

# SOURCE SELECTION PLAN (SSP) CHECKLIST

(The AFMC Source Selection Plan Guide may be used as a template to begin developing your SSP. It can be accessed at <https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/PK/pkp/polvault/guides/sspguide.doc>)

*All the answers to the questions below should be answered affirmatively.*

## 1. Acquisition Strategy (AFFARS 5315.308-90)(a)(3)(i))

- (a) Is the type of contract included?
- (b) Are the term of the contract and any options included?
- (c) Are incentives addressed (award fee, incentive fee, etc.)?
- (d) Are other unique aspects of the acquisition addressed?

## 2. Source Selection Organization (AFFARS 5315.308-90(a)(3)(ii))

- (a) Does the Source Selection Organization reflect all the participants in the source selection, including advisors?
- (b) Are the SSA and SSAC members listed by office symbol only and not by name? (This allows members to change as a result of changes of command, etc without a revision to the SSP.)
- (c) Are the advisors, SSET and PRAG members identified by name and office symbol?
- (d) If the acquisition is over \$25M, is an SSAC included as required by AFSPCFARS 5315.303-91(d)?
- (e) Is the size of the source organization limited for efficiency?

## 3. Presolicitation Activities (AFFARS 5315.308-90(a)(3)(iii))

- (a) Is the nature and extent of market research that was/is being conducted addressed?
- (b) Does it address how the market research was used to achieve competition and draft the solicitation requirements?
- (b) If over \$5M, is the use of a Draft RFP addressed as well as the results of any one-on-one discussions?

## 4. Evaluation Procedures (AFFARS 5315.308-90(a)(3)(iv))

- (a) Is the type of evaluation procedures to be used identified (Basic, Median, Agency)?
- (b) Are any deviations from the procedures identified being used (i.e. use of Basic or Agency procedures for what would have been a Median based on dollar amount)?

## 5. Evaluation Factors, Subfactors, and Elements (AFFARS 5315.308-90(a)(3)(ii))

### General (Source Selection Procedures Guide 1.5.5.)

- \_\_\_\_\_ (a) Is the relative importance of cost to all other factors combined stated (significantly more important, equal, or significantly less important) as required by FAR 15.304(e)?
- \_\_\_\_\_ (b) Is the relative importance of all factors, subfactors, and elements specified in order to reflect the Government's intent relative to trade-off? (AFFARS 5315.304(b)(2)(iii))
- \_\_\_\_\_ (c) Is the past performance factor at least as important as the most important non-cost factor? (AFFARS 5315.304(a)(2))
- \_\_\_\_\_ (d) If threshold and objective thresholds are being used, are they clearly identified?
- \_\_\_\_\_ (e) Is a statement included addressing the use of threshold and objective performance requirement as required by AFFARS 5315.101-1(c)?

### Mission Capability Subfactors

- \_\_\_\_\_ (a) Are there six or fewer subfactors? (AFFARS 5315.304(c))
- \_\_\_\_\_ (b) Are the subfactors limited to only those areas that will be discriminators between offerors and are not criteria that all offerors are expected to meet? (AFFARS 5315.304(b)(2))
- \_\_\_\_\_ (c) Is it clear from the subfactors how the proposals will be evaluated and the rating determined? (AFFARS 5315.304(b)(2)(i)?)
- \_\_\_\_\_ (d) Is each subfactor significant enough to have an impact on the source selection decision? (AFFARS 5315.304(b)(2)(ii)?)
- \_\_\_\_\_ (e) Are the subfactors performance based, focusing on the desired outcomes we want, not the processes used to get there? (Procedures guide 1.5.5.2.1.2)
- \_\_\_\_\_ (f) If FAR 19.1202 applies, is SDB participation included as a subfactor?
- \_\_\_\_\_ (g) Is each subfactor clear and specific about what the offeror must demonstrate in its proposal? (Procedures guide 1.5.5.2.1.2.)
- \_\_\_\_\_ (h) The offeror's management approach is not a Mission Capability Subfactor? Management approach is not performance based, it is part of the offerors approach to meeting the other performance-based subfactors. (Procedures guide 1.5.5.2.1.2.)
- \_\_\_\_\_ (i) Do the subfactors require offers to demonstrate something versus only requiring the offeror to submit something? (i.e. If the subfactor is "the offeror presented an organization structure," then any organization structure would meet this criteria. However, if the criteria are "the offeror demonstrates a process that ensures all work orders are accomplished on schedule," only those offerors with a good approach will meet the criteria.)
- \_\_\_\_\_ (j) Color ratings are not defined in the evaluation criteria and instead the criteria just refer back to the definitions in the AFFARS?

### Proposal Risk

- \_\_\_\_\_ (a) Proposal risk ratings are not defined in the evaluation criteria and instead the criteria just refer back to the definitions in the AFFARS?

- \_\_\_\_\_ (b) Does the criteria make it clear the proposal risk is evaluated for each of the Mission Capability subfactors? (AFFARS 5315.305(a)(3)(ii) and Procedures Guide 1.5.5.3.)

### Past Performance

- \_\_\_\_\_ (a) Does the criteria make it clear that the purpose of the past performance evaluation is to assess the degree of confidence the Air Force has in the offeror's ability to supply the specific products or services required in the acquisition?
- \_\_\_\_\_ (b) Does the criteria make it clear past performance will be evaluated for recency, relevancy, and quality of performance?
- \_\_\_\_\_ (c) Past performance confidence ratings are not defined in the evaluation criteria and instead the criteria just refer back to the definitions in the AFFARS?

### Cost/Price

- \_\_\_\_\_ (a) Is cost/price evaluation limited to reasonableness and realism? (FAR 15.404-1)
- \_\_\_\_\_ (b) For cost type contracts or contracts with cost incentives (i.e. FPIF) where a Most Probable Cost (MPC) may be conducted, does the criteria make it clear to offerors that both the proposed price and MPC will be presented to the SSA? (Procedures Guide 1.5.5.4.1.2)

## **6. Schedule of Events (AFFARS 5315.308-90(a)(3)(v))**

- \_\_\_\_\_ (a) Does the milestone schedule reflect the milestones in the AFMC SSP Guide?
- \_\_\_\_\_ (b) Do the milestones allow adequate time for any local and headquarters reviews (clearance, briefing charts, etc.) (AFSPC/LGC INFO.LTR 2000-08.)
- \_\_\_\_\_ (c) Do the milestones allow adequate time for proposal evaluation?
- \_\_\_\_\_ (d) Do the milestones allow adequate time between SSAC and SSA briefings in case changes are needed?

## **7. Non-Government Personnel (AFFARS 5315.308-90(a)(3)(vi))**

- \_\_\_\_\_ (a) Does the SSP address whether non-government personnel will be used and if so in what capacity? (AFFARS 5315.303-90(f)&(g))
- \_\_\_\_\_ (b) Are non-government personnel only used as advisors unless they work for a Federally Funded Research and Development Center (FFRDC)? (AFFARS 5315.303-90(f))
- \_\_\_\_\_ (c) Are FFRDC personnel supporting the source selection assigned to appropriate roles as defined in (AFFARS 5315.303-90(f))? (They can not evaluate past performance or serve as the Chairperson of the SSET)