Range
- Duration time period is normal workdays (excludes Holidays and weekends)

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**SEB Template Schedule**

Ref	Activity Name	Start Date	Finish Date	Duration	Responsibility	2001												2002		
						May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar				
<b>1.0</b>	<b>Acquisition Planning</b>																			
1.1	Requirement Placed on Acq. Forecast	5/3			Proc Rep	◆														
1.2	CCI Analysis Performed	5/3	5/17	10	Proc Rep	▾▾														
1.3	Procurement Briefing to Requiring Org.	5/17			Proc DM	◆														
1.4	Verify POP Submit	5/17	5/28	8	Req Org/Finance	▾▾														
1.5	Prepare & Submit Action on MBP	5/17	6/3	11	Proc Rep/Req Org	▾▾														
1.6	MBP Dispositioned	6/4	6/17	9	NASA Mgmt		▾▾													
1.7	Prepare ASM Charts/Plan	6/4	6/18	10	Req Org/Proc Rep		▾▾													
1.8	SEB Facilities Secured	6/21			Proc DM			◆												
1.9	ASM Held & Plan Approved	6/29			NASA/Center Mgmt			◆												
<b>2.0</b>	<b>Requirement Definition</b>																			
2.1	Market Research Conducted	5/24	6/7	10	Req Org/Proc Rep		▾▾													
2.2	Draft SOW Developed	5/24	6/28	25	Req Org/Proc Rep		▾▾▾▾▾▾▾▾													
2.3	Draft Data Requirements Developed	6/1	6/28	19	Req Org/Proc Rep		▾▾▾▾▾▾▾▾▾▾													
2.4	Draft RFP "Mat" Developed	6/1	6/28	19	Proc Rep		▾▾▾▾▾▾▾▾▾▾													
2.5	Draft Evaluation Factors Developed	6/7	6/28	15	Req Org/Proc Rep		▾▾▾▾▾▾▾▾▾▾													
2.6	Draft WBS & IGCE Developed	6/14	7/8	16	Req Org/Proc Rep			▾▾▾▾▾▾▾▾▾▾												
2.7	NPG 7120.5 Approval or Waiver	7/28			Req Org				◆											
2.8	Initial Funding Provided	8/31			Req Org					◆										
<b>3.0</b>	<b>Establishment of the SEB</b>																			
3.1	Obtain List/Develop SEB Nominee Ltr	6/1	6/18	12	Proc DM/Req Org		▾▾▾▾▾▾▾▾▾▾													
3.2	SEB Formally Appointed	6/30			SSA			◆												
3.3	SEB Initial Meeting	6/30			SEB Ch			◆												
3.4	Initial Briefings to SEB	6/30	7/2	1	Proc Ofc/Counsel/Sec			▾												
3.5	Selection & Appointment of Evaluators	6/14	7/9	18	Req Org/SEB Ch		▾▾▾▾▾▾▾▾▾▾													
3.6	SEB Security & Control Plan Defined	7/6	7/9	2	SEB Ch/Recorder			▾▾												
3.7	Submittal of COI/Clearance	6/23	7/14	15	Evaluators/Counsel		▾▾▾▾▾▾▾▾▾▾													
3.8	Evaluator Training - Process & Tools	7/14	7/16	1	SEB Ch/Proc Mbr			▾												



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**SEB Template Schedule**

Ref	Activity Name	Start Date	Finish Date	Duration	Responsibility	2001						2002				
						May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
5.0	<b>Initial Proposal Evaluation</b>															
5.1	SEB Chair Briefing to all Evaluators	10/11			SEB Ch						◆					
5.2	SEB Detailed Training Provided	10/12	10/14	1	Recorder/Proc Mbr						▽					
5.3	Receipt & Log of Proposals	10/18			SEB Ch/Proc Mbr						◆					
5.4	Overview of All Proposals	10/18	10/20	2	SEB						▽					
5.5	Proposal Page Count & Determination	10/18	10/20	2	SEB						▽					
5.6	Assign Proposals for Evaluation	10/20			SEB Ch/Recorder						◆					
5.7	List to IG & EEO/Coordinate Clearance	10/20	11/2	10	Recorder						▽	▽				
5.8	Preparation of Detailed Findings	10/20	11/16	20	SEB/Evaluators						▬	▬				
5.9	SEB Reviews all Findings	11/12	11/19	6	SEB							▽				
5.10	SEB Develops Consensus Findings	11/18	11/24	5	SEB							▽				
5.11	SEB Determines Significant S&W	11/24	11/30	5	SEB							▽				
5.12	SEB Assigns Adj. Ratings & Scores	11/30	12/1	1	SEB							▽				
5.13	SEB Completes Cost Evaluation	10/20	12/1	30	SEB						▬	▬				
5.14	SEB Completes Past Performance Evaluation	10/20	12/1	30	SEB						▬	▬				
5.15	Initial Findings Charts Prepared	11/30	12/6	5	SEB							▽				
5.16	Charts Reviewed by SEB & Advisors	12/6	12/8	2	SEB/Advisors							▽				
5.17	SEB Provides Charts for Center Review	12/8	12/13	4	SEB/Center Rev Team							▽				
5.18	Prepare "Draft" Letters to Offerors	12/8	12/13	4	Proc Mbr							▽				
5.19	"Dry Run" Briefing to Review Team	12/13			SEB Ch/SEB								◆			
5.20	Initial Findings to SSA Briefing Held	12/15			SEB Ch/SEB								◆			
5.21	Source Selection or Comp. Range Det.	12/15			SSA								◆			
						May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar

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<b>SEB Template Schedule</b>
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Ref	Activity Name	Start Date	Finish Date	Duration	Responsibility	2001												2002		
						May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar				
<b>6.0 Discussions &amp; Final Proposal Evaluation</b>																				
6.1	Review/Issue "Discussions" Letter	12/14	12/17	2	Proc Mbr										▽					
6.2	Arrangements for Discussions	12/9	12/21	10	Proc Mbr										▽	△				
6.3	Offerors Receive Ltr/Submit Response	12/16	12/24	6	Offerors										▽	△				
6.4	Receipt/Review of Offeror's Response	1/3	1/4	2	SEB											▽				
6.5	Hold Discussions	1/6	1/23	12	SEB															
6.6	Issue Letter Requesting Final Proposal	1/25			Proc Mbr												◆			
6.7	Offerors Receive Ltr/Submit FPR	1/25	1/28	2	Offerors												▽			
6.8	Log in FPR's and Assign to Evaluators	1/27			Proc Mbr/Recorder												◆			
6.9	Perform "Delta" Evaluation	1/27	1/29	2	SEB/Evaluators												▽			
6.10	Review Findings, Adjectives & Scores	2/1	2/4	2	SEB												▽			
6.11	Prepare Final Presentation Charts	2/3	2/5	2	SEB												▽			
6.12	Charts Reviewed by SEB & Advisors	2/7	2/8	2	SEB/Advisors												▽			
6.13	Provide Final Charts for Center Review	2/9	2/11	1	SEB/Center Rev Team												▽			
6.14	Prepare "body" of Selection Statement	2/7	2/12	4	Proc Mbr/Legal												▽			
6.15	"Dry Run" Briefing to Review Team	2/11			SEB Ch/SEB												◆			
6.16	Notify Public Affairs	2/11			Proc Mbr												◆			
6.17	Final Findings to SSA Briefing Held	2/15			SEB Ch/SEB												◆			
6.18	Source Selection & Rationale Provided	2/15			SSA															
6.19	Prepare Selection Statement	2/15	2/18	3	Proc Mbr/Legal												▽			
6.20	Review Subcontracting Plan	2/15	2/16	2	Proc Mbr												▽			
<b>7.0 Notifications, Award &amp; Debriefings</b>																				
7.1	Notify NASA HQ and Obtain ATP	2/15			Proc Ofc															
7.2	Prepare Letters to Offerors	2/15	2/19	3	Proc Mbr												▽			
7.3	Notify Public Affairs & Obtain ATP	2/17	2/19	1	Proc Mbr															
7.4	Notify Offerors & Sign Contract	2/17			Proc Ofc															
7.5	Issue Synopsis of Contract Award	2/18			Proc Mbr															
7.6	Hold Debriefings of Offerors	2/22	2/28	5	Proc DM												▽			
7.7	SEB Chair Holds SEB "Out Brief"	3/1			SEB Ch															
7.8	Disposition of SEB Documentation	3/15	3/22	6	Recorder/SEB															
7.9	Retention of Records	3/28			Proc DM															
						May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar				

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## Part 3: Definition of Schedule Milestones

<u>Ref #</u> 1.0	<u>Activity</u> Acquisition Planning	<u>Responsibility</u>
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<u>Ref #</u> 1.1	<u>Activity</u> Requirement Placed on Acq. Forecast	<u>Responsibility</u> Proc Rep
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### Activity Description

The action, defined in very general terms, is placed on the Center's acquisition forecast where it may be viewed by representatives of Industry and Government. Normally, this action results in several inquiries and requests for "marketing" meetings with the requiring organization. As much as practicable, such requests should be granted.

<u>Ref #</u> 1.2	<u>Activity</u> CCI Analysis Performed	<u>Responsibility</u> Proc Rep
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### Activity Description

Placing the action on the Consolidated Contracting Initiative (CCI) automated listing provides a means of determining if a Government contract vehicle is already in place that could satisfy the anticipated requirement. Also, placing the requirement on this list enables other Government entities contemplating a similar requirement to join forces with NASA and defray the procurement administrative and acquisition cost.

<u>Ref #</u> 1.3	<u>Activity</u> Procurement Briefing to Requiring Org	<u>Responsibility</u> Proc DM
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### Activity Description

This briefing provides the requiring organization with an overview of the SEB process with emphasis on the responsibilities of the requiring organization and the supporting Procurement Department (Operations).

<u>Ref #</u> 1.4	<u>Activity</u> Verify POP Submit	<u>Responsibility</u> Req Org/Finance
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### Activity Description

Funding for the procurement is required prior to Request for Proposal (RFP) release. However, early in the process the requiring organization should verify that funds are in the Program Operating Plan (POP) for the procurement and the first fund increment will be sent to the Center prior to RFP release.

<u>Ref #</u> 1.5	<u>Activity</u> Prepare & Submit Action on MBP	<u>Responsibility</u> Proc Rep/Req Org
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### Activity Description

All competitive negotiated procurement actions of \$50,000,000 or more in estimated value are subject to SEB procedures and must be submitted to NASA Headquarters on the agency MBP. The MBP submittal provides basic information concerning the requirement and allows NASA Headquarters to determine its level of involvement in future key decision points relative to the procurement. Specific "decision points" that must be dispositioned are the Acquisition Strategy Meeting (ASM), the RFP review and release, the Initial Findings Presentation, and the Final

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Findings/Sources Selection Briefing. (Full coordination with the Center Small Business Office should be performed prior to submitting the MBP action.)

<b><u>Ref #</u></b> 1.6	<b><u>Activity</u></b> MBP Dispositioned	<b><u>Responsibility</u></b> NASA Mgmt
<b><i>Activity Description</i></b>		
NASA Headquarters will notify the Center as to Headquarters retention or delegation of review/approval authority for the various procurement decision points. Delegations are made to the Center Director who may further delegate responsibilities to the Procurement Officer.		

<b><u>Ref #</u></b> 1.7	<b><u>Activity</u></b> Prepare ASM Charts/Plan	<b><u>Responsibility</u></b> Req Org/Proc Rep
<b><i>Activity Description</i></b>		
The ASM briefing provides a comprehensive review of the requirement, overall funding situation, the anticipated competitive environment, an assessment of anticipated program risks which specifically addresses special situations or issues that could affect the procurement, and the planned RFP/contract provisions that will serve to protect the Government's interest (see PS-OWI-04 and PS-OWI-05).		

<b><u>Ref #</u></b> 1.8	<b><u>Activity</u></b> SEB Facilities Secured	<b><u>Responsibility</u></b> Proc DM
<b><i>Activity Description</i></b>		
The Procurement Department Manager (Operations) will arrange for adequate space and equipment to conduct the SEB. Normally, MSFC SEBs are conducted in the SEB dedicated area in Building 4203.		

<b><u>Ref #</u></b> 1.9	<b><u>Activity</u></b> ASM Held & Plan Approved	<b><u>Responsibility</u></b> NASA/Center Mgmt
<b><i>Activity Description</i></b>		
When ASMs are held, the signed minutes of the ASM serve as the formal acquisition plan. The ASM charts and minutes of the meeting serve as the SEB's roadmap. The SEB should be postured to begin its activities immediately upon ASM approval.		

<b><u>Ref #</u></b> 2.0	<b><u>Activity</u></b> Requirement Definition	<b><u>Responsibility</u></b>
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<b><u>Ref #</u></b> 2.1	<b><u>Activity</u></b> Market Research Conducted	<b><u>Responsibility</u></b> Req Org/Proc Rep
<b><i>Activity Description</i></b>		
Market research involves reviewing the marketplace to answer the following questions:		
<ul style="list-style-type: none"> <li>(1) Are the goods or services required by NASA available in the commercial marketplace?</li> <li>(2) If not procured commercially, could NASA revise its requirement (while still satisfying its basic need) and use a commercially available item/service?</li> <li>(3) When procured commercially, what type of contract is used most often?</li> <li>(4) What types of contract terms, conditions, and performance incentives are normally utilized?</li> </ul>		

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	<p>(5) What companies or types of companies can NASA expect to propose on this requirement?</p> <p>The results of this research are integral to the Requiring Organization and its supporting Procurement Department efforts to develop a draft Statement of Work (SOW) and RFP. Another key result of this research is the development of a potential source list. The Procurement representative to the requiring organization and the Requiring Organization will provide the potential source list to the Procurement Department Manager (Operations). The Procurement Manager will review the list to determine that (1) companies listed are appropriate, (2) there are no known or potential organizational conflict of interest situations, and (3) all known potential sources are included on the list. The approved list of potential sources should be made known to all persons who are being considered as candidates to serve on or assist the SEB and its committees.</p>
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<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
2.2	Draft SOW Developed	Req Org/Proc Rep
<b>Activity Description</b>		
<p>The draft SOW is developed by the requiring organization utilizing the market research findings. Performance based contracting (PBC) principles must be incorporated in the SOW. The Procurement Representative will provide the requiring organization with PBC guidance and furnish examples of Performance Work Statements (PWS). It is essential that a comprehensive, well-organized, PBC-based, draft SOW be provided to the SEB as the SEB schedule does not allow time for anything more than "fine tuning" the requiring organization products.</p>		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
2.3	Draft Data Requirements Developed	Req Org/Proc Rep
<b>Activity Description</b>		
<p>The data requirements must ensure sufficient NASA contract insight in order to appropriately manage the work content and ensure that the contract requirements are satisfied. Data requirements, and the management systems required to produce them, are expensive. Avoiding non-essential data requirements will result in a cost-effective procurement. When data requirements are determined to be essential, the requiring organization should carefully consider the "Type" data it must obtain. Data requirements that require NASA written approval before the contractor is allowed to proceed with work are very expensive and costly to administer. At MSFC, Marshall Work Instruction (MWI) 7120.2 provides detailed guidance for developing data requirements.</p>		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
2.4	Draft RFP "mat" Developed	Proc Rep
<b>Activity Description</b>		
<p>A Draft RFP (DRFP) or contract "mat" shall be developed by the Procurement organizational representative and provided to the SEB. Basic "mats" are available from the Procurement Office Policy and Information Management Department. The following special note must be displayed prominently on the face page of each SEB solicitation: "The proposed procurement will be evaluated by a Source Evaluation Board (or committee) in accordance with procedures prescribed by the Federal Acquisition Regulation (FAR) and the NASA FAR Supplement (NFS)." In addition, the following notice shall be placed on the face page of all DRFPs: "This</p>		

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DRAFT RFP is not a solicitation but is issued as an acquisition planning instrument and as a means of soliciting industry comments for use in developing the future formal solicitation."

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
2.5	Draft Evaluation Factors Dev.	Req Org/Proc Rep
<b>Activity Description</b>		
The requiring organization should provide the SEB its recommendation regarding relative importance of the three evaluation factors (mission suitability, cost/price and past performance) and what it considers to be the most important technical requirements.		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
2.6	Draft WBS & IGCE Developed	Req Org/Proc Rep
<b>Activity Description</b>		
A well-developed WBS and Independent Government Cost Estimate (IGCE) are essential for performing a detailed cost proposal evaluation. Preparation of the draft WBS and IGCE are the responsibility of the requiring organization. This necessitates a firm understanding of the job to be performed, the effort (labor hours, subcontract, materials, etc) required, knowledge of prevailing industry/locality wage rates, industry overhead or burden rates, and typical contractor accounting systems. The Procurement representative will assist the requiring organization in performing additional market research and/or obtaining expertise required for performing this assessment.		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
2.7	NPG 7120.5 Approval or Waiver	Req Org/NASA Mgmt
<b>Activity Description</b>		
NPG 7120.5 establishes that the requiring organization must:		
<ul style="list-style-type: none"> <li>(1) Obtain NASA Management approval for the procurement as set forth in NPG 7120.5, or</li> <li>(2) Obtain a waiver to the 7120.5 process, or</li> <li>(3) Document that the procurement in question is clearly outside the scope of 7120.5 and therefore a waiver is not necessary.</li> </ul>		
The draft RFP cannot be released to Industry until one of the above actions is performed.		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
2.8	Initial Funding Provided	Req Org/Finance
<b>Activity Description</b>		
The funding document providing the first increment of contract funding is required prior to RFP release. There is a process whereby the Procurement Officer can insert special RFP provisions describing that funds are budgeted and will be available prior to contract award and thus waive the funds at the time of RFP release requirement. However, the Procurement Officer will exhaust all avenues in attempting to expedite funding before agreeing to this waiver process.		

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<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
3.0	Establishment of the SEB	

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
3.1	Obtain List & Develop SEB Nominee Ltr	Proc DM/Req Org

<u>Activity Description</u>	
<p>The Procurement Department Manager (Operations) will contact the Procurement Office, Policy and Information Management Department, and obtain a list of all Center employees that have served on an SEB or SEC within the last 5 years. In addition, the Procurement Office will maintain a list of employees from other directorates across the Center who are offered as potential candidates to serve on an SEB/SEC. Each directorate shall submit potential candidates, who are qualified, trained and competent to serve, as required by the Center Director for developmental assignments on SEB/SEC's to the Procurement Office annually by October 1 of each year. Candidate qualifications will be determined by the Procurement Office. These two lists (past and future SEB/SEC employees) will then be used by the Director of the requiring organization, the Procurement Department Manager (Operations) and the Procurement Officer in developing SEB/SEC Membership for required acquisitions. Factors to be considered are:</p> <ol style="list-style-type: none"> <li>(1) While prior experience is valuable for any SEB Member, it is most important that the SEB Chairperson and SEB Procurement member have such experience.</li> <li>(2) For recompetitions, the SEB Chairperson should be from other than the Requiring Organization.</li> <li>(3) For non-recompetition procurement actions, some SEB Members should be from other than the requiring organization.</li> <li>(4) NFS 1815 stipulates limits on the overall size of an SEB.</li> </ol> <p>Department directors for each potential SEB Member will be contacted regarding availability of the candidate. Difficulties at this juncture due solely to other work requirements will be raised to the Center Director for resolution. Once the field of candidates has been narrowed, each candidate will be contacted regarding any potential conflicts of interest (COI) situations and requested to complete an OGE Form 450, "Executive Branch Confidential Financial Disclosure Report." The completed OGE Form 450 will be submitted to the Office of Chief Counsel for review/clearance.</p> <p>Once a final list of candidates is determined, a memorandum establishing the SEB membership (consisting of 4-6 voting members) is prepared by the Procurement Department Manager (Operations) and executed by the SSA.</p>	

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
3.2	SEB Appointed	SSA

<u>Activity Description</u>	
<p>Under provisions of NFS 1815, the SSA issues a memorandum appointing the SEB Voting Members and the Recorder (the recorder is an ex officio member of the SEB and does not vote or score proposals). The SEB Recorder will obtain and file, in the official SEB file, a copy of the SEB appointing memoranda and any amendments thereto.</p> <p>Upon appointment, SEB Members will be required to complete and submit to</p>	

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the SEB Recorder the "Individual Certificate for Source Evaluation Board Participants."
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<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
3.3	SEB Initial Meeting	SEB Ch
<b>Activity Description</b>		
<p>For procurements delegated to Centers, SEB activities should begin promptly upon ASM approval and receipt by the Chairperson of the memo establishing the SEB. Boards to be appointed by higher authority should begin preliminary activities upon ASM approval and submittal of the SEB Appointment Letter to NASA Headquarters.</p> <p>SEB Members shall review the approved acquisition plan or ASM minutes to familiarize themselves with the scope of the procurement, all aspects of the initial risk assessment and resultant procurement strategy, and the schedule for accomplishing the action (see PS-OWI-04). The SEB must ensure its activities are in consonance with the ASM.</p> <p>The SEB, using the SEB Template Schedule and software tool, shall develop the detailed SEB schedule consistent with the approved ASM schedule. This schedule will be provided to the Procurement Officer, the Procurement Department Manager (Operations) supporting the SEB, each member of the SEB, and Director of the requiring organization. If the SEB subsequently determines that it will most likely be unable to maintain the ASM schedule, the Procurement Department Manager (Operations) supporting the SEB and the Procurement Officer are to be notified immediately.</p> <p>Minutes of this meeting, and all subsequent SEB meetings, are to be taken by the Recorder.</p>		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
3.4	Initial Briefings to the SEB	Proc Ofc/Counsel/Sec
<b>Activity Description</b>		
<p>The SEB will be provided an overview of the SEB process by the Procurement Officer or designee and informed of the latest procedural developments. In addition, the Office of Chief Counsel will review COI and procurement sensitivity issues applicable to SEB activities. Also, the Protective Services Department will brief the SEB on special security controls applicable to SEB work areas.</p>		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
3.5	Selection & Appointment of Evaluators	Req Org/SEB Ch
<b>Activity Description</b>		
<p>Upon receipt of an appointing memorandum establishing the SEB, the Chairperson will appoint all other persons who are to assist with the evaluation. This appointment excludes ex officio members listed in NFS 1815.370. The SEB Recorder will maintain the official file copies of these appointments. The Recorder will also develop a list of all SEB members and evaluators reflecting the employee's name and organization (as shown on the Center Personnel Office record) and the individual's position or area of responsibility on the SEB. A copy of this list is to be provided to the Procurement Officer.</p> <p>In addition to evaluators, the SEB Chairperson also appoints all clerical or support personnel required by the SEB. Clerical or support personnel</p>		

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are to be limited to as few personnel as possible. Only permanent NASA employees shall be assigned as support personnel.

Normally, SEB Evaluators will be organized in one or more supporting committees. SEB Committees function as a fact-finding arm of the SEB in discipline areas such as technical, business management, and cost. The committee evaluates each proposal, or portion thereof, assigned by the SEB and summarizes its evaluation in a report to the SEB. Evaluators (excluding SEB voting members and ex-officio members) will be limited to a maximum of 20 individuals, unless the Procurement Officer approves an increased number.

An SEB may be appointed without any supporting committees. In such instances, the SEB Chairperson should organize the SEB membership and assign additional duties in a way that will ensure all mandatory requirements of NFS 1815.3 are met by the appointed members. Where the use of Committees is not necessary but the SEB Members alone cannot meet all the mandatory requirements, individual evaluators may be appointed to assist the SEB Members.

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
3.6	SEB Security & Control Plan Defined	SEB Ch/Recorder
<b>Activity Description</b>		
<p>The SEB Chairperson and Recorder will, in accordance with Attachment A of this instruction, prepare a "security plan" documenting the methods the SEB will use to ensure SEB security. The plan will identify individual responsibilities and provide instructions to SEB participants. Attachment 1 of the SEB Evaluation Plan Template is an example of a security plan.</p>		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
3.7	Submittal of COI Documents/Clearance	Evaluators/Counsel
<b>Activity Description</b>		
<p>Each SEB participant (SEB Members, Evaluators and Support Personnel) is required to complete an "Individual Certificate for Source Evaluation Board Participants" immediately upon appointment. These certificates are to be provided to the SEB Recorder and filed in the SEB official records.</p> <p>In addition, each SEB Member and Evaluator, will have already completed (at the time the nomination for SEB membership is submitted to the SSA) OGE Form 450, "Confidential Financial Disclosure Report," and submitted the form to the Office of Chief Counsel for review and clearance. The Chief Counsel will subsequently verify, in writing, to the SEB Chairperson that the respective individuals have been cleared for SEB duties.</p> <p>The Chairperson is not to release sensitive SEB material to SEB participants until Chief Counsel clearance has been received and all required forms/certificates are on file.</p>		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
3.8	Evaluator Training - Process & Tools	SEB Ch/Proc Mbr
<b>Activity Description</b>		
<p>This training is to reinforce the need for SEB security, provide evaluators with an overview of the SEB process, and acquaint the evaluators with some of the software tools that will be utilized.</p>		

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	<p>The Chairperson will verify that each SEB Member and Evaluator has read and understands the SEB "security plan."</p> <p>The Chairperson and the SEB Procurement member will provide an overview of the SEB process and the key elements of the evaluation plan. The briefing should provide evaluators a better understanding of the events that are about to occur and answer questions that they may have concerning the process.</p> <p>The SEB Procurement member will provide a brief introduction to the software tools that the SEB will utilize. An in-depth training session will be provided just prior to proposal receipt.</p>
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<u>Ref #</u> 4.0	<u>Activity</u> Develop/Issue Solicitation & Amendment	<u>Responsibility</u>
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<u>Ref #</u> 4.1	<u>Activity</u> SEB Refines SOW & DR's (All Sec. J)	<u>Responsibility</u> SEB
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<b>Activity Description</b>		
	<p>The requiring organization provides the SEB a complete "Purchase Request (PR) support package" consisting of the SOW, data requirements, WBS, IGCE, funding document, NPG 7120.5 approval memorandum, specifications or other required technical documents, and an on-site approval letter (if required). The Procurement organizational representative supporting the requiring organization will provide a preliminary draft RFP/contract "mat."</p> <p>The "PR support package" documents should be reviewed to determine if they are complete and suitable for the procurement. The SEB should expect to revise the "PR support package" documents to a certain degree and time is allowed in the SEB schedule for a thorough review and some rework. Such rework will most likely require special meetings with the representatives of the Requiring Organization. Elements of the "PR support packages" that are so deficient as to require a major revision or complete rewrite should be reported to the Procurement Officer and SSA immediately and the SEB schedule risk identified.</p> <p>The SEB will establish page limitations for the respective portions of the RFP. However, the page limitation for all sections except for Section C (DESCRIPTION/SPECIFICATION/WORK STATEMENT) will not exceed 150 pages, and the page limitation for Section C will not exceed 200 pages. (RFP attachments count as part of the section they would otherwise be in.) Ultimately, the SEB must satisfy itself that the RFP and all its supporting documents accurately represent NASA's requirements in a concise, well-organized, and professional manner.</p>	

<u>Ref #</u> 4.2	<u>Activity</u> SEB Prepares Risk Analysis	<u>Responsibility</u> SEB
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<b>Activity Description</b>		
	<p>The SEB, using the ASM risk assessment as a starting point, shall prepare a detailed acquisition risk analysis. This analysis shall focus on issues that impact the selection of the offeror best suited for the acquisition and those issues that will be of special importance or criticality during subsequent contract performance. The results of this</p>	

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	analysis should aid the SEB in defining the RFP evaluation factors and the contract performance evaluation plan.
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<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
4.3	SEB Prepares Draft Evaluation Plan	SEB
<b><i>Activity Description</i></b>		
	<p>The SEB shall develop a proposal evaluation plan prior to issuance of the final RFP. The SEB Evaluation Plan Template provides a standard evaluation plan that shall be used to the fullest extent possible. Any deviation to the standard evaluation plan shall be reviewed with the Procurement Officer. The plan should set forth in detail the procedure for evaluating the mission suitability factor and subfactors, cost/price factor, and past performance factor. Additionally, the plan should set forth the SEB's instructions to evaluators and/or committees. Evaluation factors and subfactors, and their definitions, must be identical to Section M of the RFP.</p>	

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
4.4	SEB Prepares RFP/Sec. M	SEB
<b><i>Activity Description</i></b>		
	<p>Using the results of the SEB performed analysis, the SEB will determine the relative importance of the three evaluation factors (mission suitability, cost/price, and past performance). The SEB will then develop/define the mission suitability subfactors and determine the points to be assigned to each. Each evaluation factor/subfactor will be accompanied by a narrative definition. The relative importance assigned each of the three evaluation factors and the point weighting of the mission suitability subfactors requires the exercise of judgment based on the unique aspects of the procurement requirement. The relative importance of the three evaluation factors must be set forth in section M of the RFP in narrative terms.</p> <p>The mission suitability evaluation subfactors will assess the suitability of the offeror's proposal to perform the overall mission and is point scored, 1000 points being assigned to a perfect proposal. "Subfactor" is the explanation of what the mission suitability factor consists. The mission suitability factor and its subfactors shall be described and their assigned points included in Section M of the RFP. Mission suitability subfactors must include a safety and health subfactor and, if not reserved for small business, a Small Disadvantaged Business Utilization subfactor. The total number of mission suitability subfactors are limited to no more than 5 and all must be susceptible to a range of qualitative evaluation. The SEB should ensure the mission suitability subfactors and narratives are complete, mutually acceptable, do not overlap, do not conflict, and are susceptible to being rated in order to distinguish between responsible offers. For cost reimbursement procurements, Section M of the RFP will normally include a cost proposal evaluation approach that may result in a structured adjustment to mission suitability scores for a lack of cost realism (see NFS 1815.305).</p> <p>The SEB will define, in Section M of the RFP, how the cost evaluation will be conducted. As a minimum, the cost evaluation should produce findings which include:</p> <p>(1) The probable cost to the Government of each proposal, including any recommended additions or reductions. The probable cost should</p>	

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	<p>reflect the best estimate of the cost of any contract, which might result from the offeror's proposal.</p> <p>(2) The differences noted in each proposal regarding business methods, operating procedures, and practices as they impact cost.</p> <p>(3) A level of confidence in the most probable cost assessment for each proposal.</p> <p>Section M will also define how the past performance evaluation will be conducted and the rating system that will be employed for evaluating past performance.</p> <p><b>In addition to the above, the RFP must stipulate the North American Industrial Classification (NAIC) code applicable to the procurement action, and Section M must define any special adjustment factors to be used in the event a Small Disadvantaged Business (SDB) concern submits a proposal in competition with large business.</b></p>
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<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
4.5	SEB Prepares RFP/Sec. L	SEB
	<b>Activity Description</b>	
	<p>Section M should clearly define "What is important to NASA in this procurement" and Section L should provide "In each important area, this is what NASA wants to see in the proposals." SEBs must ensure that information required for an efficient and accurate proposal evaluation is requested while also carefully avoiding obtaining excessive information.</p> <p>In Section L, proposal page limitations will be clearly established as firm limits, not as "guides." Page limits should be established at the minimum level required for an offeror to adequately address the RFP requirements. The use of font size, margin size, special indices, unnumbered section dividers, foldouts on paper greater than 8 1/2 X 11 inches, and the misplacement of page-restricted information (mission suitability information in the cost volume) must be addressed. Offerors should be clearly advised that pages submitted in excess of the limitation will not be evaluated and will be returned to the offeror with a letter citing the applicable RFP provision. In no event shall the proposal page limitation exceed 500 pages (excluding title pages, table of contents, and cost proposal).</p> <p>In the mission suitability area, Section L should request very specific information correlating with each of the evaluation subfactors. In addition, Offerors should be required to submit a risk analysis identifying risk areas inherent in the requirement and/or their proposals and the recommended approaches to minimize the impact of those risks. (The evaluators will evaluate the merits of the offeror's assessment and develop findings regarding the risk associated with each proposal. Findings will be documented via the assessment of strengths and/or weaknesses.)</p> <p>In the cost area, Section L will provide detailed instructions on how cost information is to be presented and will include Electronic spreadsheet cost formats. Cost and pricing data shall not be requested. Detailed information other than cost and pricing data should only be requested to the extent necessary for performance of a cost analysis. Offerors should be cautioned that NASA may, in the "discussions" or</p>	

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	<p>Final Proposal Revision (FPR) process, request some additional pricing information.</p> <p>In the past performance area, Section L should ask the offeror to provide detailed information on a prescribed number of contracts (performed by the company element proposed to perform the resultant contract) that the Offeror believes to be most relevant to the procurement action. Section L should specify the process the SEB will follow in obtaining customer references. Attachment 5 of the SEB Evaluation Plan Template is an example of a customer reference questionnaire that is to be obtained by the SEB.</p> <p>In certain procurement situations it may be appropriate to use an "oral proposal" approach as defined in FAR/NFS Part 15 in lieu of written proposals. Use of an "oral proposal" approach must be approved by the Procurement Officer prior to preparing the DRFP.</p>
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<u>Ref #</u> 4.6	<u>Activity</u> SEB Prepares RFP/Sec. B-I	<u>Responsibility</u> SEB
	<i>Activity Description</i>	
	In addition to the standard "mat" clauses, the SEB should consider any unique performance situations that might be encountered and include clauses that protect NASA's interests.	

<u>Ref #</u> 4.7	<u>Activity</u> SEB Refines WBS & IGCE	<u>Responsibility</u> SEB
	<i>Activity Description</i>	
	The requiring organization provides a draft WBS and corresponding IGCE to the SEB; but the SEB must thoroughly review, challenge, refine and ultimately adopt an IGCE that it believes is the best estimate of what the requirement should cost. All future SEB cost proposal adjustments will, to some degree, be linked to the IGCE. Therefore the IGCE is crucial to the cost evaluation and is worthy of the amount of effort required to fully understand it and fine-tune it. The Procurement Department Manager (Operations) will assist the SEB in obtaining the needed expertise for refinement of the IGCE.	

<u>Ref #</u> 4.8	<u>Activity</u> Draft RFP Review by SEB & Advisors	<u>Responsibility</u> SEB/SEB Advisors
	<i>Activity Description</i>	
	This is a joint review of the fully assembled draft RFP.	

<u>Ref #</u> 4.9	<u>Activity</u> Arrangements for Industry Briefing	<u>Responsibility</u> Proc Mbr
	<i>Activity Description</i>	
	<p>The assigned SEB Procurement member will make the necessary physical arrangements for the briefing including:</p> <ol style="list-style-type: none"> <li>(1) Reservation of the Morris Auditorium, Building 4200, or other accommodations suitable for the briefing.</li> <li>(2) Arrangements for recording (audio or visual) the briefing. Recording is not required, but it is recommended.</li> <li>(3) Arrangements for visual aid equipment and services.</li> <li>(4) Arrangements for security support including clearing and registering attendees, and establishing any special parking arrangements.</li> <li>(5) A receptionist at the conference location, with a log providing for</li> </ol>	

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	<p>registration of industry attendees.</p> <p>(6) Arrangements for recording and distributing all handout material.</p> <p>(7) Posting to the NAIS of the information presented at the briefing. (Generally, industry briefing questions/comments should be submitted in writing for NASA's consideration in revising the draft RFP. NASA does not respond directly to each of the questions/comments. If the conference provides for receiving questions from the floor, the Procurement Department Manager (Operations), or designee, should ensure that questions and answers be recorded accurately and later posted on NAIS.)</p> <p>(8) Arrangements with the cafeteria if the conference goes beyond the lunch hour.</p> <p>(9) Transportation, if a local site visit is involved.</p>
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<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
4.10	RFP/Schedule Synopsized (NAIS & FedBizOpps)	Proc Mbr
<b><i>Activity Description</i></b>		
<p>The synopsis shall be created using the Electronic Posting System (EPS) and posted to both the on-line Federal Business Opportunities Web Page system (i.e., FedBizOpps) and NAIS via EPS. The EPS synopsis should include:</p> <p>(1) A description of the procurement.</p> <p>(2) Schedule for release of the draft and final RFP.</p> <p>(3) Whether an industry briefing and/or a preproposal conference is planned.</p> <p>(4) If an industry briefing is planned, the place/date/time and agenda (If a preproposal conference is planned this information will be provided with the RFP.)</p> <p>(5) The point of contact for additional information.</p> <p>A preproposal conference or industry briefing will be held for all procurements using SEB procedures, unless waived by the Procurement Officer or designee. A sample agenda for an industry briefing is as follows:</p> <p>(1) Introductory remarks by the Procurement Officer or designee.</p> <p>(2) A general description of the procurement and an overview of proposal evaluation process.</p> <p>(3) A technical description of the work by a knowledgeable individual (usually from the requiring organization), using visual aids to ensure a comprehensive understanding.</p> <p>(4) The answering of any written questions received prior to the briefing.</p> <p>(5) The opportunity and process for submitting additional written questions/comments for NASA's consideration in developing the final version of the RFP.</p> <p>(6) Closing remarks by the Procurement Officer, or designee, reminding all attendees that all contacts are to be made through the person identified in the RFP and that all data presented in the industry briefing will be posted on NAIS within 1 week.</p> <p>(7) Plans for holding a site tour, if any.</p>		

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<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
4.11	Draft RFP Review Charts Developed	SEB
<b>Activity Description</b>		
The SEB should use the "DRFP Review" chart templates for preparing the chart presentation.		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
4.12	Draft RFP Provided for Center Review	SEB/Center Rev Team
<b>Activity Description</b>		
<p>The DRFP will be provided to the Center Review Team members for review. Concurrently, RFP clauses and provisions will be reviewed by the Procurement Office, Policy and Information Management Department. The DRFP Review charts are not required to be furnished to the Center Review Team prior to the briefing.</p> <p>Unless specifically requested, draft RFP/evaluation plan review by the Center Review Team and higher management is not required when the Procurement Officer has been appointed the SSA. When the Center Review Team is not involved, the Chief Counsel and the Director of the requiring organization will support the SSA.</p>		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
4.13	RFP Briefing/Draft Posted on NAIS	SEB Ch/Proc Ofc
<b>Activity Description</b>		
<p>When the SSA is the Center Director, the Procurement Officer will lead the Center Review Team in the DRFP briefing. Prior to the briefing, the Procurement Officer will schedule a 30-minute overview with SSA (Center Director) where potential issues and the proposed evaluation factors will be discussed. The release of the draft RFP constitutes the release of a work-in-progress. The SSA does not approve the evaluation plan at the time the DRFP is released (approval of the evaluation factors, subfactors, and weights will be provided at the time the final RFP is reviewed and authorized for release).</p>		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
4.14	Industry Brief/Tour/Industry Comments	SEB Ch/Req Org
<b>Activity Description</b>		
The SEB Chairperson, the Director of the requiring organization, the Procurement Department Manager (Operations), and the SEB Procurement member shall jointly determine who shall lead the various parts of the industry briefing and site tour. The SEB Procurement member will be the point of contact for any industry questions or comments.		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
4.15	Final RFP & Evaluation Plan Developed	SEB
<b>Activity Description</b>		
<p>The RFP will be modified as a result of industry questions and comments provided in response to the DRFP/industry briefing and as a result of the SEB's continuing RFP review. A summary of the major changes from the DRFP may, if appropriate, be reflected in the final RFP transmittal letter. Direct response to industry comments and questions is not necessary.</p> <p>The final RFP must establish the due date for the receipt of proposals from all offerors. The time for receipt of proposals should be no later than 1:00 PM local time. Where it will benefit either the offerors in</p>		

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general or the SEB, different dates may be established for separate parts of the proposal (phased proposal submittals). Any decision to have separate due dates must be clearly set forth in the RFP. Any and all due dates must be identical for all Offerors.

<b><u>Ref #</u></b> 4.16	<b><u>Activity</u></b> Final RFP Synopsized on NAIS & FedBizOpps	<b><u>Responsibility</u></b> Proc Mbr
<b><u>Activity Description</u></b>		
The final RFP is to be synopsized (with a reference to the previous draft synopsis) providing the updated schedule date for RFP release.		

<b><u>Ref #</u></b> 4.17	<b><u>Activity</u></b> Repository Notified of Pending RFP	<b><u>Responsibility</u></b> Proc Mbr
<b><u>Activity Description</u></b>		
<p>The SEB should include in the solicitation package, or provide access to, any Government-owned studies or other documentation (either NASA or contractor-generated) related to the requirements of the RFP. The SEB should review these documents in detail, and if there is any question of whether or not the documents should be released (restrictive legends, etc.), the matter shall be referred to the Office of Chief Counsel for resolution.</p> <p>At least 5 days prior to the RFP release, notification shall be given to the Center Repository regarding the planned RFP release and copies of all RFP-related documents (not already in the Repository) provided. The RFP will provide clear instruction as to what documents are available within the Repository. An alternative is to establish a "reading room" where interested offerors may review documents pertinent to the procurement. This room is the responsibility of the Procurement SEB member and shall not be located in the building housing the SEB.</p>		

<b><u>Ref #</u></b> 4.18	<b><u>Activity</u></b> RFP/Plan Review by SEB & Advisors	<b><u>Responsibility</u></b> SEB/Advisors
<b><u>Activity Description</u></b>		
This is a joint review of the fully assembled final RFP.		

<b><u>Ref #</u></b> 4.19	<b><u>Activity</u></b> IGCE Finalized	<b><u>Responsibility</u></b> SEB
<b><u>Activity Description</u></b>		
The IGCE should be completed by the time the RFP is issued and discussed in detail at the final RFP briefing.		

<b><u>Ref #</u></b> 4.20	<b><u>Activity</u></b> Develop RFP Presentation Charts	<b><u>Responsibility</u></b> SEB
<b><u>Activity Description</u></b>		
The SEB should use the "RFP Review and Briefing" chart templates for preparing the chart presentation.		

<b><u>Ref #</u></b> 4.21	<b><u>Activity</u></b> Final RFP & Charts for Center Review	<b><u>Responsibility</u></b> SEB/Center Rev Team
<b><u>Activity Description</u></b>		
The SEB will provide a copy of the RFP and a set of the briefing charts to each Member of the Center Review Team. Center Review Team members will thus have an opportunity to thoroughly review the package and prepare any comments/questions in advance of the meeting. The keys to having an effective and successful Center Review Team briefing are:		

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	<p>(1) The use of periodic, informal meetings between the SEB Chairperson (and perhaps the Procurement SEB member) and various members of the Center Review Team to inform of status, raise potential issues and obtain feedback prior to the chart package preparation.</p> <p>(2) The SEB and its advisors performing a thorough preliminary review of the package and ensuring a high-quality package.</p> <p>(3) Holding very brief (10-15 minutes) preliminary meetings with each Center Review Team member shortly before each of the major review presentations to ascertain any concerns with the package provided and identify areas where amplification during the presentation is desired.</p>
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<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
4.22	Preproposal Conference Arrangements	Proc Mbr
<b>Activity Description</b>		
<p>The assigned SEB Procurement member will make the necessary physical arrangements for the conference including:</p> <p>(1) Reservation of the Morris Auditorium, Building 4200, or other accommodations suitable for the purpose of the conference.</p> <p>(2) Arrangements for recording (audio or visual) the briefing. Recording is not required, but it is highly recommended.</p> <p>(3) Arrangements for visual aid equipment and services.</p> <p>(4) Arrangements for security support including clearing and registering attendees, and establishing any special parking arrangements.</p> <p>(5) A receptionist at the conference location, with a log providing for registration of industry attendees.</p> <p>(6) Arrangements for recording and distributing all handout material.</p> <p>(7) Posting to the NAIS the information presented at the conference. (All questions/comments should be submitted in writing. NASA will prepare a written response to each question which will be incorporated in an RFP amendment.)</p> <p>(8) Logistic arrangements with the cafeteria if the conference goes beyond the lunch hour, and with Transportation if a local site visit is involved.</p> <p>(9) Posting of the preproposal conference draft agenda on NAIS. The agenda format for the conference should be similar to the "industry briefing" agenda previously discussed.</p> <p>The preproposal conference may be waived in its entirety if an industry briefing was held and there is little new information (from the time of the industry briefing) to be conveyed. The Procurement Officer must approve the decision not to hold a preproposal conference.</p>		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
4.23	Final RFP & Evaluation Plan Briefing	SEB
<b>Activity Description</b>		
<p>The SSA will lead the Center Review Team during the final RFP briefing. Unless the changes from the DRFP are substantial, a "dry run" briefing to the Center Review Team is not required.</p>		

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<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
4.24	RFP Approved & Posted on NAIS	SSA/Proc Mbr
<b>Activity Description</b>		
The SSA approves the evaluation plan and the RFP and authorizes the SEB to proceed with the procurement.		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
4.25	Procurement Sensitivity Letter Issued	Proc Mbr/Proc Ofc
<b>Activity Description</b>		
This letter is prepared by the SEB Procurement member and issued by the Procurement Officer in conjunction with the RFP release. Distributed electronically to all Center employees, the letter advises that the RFP has been issued and imposes a prohibition for any future discussions with Industry representatives regarding this procurement action. The letter will further establish a member of the Procurement Office (normally the SEB Procurement member) as the official point of contact for any information requests regarding this procurement.		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
4.26	Pre-Proposal Conf. & Receipt of ?'s	SEB Ch/Proc Mbr
<b>Activity Description</b>		
The SEB Chairperson, Director of the requiring organization, Procurement Department Manager (Operations), and the SEB Procurement member will jointly determine who will lead various parts of the preproposal conference. The SEB Procurement member will be the point of contact for industry questions or comments.		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
4.27	Amendment to RFP Posted on NAIS	SEB/Proc Mbr
<b>Activity Description</b>		
If any terms of the RFP are modified during the solicitation period, a formal written RFP amendment shall be posted on the NAIS. Approval of the Procurement Officer is required if the amendment:		
<ul style="list-style-type: none"> <li>(1) Substantially changes the intent of the procurement.</li> <li>(2) Affects basic requirements (quantities, levels of effort, time, etc.) which have an appreciable effect on cost.</li> <li>(3) Extends the proposal due date.</li> <li>(4) Changes the evaluation factors/weights (also requires SSA approval).</li> </ul>		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
5.0	Initial Proposal Evaluation	

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
5.1	SEB Chair Briefing to all Evaluators	SEB Ch
<b>Activity Description</b>		
This is a meeting involving all SEB participants. During this meeting, an overview of the overall SEB process will be provided along with a detailed review of the SEB Evaluation Plan. The SEB Chairperson will discuss each section of the Evaluation Plan and the SEB's expectations regarding evaluator/committee performance. Any required supplemental instructions to the committees (setting forth the objectives of each phase of the evaluation, the preferred method of proposal evaluation, the documentation desired by the SEB at the completion of each phase, etc.) will be identified. The need for the SEB to function as an integrated team with		

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	frequent joint meetings of the SEB Members and Evaluators/Committees should be stressed.
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<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
5.2	SEB Detailed Training Provided	Recorder/Proc Mbr
<b>Activity Description</b>		
<p>A software expert will provide the SEB Recorder or Procurement member with detailed training on the electronic evaluation system and data base management. The Procurement member or Recorder will then train the SEB members on using the software. In the event the full SEB training is provided by the software contractor, the SEB Recorder will coordinate logistics and hold the training outside the SEB area.</p> <p>The SEB Recorder will also brief all SEB participants on the SEB filing system (paper and electronic) and review the security plan sections addressing information security.</p>		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
5.3	Receipt & Log of Proposals	SEB Ch/Proc Mbr
<b>Activity Description</b>		
<p>Upon receipt, proposals are time-logged by the SEB Procurement member and given (unopened) to the SEB Chairperson and Recorder.</p> <p>Offerors' proposals are sensitive SEB documents and, therefore, all copies received must be codified and secured. The SEB Recorder is the individual responsible for maintaining overall accountability for all copies of all proposals (including revisions) from receipt until the SEB is officially disbanded.</p> <p>Any proposal received after the deadline stated in the RFP for receipt of proposals will be considered a "late proposal." Such proposals will be given to the Procurement Department Manager (Operations) for disposition in accordance with the FAR and NFS.</p>		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
5.4	Overview of All Proposals	SEB
<b>Activity Description</b>		
<p>Once codified, proposals may be distributed by the SEB Chairperson or Recorder to other SEB Members and/or Evaluators for initial evaluation regarding proposal "acceptability." The Procurement Officer shall be immediately notified of any proposal that is found unacceptable in accordance with NFS 1815.305-70.</p> <p>If only one proposal is received in response to the RFP this fact should be immediately brought to the Procurement Officers attention for resolution in accordance with NFS 1815.305-71.</p> <p>As part of this review, a complete list of offeror teams (prime and subcontractors) will be developed. All SEB participants will review the list to reaffirm that they do not have a conflict of interest with any firm listed.</p>		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
5.5	Proposal Page Count & Determination	SEB
<b>Activity Description</b>		
Concurrent with the "acceptability" evaluation, the Procurement voting		

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member, SEB Chairperson, and the SEB Recorder will jointly examine the proposals to determine they are essentially complete and do not exceed the RFP page limitation established. The Procurement voting member will document any incident of missing material. The Procurement Department Manager (Operations) will communicate with offerors concerning any missing material.

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
5.6	Assign Proposals for Evaluation	SEB Ch/Recorder
<b>Activity Description</b>		
<p>Pursuant to the evaluation plan, the SEB Chairperson and Recorder, will proceed to assign proposals (or specific sections thereof) to SEB Members and Evaluators for their review/evaluation. All proposals or specific sections are codified and signed receipts are acquired when distributed. The SEB Recorder will maintain records of the location of all proposals at all times.</p> <p>The SEB may also request very focused evaluation assistance from Center subject matter experts such as the EEO Compliance Officer, Small Business Specialist (SBS), the Small Business Administration Procurement Center Representative (SBA PCR), Industrial Labor Relations Official, Supply and Equipment Management Office (SEMO) representatives, Environmental Office representatives, and others. Review NFS 1815.370(f)(3) and consult with the SEB Procurement member and Legal Advisor regarding requirements for formal SEB appointment.</p>		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
5.7	List to IG & EEO/Coordinate Clearance	Recorder
<b>Activity Description</b>		
<p>Immediately following proposal opening, the SEB Recorder shall furnish the list of the offerors (prime and subcontractors) to the NASA Inspector General (IG). The NASA IG is requested to review its records and advise if there is any information concerning any of the listed firms that should be brought to the attention of the SEB.</p> <p>In addition, the Recorder shall review the Office of Federal Contract Compliance Programs (OFCCP) National Preaward Registry (located at <a href="http://www.dol-esa.gov/preaward/">http://www.dol-esa.gov/preaward/</a>) and verify that all offerors are listed. All Offerors listed are certified by OFCCP as being fully compliant with EEO statutes. In the event an Offeror is not listed, the SEB Procurement member must complete an MSFC Form Letter 21 for the offeror and forward to the Center Equal Opportunity Office, for processing and return to the SEB.</p> <p>Other than the above releases, the names of firms submitting offers and the number of offers received shall be treated as sensitive information and will not be released except by specific authorization of the Procurement Officer.</p>		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
5.8	Preparation of Detailed Findings	SEB/Evaluators
<b>Activity Description</b>		
<p>The initial evaluation results become a baseline for the final evaluation and changes from initial to final evaluation should be tied to identifiable changes to the proposal. Thus the basis for the initial evaluation must be extremely well documented.</p>		

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Findings are to document proposal areas requiring clarification or additional substantiation, identify strengths, weaknesses, and deficiencies for all assigned factors/subfactors, and cost for correcting weaknesses. Areas in the proposal where the technical description of work to be performed and the resources provided in the cost volume are seemingly inconsistent (either "underpriced" or "overpriced") should also be specifically identified.

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
5.9	SEB Reviews all Findings	SEB
<b>Activity Description</b>		
The SEB will review the findings of all evaluators or committees along with the findings of each SEB member. Committee findings are provided via an oral report (chart presentation) and later documented in a written report listing each committee finding.		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
5.10	SEB Develops Consensus Findings	SEB
<b>Activity Description</b>		
Pursuant to the evaluation plan, the SEB will develop a consensus list of deficiencies, strengths, and weaknesses for each proposal. A "deficiency" is a material failure of a proposal to meet a Government requirement or a combination of significant weaknesses in a proposal that increases the risk of unsuccessful performance to an unacceptable level (FAR 15.301).		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
5.11	SEB Determines Significant S&W	SEB
<b>Activity Description</b>		
In the mission suitability and past performance areas, the SEB will consider each proposal and determine (per factor/subfactor) a consensus prioritized listing of all strengths and weaknesses. Strengths are those aspects of a proposal that inspire confidence in the Offerors ability to perform the work required. A weakness is a flaw in the proposal that increases the risk of unsuccessful contract performance. Next, the SEB will determine which of the strengths and weaknesses should be considered "significant." Significant strengths are those areas of a proposal where a high level of confidence of meeting or exceeding the requirement is assured. A significant proposal weakness is a flaw that appreciably increases the risk of unsuccessful contract performance.		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
5.12	SEB Assigns Adjective Ratings & Scores	SEB
<b>Activity Description</b>		
The SEB must ensure the strengths and weaknesses assessed and the resultant adjective ratings and scores reflect the relative merits of the proposals and there has been a consistent application of the evaluation factors to all proposals. Strict adherence to the process defined in the evaluation plan should assure this result.		
As set forth in the evaluation plan, following the adjective assessment/scoring on cost reimbursement procurements, an additional adjustment to the mission suitability score may be required due to lack of cost realism. During the initial evaluation the resources proposed		

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(e.g., hours, facilities, costs, etc.) will be evaluated and the results used to substantiate the offeror's understanding of the requirements and the corresponding degree (or lack thereof) of cost realism. Pursuant to NFS 1815.305, a cost reasonableness/mission suitability nomogram (establishing the degree of mission suitability adjustment for lack of cost realism) will be set forth in all RFPs for cost reimbursement procurements and used to make such adjustments.

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
<b>5.13</b>	<b>SEB Completes Cost Evaluation</b>	<b>SEB</b>
	<b>Activity Description</b>	
	<p>The Cost evaluation will require the development of a Government most probable cost position. This assessment will be made at the levels of the WBS at which cost proposals were acquired. The SEB Members and Evaluators will furnish required adjustment for weakness correction to the cost evaluation group for use in developing the Government most probable cost position. Any other cost related issues that do not rise to the level of a weakness (discrepancies with audit findings, inflated cost for specific WBS areas, inconsistencies in the cost volume, etc) should be identified and a question to the offeror formulated for use in "discussions." The cost position should be developed in such a fashion as to easily facilitate the preparation of the "Initial Findings Presentation" briefing package.</p> <p>The RFP and evaluation plan will normally provide for a cost proposal evaluation approach which may result in a structured adjustment to mission suitability scores for a lack of cost realism (see NFS 1815.305).</p> <p>The SEB must also determine a level of "cost confidence" associated with each proposal. Cost confidence is the level of certainty the SEB attaches to the Offerors ability to subsequently perform the effort (successfully) at the "most probable cost" value.</p>	

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
<b>5.14</b>	<b>SEB Completes Past Performance Eval.</b>	<b>SEB</b>
	<b>Activity Description</b>	
	<p>Findings within this factor shall be documented and strengths and weaknesses assessed using the process set forth in the Evaluation Plan. The RFP should request each offeror to identify contracts it has determined to be highly relevant to the RFP SOW. The SEB will survey all past performance references provided by the Offeror and any others that the SEB has knowledge of and believes to be appropriate for consideration. The SEB will also review, per PS-OWI-08, the MSFC Past Performance database and consider any relevant information in its evaluation.</p> <p>If damaging past performance information (and its corresponding impact on the past performance adjective evaluation) is the determining factor which could potentially exclude an offeror from making the competitive range, the offeror must be afforded an opportunity to rebut the information before the competitive range is established. In such situations, the Procurement Officer should be immediately apprised and an appropriate course of action jointly developed.</p>	

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<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
5.15	Initial Findings Charts Prepared	SEB
<b>Activity Description</b>		
<p>The SEB shall document its initial proposal evaluation by preparing an array of charts summarizing the activity to date. The SEB shall use the "Initial Findings Presentation" briefing template in developing the chart presentation. The purpose of the initial evaluation and ranking is to establish the proposals that are to remain in the evaluation process. The SEB should be prepared to recommend an appropriate competitive range (the most highly rated proposals unless further reduced for purposes of efficiency) to the SSA, if requested. A total of no more than three proposals shall be a working goal in establishing the competitive range.</p>		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
5.16	Charts Reviewed by SEB & Advisors	SEB/Advisors
<b>Activity Description</b>		
<p>This is a joint, simultaneous review of the "Initial Findings Presentation" chart package. A thorough review is essential to an effective and successful Center Review Team briefing.</p>		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
5.17	SEB Provides Charts for Center Review	SEB/Center Rev Team
<b>Activity Description</b>		
<p>The SEB Chairperson, or designee, shall deliver the "Initial Findings Presentation" chart package to the Center Review Team members. If possible, it is recommended that the SEB Chairperson hold a brief (10-15 minutes) preliminary meeting with each Center Review Team member shortly before the actual presentation to ascertain any concerns with the chart package and areas where amplification during the presentation is desired.</p>		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
5.18	Prepare "Draft" Letters to Offerors	Proc Mbr
<b>Activity Description</b>		
<p>For each Offeror considered outside the competitive range, a letter will be prepared advising the offeror that its proposal is not within the competitive range and has therefore been withdrawn from further consideration by the SEB in accordance with FAR 15.503. This letter must include a general, reasonably brief explanation of the reasons for exclusion from the competitive range and notify the Offeror that a formal debriefing will be provided if requested in writing.</p> <p>Offerors inside the competitive range will be provided a brief letter informing of this finding and advising them that a detailed letter establishing discussions will be provided within 2-3 days. The SEB Procurement member should also begin preparing the detailed discussions letter. This letter must include:</p> <ol style="list-style-type: none"> <li>(1) The time, date, place, and agenda for the oral discussions;</li> <li>(2) Any specifically desired Offeror attendees and any limits on number of attendees;</li> <li>(3) A list of all deficiencies, weaknesses and questions relating to the areas of the proposal requiring clarification and/or additional substantiation;</li> <li>(4) Notification if an unfavorable past performance report was received. The offeror will be provided an opportunity to provide written comments regarding the unfavorable report;</li> </ol>		

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(5) Notification that written responses addressing items (3) and (4) above shall be submitted to the SEB Procurement member in X days (normally 7-10 calendar days) with specific directions for submission (i.e., format, number of copies);

(6) An outline of the oral/written discussions and FPR submittal process and schedule;

(7) Designation of a point of contact at the Center (usually the SEB Procurement representative); and,

(8) A statement that the meeting will be recorded.

Unless the urgency of the procurement prohibits, offerors should be provided a minimum of 7-10 calendar days to answer the questions and prepare for oral discussions.

Use of written discussions only (no oral presentation or face-to-face discussions) are not recommended for SEB procurement actions and are utilized only in those situations where questions to all offerors are few, relatively simple, and straightforward.

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
5.19	"Dry Run" Briefing to Review Team	SEB Ch/SEB
<b>Activity Description</b>		
During this review, the Center Review Team members will probe the depth, consistency and accuracy of the initial findings. The meeting should result in the refinement of some presentation charts and a general increase in confidence by all parties regarding the efficacy of the initial evaluation.		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
5.20	Initial Findings to SSA Briefing Held	SEB Ch/SEB
<b>Activity Description</b>		
During this meeting the SEB Chairperson, with support from the SEB Members and the Center Review Team, will brief the SSA on the SEB's initial findings.		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
5.21	Source Selection or Comp. Range Det.	SSA
<b>Activity Description</b>		
<p>The RFP provisions will provide the option of proceeding directly to contract award and omitting the competitive range determination and discussions/FPR phase of the SEB process. This option requires one proposal to be so clearly superior to all others that continuation of the SEB process is not expected to provide any meaningful benefit to NASA. In addition to its clear superiority, the "selected" proposal must not have any weaknesses that require correction before contract award and must not have proposed any contract provisions/clauses that are unacceptable to NASA. Clarifications (see FAR 15.306 (a)) with the selected Offeror may be necessary. Clarifications are limited exchanges, between the Government and offerors, that may occur when award without discussions is contemplated. An example of a clarification would be resolving an obvious minor clerical error.</p> <p>When a competitive range is established, it will consist of the SEB's most highly rated proposals unless further reduced for purposes of efficiency. Three proposals shall be a working goal in establishing the competitive range. In some procurements, communication may be needed in</p>		

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	<p>order to establish the competitive range. FAR 15.306 (b) defines "communications" as used in this context. An example would be obtaining an offeror's response to a negative past performance evaluation input. The SEB will use a random method, such as the SEB Procurement member drawing lots, to determine the order (who will be first, second and third) for discussions with Offerors.</p> <p>Appropriate letters (inside or outside the competitive range) shall be issued to all offerors. An offeror, having been notified that its proposal is no longer being considered for award, may request a debriefing. In such instances the Procurement Department Manager (Operations) or designee will conduct a formal debriefing of the Offeror in accordance with FAR 15.505 and 15.506 and NFS 1815.506.</p>
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<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
6.0	Discussions & Final Proposal Eval.	

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
6.1	Review/Issue "Discussions" Letter	Proc Mbr
<b>Activity Description</b>		
<p>This activity is a continuation and refinement of the draft discussion letters to offerors previously addressed. Ideally, the letters will only require minor editorial revision. These letters are crucial to the success of the ensuing discussions and should be carefully reviewed and edited by the SEB, its Advisors, the Procurement Officer, and Legal Office Representative.</p>		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
6.2	Arrangements for Discussions	Proc Mbr
<b>Activity Description</b>		
<p>The SEB Procurement member is responsible for all contacts with the Offerors and arranging all Center logistics regarding physical arrangements for the oral discussions. Physical arrangements include the following:</p> <ol style="list-style-type: none"> <li>(1) Reservation of a suitable conference area.</li> <li>(2) Adequacy and arrangement of furniture.</li> <li>(3) Ensuring availability and functionality of required visual aid equipment.</li> <li>(4) Coordination with the Protective Services Department concerning the entry and registration of offeror personnel.</li> <li>(5) Coordination of the "discussions" meetings with other offices in the general area in order to minimize disruption (due to increased security) to normal operations.</li> <li>(6) Coordinating conference recording (audio or audio/visual) arrangements. A request form (RFS 1018) must be completed and submitted two weeks prior to the conference. The Center Operations Directorate and/or support contractor will set up the equipment and instruct SEB Members on operation. Support contractors shall not be in the area during the meeting nor gain access to SEB sensitive procurement information.</li> <li>(7) Ensuring a receptionist is at the conference room to log in all attendees (offeror and Government).</li> <li>(8) Developing and providing the meeting agenda.</li> </ol>		

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<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
6.3	Offerors Receive Ltr/ Submit Response	Offerors
<b>Activity Description</b>		
Offerors should be provided a minimum of 6 workdays to prepare written responses to the "discussions" letter.		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
6.4	Receipt/Review of Offeror's Responses	SEB
<b>Activity Description</b>		
Written responses must be logged and codified in the same manner as written proposals. The review of written responses should result in the closure of many areas of concern and allow the SEB to become well prepared for oral discussions.		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
6.5	Hold Discussions	SEB
<b>Activity Description</b>		
<p>These discussions or negotiations are exchanges between the Government and offerors undertaken with the intent of allowing the offeror to revise its proposal. Bargaining is permitted but discussions are limited in some regard (see FAR 15.306). NASA personnel shall not engage in conduct that:</p> <ol style="list-style-type: none"> <li>(1) Favors one offeror over another.</li> <li>(2) Reveals an offeror's technical solution or price.</li> <li>(3) Reveals the names of individuals providing reference information about an offeror's past performance.</li> <li>(4) Knowingly furnishes information in violation of FAR 3.104.</li> </ol> <p>The prime objective of discussions is to maximize NASA's ability to obtain best value.</p> <p>The SEB Procurement member is the presiding official at these meetings. As such, he/she will maintain order and ensure adherence to the agenda and rules for discussions (see FAR 15.306 and NFS 1815.306). The SEB Procurement member may desire to convene the SEB in advance to ensure an understanding of the areas of discussion to be covered by each participating member.</p> <p>The SEB Procurement member and the SEB Chairperson will develop the meeting agenda for each offeror. Generally, the meeting agenda will be in the following order:</p> <ol style="list-style-type: none"> <li>(1) The SEB Procurement member calls the meeting to order, makes any necessary administrative announcements, and introduces the SEB Chairperson.</li> <li>(2) The SEB Chairperson briefly reviews the agenda, introduces the members of the SEB, the committee chairpersons (if applicable), and any other Center or Headquarters officials who may be attending.</li> <li>(3) Discussions concerning offeror responses to deficiencies, weaknesses, and answers to questions (and any further questions, deficiencies and/or weaknesses that have developed).</li> <li>(4) The SEB Procurement member discusses contract terms and conditions so a "model" contract can be sent to each offeror with the request for FPR (NFS 1815.307).</li> <li>(5) The SEB Procurement member shall describe the process and schedule for completing discussions and submitting the FPR/model contract.</li> </ol>		

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As part of the discussion process, the SEB may find it necessary to conduct plant visits and pre-award quality surveys (MWI 5330.1). Adequate records must be made of information acquired through such visits/surveys, which must be completed before final cutoff dates are established for receipt of proposal revisions.

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
6.6	Issue Letter Requesting Final Proposal	Proc Mbr
<b>Activity Description</b>		
<p>Following the conclusion of oral and written discussions (and plant visits, if applicable) with all Offerors, a written communication shall be prepared and simultaneously released to all Offerors. This letter will:</p> <ol style="list-style-type: none"> <li>(1) Establish the date and time revised proposals and signed contracts are due. A common cutoff and FPR due date is to be established for all offerors. All FPRs are to be delivered to the Procurement SEB member.</li> <li>(2) Identify any remaining deficiencies and significant weaknesses.</li> <li>(3) Instruct offerors to incorporate all changes to their offers resulting from discussions, and provide clear traceability from initial proposals.</li> <li>(4) Require offerors to complete and execute the "model" contract, (prepared to accompany each letter to each Offeror) which includes any special provisions or performance capabilities the offeror proposed above those specified in the RFP.</li> <li>(5) Caution offerors against unsubstantiated changes to their proposals.</li> <li>(6) Establish a page limit for FPRs.</li> <li>(7) Advise offerors that the FPR shall be in writing and that the Government intends to make award without obtaining further revisions.</li> <li>(8) Advise offerors that proposal revisions received after the cutoff date will be considered a late proposal.</li> </ol> <p>If, after discussions have begun, an offeror originally in the competitive range is no longer considered among the most highly rated offerors being considered for award, that Offeror may be eliminated from the competitive range. This elimination may be accomplished regardless of whether all material aspects of its proposal have been discussed and whether or not the offeror was afforded an opportunity to submit a revised proposal (FAR 15.307 and 15.503). The SSA must make this determination based upon input from the SEB.</p>		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
6.7	Offerors Receive Ltr/Submit FPR	Offerors
<b>Activity Description</b>		
<p>Inasmuch as offerors have been previously notified concerning the FPR process and schedule, and recognizing that the FPR should normally consist of merely documenting all positions previously identified during discussions, a significant amount of time for FPR preparation is not required.</p>		

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<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
6.8	Log in FPR's and Assign to Evaluators	Proc Mbr/Recorder
<b>Activity Description</b>		
<p>All FPRs are time-logged upon receipt by the SEB Procurement member and transmitted unopened to the SEB Chairperson and Recorder. Any proposal received after the deadline will be considered a "late proposal," and turned over to the Procurement Department Manager (Operations) for disposition in accordance with the FAR and NFS.</p> <p>The FPRs will then be codified and secured by the SEB Recorder and reviewed by the Procurement voting member, SEB Chairperson, and the SEB Recorder jointly to determine that they are essentially complete and do not exceed the established page limitation. The SEB Chairperson and Recorder will then proceed to assign the FPRs to SEB Members and Evaluators for final evaluation.</p>		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
6.9	Perform "Delta" Evaluation	SEB/Evaluators
<b>Activity Description</b>		
<p>The final evaluation of proposals is essentially the updating and refining of the initial evaluation based on the results of discussions with the Offerors and the resulting proposal revisions. This is not a re-evaluation, but is a completion of the "initial evaluation." Clear traceability from the initial findings must be maintained.</p> <p>When committees are utilized, at the completion of committee evaluations, the committee chairperson will make an oral report to the SEB. Each committee shall also prepare a final report. The final report presents the written record of all committee activity. The final report will be formulated as an addendum to the initial report with revisions clearly marked. (This written report is not required for SEC actions.)</p> <p>The SEB Members shall individually review and evaluate the data provided during the oral/written discussion process and incorporated in the FPR's. The SEB will then receive, review, and discuss the evaluator's final findings/final oral committee reports until the SEB thoroughly understands the findings. After such discussion, the SEB may request the improvement/revision of any finding or report found deficient or ambiguous.</p> <p>The SEB, supported by its evaluators, shall review and evaluate the cost data provided during the oral/written discussion process and FPR's. The SEB shall establish a revised most probable cost position for each offeror. Adjustments from the initial most probable cost position will be clearly identified. A slight change is introduced in the "cost confidence" adjective assessment. At this stage in the evaluation, the "cost confidence" is a measure of the SEB's confidence that the offeror can successfully perform the effort at the FPR price.</p>		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
6.10	Review Findings, Adjectives & Scores	SEB
<b>Activity Description</b>		
<p>After its review and consideration of evaluator findings, committee reports, information received from offerors through plant visits/surveys (if applicable) and written/oral discussions, and revised proposals, the</p>		

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	SEB shall develop its final consensus finding and proceed to complete the evaluation as set forth in the evaluation plan.
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<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
6.11	Prepare Final Presentation Charts	SEB
<b>Activity Description</b>		
The SEB shall utilize the "Final Findings Briefing" chart template in developing the final presentation charts. It is imperative that a logical audit trail and supportive rationale be maintained for all changes from the initial evaluation.		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
6.12	Charts Reviewed by SEB & Advisors	SEB/Advisors
<b>Activity Description</b>		
This is a joint, simultaneous review of the "Final Findings Briefing" chart package. This review should focus on the changes made from the initial evaluation and ensure that all such changes are easily understood and clearly identified.		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
6.13	Provide Final Charts for Center Review	SEB/Center Rev Team
<b>Activity Description</b>		
The SEB Chairperson, or designee, shall deliver the "Final Findings Briefing" chart package to the Center Review Team members. If possible, it is recommended that the SEB Chairperson hold a brief (10-15 minutes) preliminary meeting with each Center Review Team member shortly before the actual presentation to ascertain any concerns with the chart package and areas where amplification during the presentation is desired.		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
6.14	Prepare "body" of Selection Statement	Proc Mbr/Legal
<b>Activity Description</b>		
The "body" of the selection statement is the selection statement less the source selection rationale section. The selection statement should be fully developed so that, when the SSA provides the selection decision and supporting rationale, the selection rationale can be quickly reduced to writing and the selection statement completed.		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
6.15	"Dry Run" Briefing to Review Team	SEB Ch/SEB
<b>Activity Description</b>		
During this review the Center Review Team members will probe the depth, consistency and accuracy of the final findings. The meeting should result in the refinement of some presentation charts and a general increase in confidence by all parties regarding the efficacy of the evaluation.		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
6.16	Notify Public Affairs	Proc Mbr
<b>Activity Description</b>		
The SEB Procurement Member will notify the Center Media Relations Department (MRD) of an upcoming selection and provide the date the presentation to the SSA is scheduled. MRD will also be advised regarding whether the selection is over \$25M and thus requires advance coordination with Headquarters Code HS. MRD will then, using		

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	information provided by the SEB Procurement member, begin preparing a "strawman" press release. The Center MRD will effect any necessary Headquarters coordination of the impending selection decision and will notify the Procurement Officer or designee of any special factors that should be considered in the release of the source selection announcement.
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<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
6.17	Final Findings to SSA Briefing Held	SEB Ch/SEB
<b>Activity Description</b>		
	The SEB Chairperson, supported as necessary by the SEB Members and the Center Review Team, will present the final findings to the SSA. The SEB does not recommend the selection of a contractor; it reports its findings, answers questions raised by the SSA and provides special analyses clarifying matters related to the final selection.	

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
6.18	Source Selection & Rationale Provided	SSA
<b>Activity Description</b>		
	Immediately following the conclusion of the SEB presentation of final findings, the SSA shall convene an executive session to review the findings presented, determine the source(s) that should be selected, and develop the selection rationale. Attendees at the executive session normally will include the SEB Chairperson, SEB Procurement member, key SEB Advisors, and the Center Review Team. During this session specific assignments will be made regarding completion of the formal source selection statement, subsequent notifications, and conducting debriefings.	

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
6.19	Prepare Selection Statement	Proc Mbr/Legal
<b>Activity Description</b>		
	The rationale for selection will be added to the previous draft and the document submitted for Procurement Officer and Chief Counsel review and subsequently to the SSA for signature.	

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
6.20	Review Subcontracting Plan	Proc Mbr
<b>Activity Description</b>		
	The Center SBS and the SBA PCR will be provided the opportunity to review and concur in the successful offeror's subcontracting plan(s), when a subcontracting plan is required, prior to award.	

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
7.0	Notifications, Award & Debriefings	

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
7.1	Notify NASA HQ and Obtain ATP	Proc Ofc
<b>Activity Description</b>		
	When the procurement is \$25M or more in value, NASA Headquarters (Code HS) shall be immediately notified by secure fax of the SSA's selection decision. No further action may be taken until authority to proceed with release of the selection information is received from Headquarters.	

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<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
7.2	Prepare Letters to Offerors	Proc Mbr
<b><i>Activity Description</i></b>		
<p>For unsuccessful offerors, a letter will be prepared advising the offeror(s) of the selected proposal and thanking the offeror for having participated in the procurement. The letter is to include a summary of the selection rationale and notify the offerors that, if requested, a formal debriefing will be provided at the earliest opportunity.</p> <p>For the successful offeror, a letter will be prepared advising the offeror of its selection and inviting the offeror to attend a post award/contract initiation meeting. The letter will further provide the time, date, place, and agenda for the meeting, and any specifically desired contractor attendees.</p>		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
7.3	Notify Media Relations Department & Obtain ATP	Proc Mbr
<b><i>Activity Description</i></b>		
<p>Immediately following source selection and receipt of Headquarters approval, the SEB Procurement member shall provide to Center MRD the (1) name and address of successful and unsuccessful Offerors and (2) the total dollar amount, less fee (or total price if fixed price) for the total contract period of performance.</p> <p>The Center MRD shall promptly provide the aforementioned information to NASA Headquarters for advance notification to Congressional offices and other special coordination that Headquarters Public Affairs deems necessary. The Center MRD will also prepare a draft of the source selection press release for review and comment by the Chief Counsel and the Procurement Officer.</p> <p>The Center MRD will then consult with NASA Headquarters and determine the date and time that all offerors are to be notified and when the source selection announcement is to be made public via a press release. The Center MRD then promptly notifies the SSA, or designee, of when Offerors may be informed of the selection decision.</p>		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
7.4	Notify Offerors & Sign Contract	Proc Ofc
<b><i>Activity Description</i></b>		
<p>Once all NASA notifications have been completed and the announcement is imminent, the SSA will sign the completed selection statement and the Procurement Officer will be authorized to execute the contract. A copy of the selection statement will be retained by the SSA and additional copies will be provided to the Procurement Officer and the Procurement Department Manager (Operations). The original of the selection statement will be provided to the SEB Recorder and incorporated in the SEB official files.</p> <p>When the selection is made at the Center, the SSA will designate the person (normally the Procurement Officer) to notify the successful and unsuccessful Offerors. For both Headquarters and Center selections, the Procurement Officer or designee will issue a confirming facsimile.</p>		

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<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
7.5	Issue Synopsis of Contract Award	Proc Mbr
<b>Activity Description</b>		
A notice of contract award synopsis will be submitted to FedBizOpps and posted on NAIS.		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
7.6	Hold Debriefings of Offerors	Proc DM
<b>Activity Description</b>		
<p>Debriefings are conducted in accordance with FAR 15.505 and 15.506. A debriefing is the only vehicle for furnishing an unsuccessful offeror information about the evaluation of its proposal. Debriefings are normally conducted by the Procurement Officer or the Procurement Department Manager (Operations). If not the conducting official, the Procurement Officer shall be notified before any debriefing is scheduled with a contractor. Center debriefings will generally include the presiding Procurement Official, SEB Chairperson, the SEB Procurement member, the Chief Counsel or designee, and others as appropriate.</p> <p>The Procurement Official identified to conduct the debriefing will coordinate arrangements regarding time, date, and attendance at the debriefing, including obtaining the names of attendees from the offeror and ensuring that a company official at a responsible level will attend. Those persons designated to participate in the debriefing must be prepared to explain to the offeror where its proposal was lacking and where it was strong. The information made available to the offeror at the debriefing must be information that is contained in the supporting reports or is logically concluded from the report data.</p> <p>The debriefing official and the designated Center participants will meet prior to the debriefing to discuss potential contentious issues and general rules regarding how the debriefing will be conducted.</p> <p>The debriefing official is the NASA spokesperson at the debriefing. He/she may, however, at their option call upon any or all of the other attendees to participate in the discussion. The discussion must carefully avoid improper disclosure of competitor information. Therefore, attendees are required to rigidly adhere to the debriefing official's leadership.</p> <p>Following the debriefing, the debriefing official will prepare a summary of the debriefing for the SEB file.</p>		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
7.7	SEB Chair Holds SEB "Out Brief"	SEB Ch
<b>Activity Description</b>		
The SEB Chairperson will want to thank all participants for their support and remind each that, even after a contract is awarded and debriefings have been concluded, they are required to regard information learned while serving on an SEB as procurement sensitive. SEB participants are not to discuss or disclose any part of the proposal evaluation process or its results.		

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<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
7.8	Disposition of SEB Documentation	Recorder/Proc DM
<b>Activity Description</b>		
<p>At completion of its assignment, the SEB must "clean up" and dispose of its accumulated material before returning to regular assignments. This involves proper disposition of all documentation. All SEB-generated information retained in electronic form must be removed from the SEB area personal computers. All SEB and committee reports must be collected and destroyed with the exception of those required for the official SEB file. A comprehensive listing of SEB records that constitute the "official file" is contained in the table in Attachment B.</p> <p>Working with the SEB Chairperson and other SEB participants, the SEB Recorder should develop a schedule that will apprise the cognizant Procurement Department Manager (Operations) of the date(s) when the records will be accumulated as prescribed in Attachment B and readied for final transfer or destruction. Following formal debriefing of Offerors, the Procurement Department Manager (Operations) will notify the Recorder and SEB Chairperson that the records may be dispositioned. The Procurement Department Manager (Operations) will coordinate the transfer of all records from the SEB Recorder to his/her respective Procurement Department.</p>		

<u>Ref #</u>	<u>Activity</u>	<u>Responsibility</u>
7.9	Retention of SEB Records	Proc DM
<b>Activity Description</b>		
<p>The cognizant Procurement Department Manager (Operations) or subordinate Contacting Officer will maintain the SEB records as an integral unit in a "secured" fashion (locked cabinet(s) and/or office) and not co-mingled or filed with other records. Access to these records will be limited to authorized personnel. These SEB records will be consolidated with the related contract file at the time the contract is readied for closeout.</p>		

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## ATTACHMENT A

### SECURITY REQUIREMENTS FOR SEBS

The SEB is responsible for developing an SEB "Security and Control Plan" that assures the SEB operates in a secure manner. Three areas must be specifically considered:

- Physical security (access)
- Personnel security (need and eligibility to know)
- Information security (document control).

#### I. Physical security procedures:

- A. Ensure that all entrance/exit doors to the SEB area are locked at all times.
- B. Develop a system for accessing the SEB area and maintaining a signature register of all persons entering or leaving the area.
- C. Provide cabinets with locks for storage of all material relating to SEB proceedings.
- D. Ensure that cabinets are kept locked and only authorized personnel have access to their contents.
- E. Develop an emergency evacuation procedure that first and foremost ensures the safety of SEB participants and, secondly, minimizes the security risk inherent in an emergency situation.

#### II. Personnel security procedures:

- A. Identify all SEB participants, their functions, and responsibilities.
- B. Ensure that all SEB Members and Evaluators submit an OGE Form 450 to the Chief Counsel for review and have been cleared for participation.
- C. Ensure all SEB participants have been properly briefed on the SEB security procedures and understand the restrictions and regulations concerning unauthorized disclosures.
- D. Ensure SEB participants are counseled on how to respond to and report:
  - (1) Any inquiries or attempts to obtain information relating to the source evaluation made by anyone (inside or outside NASA) not participating in the evaluation proceedings.
  - (2) Allegations or rumors brought to their attention which indicate a possible disclosure of information relating to the evaluation proceedings.
- E. Maintain a record of all "security briefings" conducted (both by the Protective Services Department and the SEB Chairperson)

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and a log showing when each SEB participant was provided the briefing.

- F. Maintain a log of where each SEB participant has attested to having read the SEB "Security and Control Plan."
- G. Ensuring that each SEB participant (including any SEB support personnel not appointed as an evaluator) completes and forwards their "Individual Certificate for Source Evaluation Board Participants" to the SEB Chairperson for review and eventual filing by the SEB Recorder in the official SEB files.

### III. Information security procedures:

- A. Ensure that all documents, which contain or reveal SEB sensitive information (except contractor-supplied), are marked as Source Selection Information; see FAR 3.104.
- B. Ensure that SEB documents are not removed from the SEB work area without the prior approval of the Chairperson or the SEB Recorder. Approval must be documented via a receipt signed by the individual identifying the documents removed.
- C. Ensure the reproduction of all the SEB material is kept to a minimum and accomplished, wherever possible, by NASA employees using dedicated SEB area reproduction equipment.
- D. Ensure sensitive material excess to the needs of the SEB is properly maintained and ultimately destroyed. (To prevent an unnecessary accumulation of materials and documents in the work areas, all surplus, obsolete, scrap, and waste materials will be destroyed when the volume warrants it. The SEB Recorder will package the materials and be responsible for delivery to the shredder.)
- E. Ensure that, in those circumstances where contractor reproduction support is required, written job orders are prepared for the production of sensitive SEB material. Such instruction must specify:
  - (1) The number of copies required.
  - (2) All rejected copies or overruns are to be given to the SEB Recorder for disposition.
  - (3) Access to the material, during reproduction and delivery, is limited to persons specifically authorized by the SEB Chairperson or SEB Recorder.
- F. Ensure that the following documents are numbered or coded, and a record of their distribution is maintained:
  - (1) All offeror proposals, proposal revisions, and related supplemental information (i.e., written responses during discussions).
  - (2) All SEB presentation charts and handouts.
  - (3) Any committee reports.
  - (4) The final RFP prior to release. (Draft RFPs are not rigidly controlled).
  - (5) The Evaluation Plan.

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- G. Ensure that copies of all sensitive materials distributed at meetings for review or discussion are collected at the end of the meetings.
- H. Ensure full compliance with the following special rules for transmitting SEB materials outside the SEB area:
- (1) When transmitting materials within the Center, all material will be placed in a sealed envelope showing the office symbol and name of recipient and stamped SEB SENSITIVE INFORMATION TO BE OPENED BY ADDRESSEE ONLY. This envelope will then be placed inside another envelope which will have only the office symbol and name of recipient (i.e. provides no indication as to the contents enclosed). Envelopes will then be handcarried by an SEB Member to its destination.
  - (2) Sensitive SEB material being prepared for transmission outside the Center (e.g., to NASA Headquarters or another NASA Center) will follow the same process defined in paragraph H.1), above, but are to be transmitted by one of the following means:
    - (a) Hand carried by an SEB Member or Center Management Official.
    - (b) Delivered via mail shuttle service (if to NASA Headquarters).
    - (c) Sent by registered mail, return receipt requested. (Sender personally delivers the envelope to the mailroom.)
  - (3) Sensitive SEB material being prepared for transmission outside of MSFC to an offeror will be securely enclosed in a sealed, opaque envelope (of sufficient strength to withstand rough handling) showing the address and return address. The envelope will bear no identification of the nature of the contents. The sealed envelope can reach the addressee by one of the following means:
    - (a) Hand carried by an SEB Member or Center Management Official.
    - (b) Entered into the MSFC mail system for routine delivery by the U.S. Post Office.
    - (c) Sender personally delivers the envelope to the MSFC mailroom when premium mail service is required (e.g., registry, return receipt requested, certified).
  - (4) Notwithstanding the above, SEB sensitive material may be transmitted by electronic devices when determined by the SEB Chairperson to be appropriate and to involve minimal, if any, risk of disclosing prejudicial or preferential information. Any planned electronic transmission must be coordinated with the Procurement Officer in advance.

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**ATTACHMENT B**

**OFFICIAL RECORDS TO BE CREATED/MAINTAINED BY EACH SEB**

<u>FILE NO.</u>	<u>CONTENTS</u>
1	<p style="text-align: center;">Appointing Memoranda/Clearances</p> <ul style="list-style-type: none"> <li>• SEB Membership</li> <li>• Consultants/Advisors</li> <li>• Evaluators, Committee, Subcommittee, Panel</li> <li>• Clerical Support</li> <li>• Legal Clearances of Participants</li> <li>• Non-Disclosure Certificates</li> <li>• A comprehensive listing of all individuals serving in any of the above categories</li> </ul>
2	<p style="text-align: center;">Miscellaneous</p> <ul style="list-style-type: none"> <li>• Master Buy Plan</li> <li>• Acquisitions Plan/ASM Minutes</li> <li>• Source List</li> <li>• List of Offerors and Notification to NASA IG</li> <li>• Late Proposals</li> <li>• Other (folders to indicate contents)</li> </ul>
3	<p style="text-align: center;">Major Documents</p> <ul style="list-style-type: none"> <li>• Evaluation Plan</li> <li>• RFP and Amendment(s), if any</li> <li>• Selection Statement</li> </ul>
4	<p style="text-align: center;">Presentations</p> <ul style="list-style-type: none"> <li>• Industry Briefing</li> <li>• Preproposal Conference</li> <li>• Draft RFP/Evaluation Plan to Center Review Team</li> <li>• RFP/Evaluation Plan to Center Review Team &amp; SSA</li> <li>• Initial Findings to Center Review Team</li> <li>• Initial Findings to SSA</li> <li>• Final Findings to Center Review Team</li> <li>• Final Findings to Center Director (if SSA at HQs)</li> <li>• Final Findings to SSA</li> </ul>

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FILE NO.

CONTENTS

- 5 Minutes of SEB Meetings
- Board meetings
  - Committee meetings
  - Panel meetings
  - Briefings to Headquarters or Center Review Team (including any action items assigned)
- 6 Technical Committee Report/Charts
- Individual Findings
  - Initial
  - Final
  - Panel Reports, if prepared
- 7 Business Committee Reports/Charts  
(Note: Disregard when the Technical and Business Committees are combined)
- Individual Findings
  - Initial
  - Final
  - Panel Reports, if prepared
- 8 Cost Committee Reports/Charts  
(Note: Disregard when the Business and Cost Committees are combined)
- Individual Findings
  - Initial
  - Final
  - Panel Reports, if prepared
- 9 Special Briefings & Instructions Provided
- to SEB Members
  - to Evaluators
- 10 Correspondence
- All Transmittal Letters
  - Letter(s) to Successful Offeror(s)
  - Letter(s) to Unsuccessful Offeror(s)
  - Memos to and from SSA, if any
  - Memos to and from Headquarters, if any

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<u>FILE NO.</u>	<u>CONTENTS</u>
11	Discussions <ul style="list-style-type: none"> <li>• List of Deficiencies and Weaknesses, and Questions to Offerors</li> <li>• Offeror Submits During Discussions</li> <li>• Responses and Questions from Offerors</li> <li>• Other</li> </ul>
12	Videotapes, Recordings, Transcripts
13	SEB Schedules
14	Accountability Documents <ul style="list-style-type: none"> <li>• Receipts, e.g., Post Office, Messenger, Document Removal</li> <li>• Record of Proposals</li> <li>• Security Correspondence</li> <li>• Work Requests</li> </ul>
15	Log Sheets <ul style="list-style-type: none"> <li>• Work Area Access</li> <li>• Industry Briefing</li> <li>• Preproposal Conference</li> <li>• Attendance at Discussions</li> </ul>
16	Proposals <ul style="list-style-type: none"> <li>• Successful Proposal (Original and FPR plus Discussion Submits, if applicable)</li> <li>• Unsuccessful Proposal (Original and FPR plus Discussion Submits, if applicable)</li> </ul>