1. **Instructions.**

Read through the information provided in Section 2, “Fair Opportunity Ordering Procedures” below, then select and document the approach that best fits your requirements in the attached Proposal Evaluation Plan (PEP). Do not hesitate to contact the Contracting Officer should you have any questions, need clarification on any of the information discussed and/or requested in this document, or require assistance in drafting your Task Order’s (TO’s) PEP.

1. **Fair Opportunity Ordering Procedures.**
	1. **Best Value Source Selection Approach Options**: The two (2) best value source selection approaches available are as follows:
		1. *Tradeoff*: Described in FAR 15.101-1. This process allows for a tradeoff between non-cost factors and cost/price and allows the Government to accept other than the lowest priced proposal or other than the highest technically rated proposal to achieve an overall best-value contract award. For the purposes of these Ordering procedures, non-cost factors are significantly more important than cost/price.
		2. *Lowest Price Technically Acceptable (LPTA)*: Described in FAR 15.101-2. The LPTA process is appropriate when best value is expected to result from selection of a technically acceptable proposal with the lowest evaluated price. Evaluation criteria are of a pass/fail nature.
	2. **Evaluation Factors and Sub factors**: Either process uses Evaluation Factors and Sub factors to determine the overall best value for the Government. In order to ensure a streamlined and efficient ordering process, with either the LPTA or Tradeoff approach, evaluations shall include only two (2) Factors: Mission Capability and Cost/Price. The MAC Contractors have already been determined to have relevant and successful Past Performance therefore, Past Performance should not be considered as part of TO best value evaluations. A detailed explanation of the pre-determined Factors and potential Sub factors are as follows:
		1. Factor 1 – Mission Capability. The Mission Capability Factor evaluates potential Offerors’ ability to satisfy the technical and management requirements of the acquisition. This Factor will be evaluated by the RA’s appointed technical evaluation team.
			1. Mission Capability Sub factors. The RA has reasonably broad discretion in establishing Sub factors and Critical Elements under the Mission Capability Factor and establishing their relative order of importance. Limiting the number of Sub factors and Critical Elements is fundamental in ensuring a streamlined, efficient, and timely evaluation.
2. Technical Approach. The purpose of the Technical Approach Sub factor is to evaluate the Offeror’s ability to satisfy the Government’s technical PWS requirements. The focus is on their approach with an inclusion of their experience. This Sub factor is required for every TO.

The Critical Elements are determined by the RA and could include, but are not limited to:

(one to three) Technical Approach Critical Elements; and/or (one to two) Scenarios.

Technical Approach Critical Elements must meet the following:

1. Represent most critical mission areas
2. Are true key discriminators in evaluation
3. Are consistent with PWS requirements
4. Support meaningful comparison of the technical proposals allowing each Offeror to describe their approach (i.e. methods, models, tools, processes, capabilities, etc.)
5. Can be exceeded (not pass/fail)
6. Allow substantiation of benefits for the Government in terms of cost, schedule, and/or performance that can be identified in the evaluation for use in a trade-off

Scenarios should focus on only the mission critical aspects of the PWS and allow Offerors to respond to a specific problem/issue or a potential TO project that would be similar to the actual requirements. Scenarios give the Government a deeper insight into the Offeror’s understanding of the requirements and their specific approaches to satisfying those areas of the PWS that have the most potential to impact the Government’s mission, both positively and negatively. In order to ensure efficiency and a streamlined process, Scenarios should not be used if Technical Approach Critical Elements address the same subjects. Scenarios of actual events (or mirror images) that only the incumbent already knows how they were solved are not allowed.

**The Labor Basis of Estimate Critical Element within this Sub factor is required for every TO and allows each Offeror to present their project baseline and describe the Full Time Equivalent (FTE) level, labor categories, skill mix and scheduled hours to satisfy each PWS task. In this critical element Offerors also identify any necessary/ appropriate qualifications, skill sets, certifications, and clearances.**

1. Management Approach. The purpose of the Management Approach is to evaluate the Offeror’s ability to manage the entire PWS or manage projects of varying sizes and complexities simultaneously as well as their ability to hire, train, and retain qualified personnel to support these projects/program. These elements would include any unique management challenge(s) associated with satisfying the Government’s requirements that could potentially impact mission performance. Examples could be transition-in activities, management of complex Government Furnished Property (GFP), management and oversight of geographically dispersed activities and organizations, etc.
	* 1. Factor 2 – Cost/Price. This Factor will be evaluated by the Contracting Officer for realism and reasonableness. If only one proposal is received, the Evaluation Team will assist the Contracting Officer.