

**SOURCE EVALUATION BOARD REPORT TEMPLATE  
JUNE 2010**

**U.S. DEPARTMENT OF ENERGY  
*[ACQUISITION OFFICE NAME]***



***[INITIAL/FINAL]***  
**SOURCE EVALUATION BOARD REPORT**  
**REQUEST FOR PROPOSAL NUMBER \_\_\_\_\_**  
***[ACQUISITION TITLE]***

This report covers the *[initial/final]* evaluation by the Source Evaluation Board (SEB) for the:

U.S. DEPARTMENT OF ENERGY (DOE)

*[ACQUISITION OFFICE NAME]*

*[ACQUISITION TITLE]*

SOLICITATION NUMBER \_\_\_\_\_

Distribution is limited to those on a need-to-know basis, and this report must be treated as “OFFICIAL USE ONLY.” THIS REPORT MAY NOT BE REPRODUCED. If transmitted by mail, the report must be sealed in an envelope and addressed to the appropriate individual with the following notation on the envelope:

SOURCE SELECTION INFORMATION – SEE FAR 2.101 & 3.104  
TO BE OPENED BY ADDRESSEE ONLY

The SEB submits this report to the Source Selection Official (SSO) for consideration. This SEB report represents the consensus of the voting members of the SEB.

\_\_\_\_\_  
*[Name]* \_\_\_\_\_ Chairperson (Voting)  
*[Title]* \_\_\_\_\_

\_\_\_\_\_  
*[Name]* \_\_\_\_\_ (Non-Voting)  
Counsel

# **Initial/Final Source Evaluation Board Report**

*[Words in italics are intended to reflect the general content of the sections or paragraph.]*

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## **I. EXECUTIVE SUMMARY**

- a. Description of Acquisition  
*[Briefly describe the acquisition]*
- b. Proposals Received  
*[Identify each company/team that submitted a proposal]*
- c. Summary of Evaluation Results  
*[Summarize all evaluation criteria, relative weights, and ratings for each offeror]*
- d. Competitive Range Determination or Award Without Discussions  
*[Summarize the competitive range determination or contract provisions and evaluation results which allow for award without discussions. Include the Competitive Range Determination as an Appendice.]*
- e. Special Considerations  
*[Discuss any special considerations such as transition or HR, etc.]*

## **II. SOURCE SELECTION OFFICIAL AND SOURCE EVALUATION BOARD**

- a. Source Selection Official  
*[Name, appointed by/date]*
- b. SEB Voting Members  
*[Names, appointed by SSO/date]*
- c. Advisors  
*[Names/area of expertise/provide expert evaluation advise to SEB]*
- d. Ex-officio Members  
*[Names, advisors to SSO and SEB]*

## **III. BACKGROUND**

- a. Acquisition Strategy *[Briefly describe each of the following if applicable]*
  - i. Procurement history
  - ii. Development of acquisition strategy
  - iii. Information exchanges with industry
  - iv. Approval of acquisition strategy
- b. Funding Profile  
*[Identify projected funding by FY for contract period of performance]*
- c. Acquisition Plan  
*[Plan based on acquisition strategy, date acquisition plan approved]*
- d. Draft Request for Proposal (RFP)  
*[Draft RFP issued/date, comment process]*
- e. Pre-solicitation Conference and Site Tours  
*[Dates, number attending, type presentations, and tours]*
- f. One-On-One Meetings  
*[Dates, number of companies attending, purpose of meetings]*
- g. Source Selection Plan (SSP)  
*[Date approved]*

- h. Request for Proposal  
*[Development of final RFP using input from draft RFP comments and one-on-ones, date issued, amendments]*
- h. Pre-proposal Conference and Site Tours  
*[Dates, number attending, type presentations, and tours]*
- i. Chronology of Major Events  
*[List chronology of major events/milestones]*

#### **IV. EVALUATION METHODOLOGY**

- a. Qualification Criteria  
*[State criteria from RFP section M]*
- b. Evaluation Criteria  
*[State criteria from RFP section M]*
- c. Overall Relative Importance of Evaluation Criteria  
*[State relative importance from RFP section M]*
- d. Basis For Contract Award  
*[State basis for contract award from RFP section M]*
- e. Methodology Used to Evaluate Proposals  
*[Discuss approach to evaluating proposals]*
- f. Rating Considerations  
*[Discuss how proposals will be rated (color, adjectival, or numerical)]*

#### **V. DISCUSSIONS WITH OFFERORS (if applicable)**

- a. Discussions and Final Revised Proposals
  - i. Offeror A
    - 1. Conduct of Discussions  
*[Written/oral discussions, letter to offeror and general content (weaknesses from initial SEB report, clarification questions, etc.)]*
    - 2. Major Issues Discussed
    - 3. Final Revised Proposal  
*[Final revised proposal requested, summary of issues addressed in letter dated \_\_\_, final revised proposal received on \_\_\_, summary of major changes in final revised proposal, summary of evaluation process of final revised proposal]*
    - 4. Resolution of Initial Proposal Weaknesses and Deficiencies  
*[Table in body of report or an appendix - list weaknesses/deficiencies found in initial SEB Report, proposal change in final revised proposal, effect of final revised proposal on weakness (no longer weakness/weakness remains). Remaining weaknesses/deficiencies and new weaknesses are addressed in sections V-VII, Evaluation Results]*

- ii. Offeror B  
*[Same format as for offeror A above]*

**VI. EVALUATION RESULTS – VOLUME I, OFFER AND OTHER DOCUMENTS**

*[Certain parts of paragraphs a. – d. may have to be broken out by offeror depending on the nature of what has to be addressed. For example, if all offerors provide a sufficient performance guarantee, all offerors could be addressed in one paragraph. However, if there are issues relating to certain offerors, or just differences in proposals with one or more offerors, separate paragraphs may be needed such as for paragraph e., Corporate Board of Directors.]*

- a. Completeness of Offer  
*[General - submitted all portions required of the offer and other documents in accordance with the RFP requirements and instructions, representations/certifications on-line and in proposal, no exceptions to terms, within page limitation, etc., as applicable. Paragraphs below address certain aspects of the offer in more detail]*
- b. Performance Guarantee  
*[RFP required, reviewed by Counsel, legally sufficient]*
- c. Small Business Plan  
*[RFP required, reviewed by small business specialist, approved by Contracting Officer (CO)]*
- d. Earned Value Management System (if applicable)  
*[RFP required, submitted compliant system or plan, plan acceptable]*
- e. Corporate Board of Directors  
*[RFP required, submission of Board of Directors (BOD) and oversight role]*
  - i. Offeror A  
*[List BOD members, affiliation, and role in oversight]*
  - ii. Offeror B  
*[List BOD members, affiliation, and role in oversight]*

**VII. EVALUATION RESULTS – VOLUME II, TECHNICAL, MANAGEMENT, AND BUSINESS PROPOSAL**

- a. TABLE – Summary of Technical, Management, and Business Proposal Evaluation Results  
*[All evaluation criteria, relative weights, ratings for each offeror]*
- b. Evaluation Criterion 1 – XXXXXX
  - i. Criterion *[State criterion from RFP section M]*
  - ii. RFP Proposal Submission Instructions (section L) for Criterion 1
  - iii. TABLE – Rating -  
*[Offerors and ratings for criterion 1]*

- iv. Offeror A Rating Discussion  
*[Discuss the basis of the rating assigned]*
  - v. Offeror A – Strengths/Weaknesses/Deficiencies  
*[Answer the following 4 questions within the description of each significant strength/strength/weakness/significant weakness/deficiency for each criterion below: [1] What is proposed? [2] Is it good [strength] or bad [weakness]? [3] What is the effect or impact of the proposal strength or proposal weakness? [4] How does it relate to the evaluation criteria?]*
    - 1. Significant Strengths
    - 2. Strengths
    - 3. Weaknesses
    - 4. Significant Weaknesses
    - 5. Deficiencies
  - vi. Offeror B Rating Discussion
  - vii. Offeror B – Strengths/Weaknesses/Deficiencies
    - 1. Significant strengths
    - 2. Strengths
    - 3. Weaknesses
    - 4. Significant weaknesses
    - 5. Deficiencies
- c. Evaluation Criterion 2– XXXXX  
*[Repeat same structure of information as Criterion 1 above for all non-cost criteria, e.g., organizational structure and key personnel, ES&H, experience, past performance, etc.]*

## **VIII. EVALUATION RESULTS – VOLUME III, COST AND FEE PROPOSAL**

- a. TABLE I – Overall Summary of Cost and Fee Proposal Evaluation Results  
*[Show a comparison of each offeror’s cost and fee proposal broken out by transition period, basic period, option period or other as required by section B of the RFP - proposed cost, cost adjustments, probable cost, proposed fee, total evaluated price, and independent government cost estimate.]*
- b. TABLE II – Cost Element Summary of Cost Evaluation Results  
*[Show a comparison of each offeror’s cost elements(include labor hours) broken out by transition period, basic period, option period or other as required by section B of the RFP - proposed cost, cost adjustments, probable cost, total evaluated price, and independent government cost estimate.]*
- c. TABLE III – WBS Summary of Cost Evaluation Results (if applicable)  
*[Show a comparison of each offeror’s WBS costs broken out by transition period, basic period, option period or other as required by section B of the*

*RFP - proposed cost, cost adjustments, probable cost, total evaluated price, and independent government cost estimate.]*

d. Evaluation Information

i. Evaluation Criteria

*[State criterion from RFP section M]*

ii. RFP Instructions for Cost Proposal

*[Summary of key information prescribed by the RFP, e.g., labor rates, escalation, contingency, etc.]*

iii. Independent Government Cost Estimate (IGCE)

*[Developed by/when, guidelines for development, use of in evaluation]*

iv. Technical Evaluation of Cost

*[Purpose of review – consistency between technical approach and proposed cost, level of effort and skill mix, estimating methods and assumptions, etc; reference to any applicable reports/documentation]*

v. Audit Assistance

*[Generally describe nature of assistance and by whom; reference any audit reports]*

vi. Cost Element Evaluation and Probable Cost Report

*[Approach to cost element evaluation; reference to any applicable reports/documentation and probable cost report]*

e. Evaluation of Cost and Fee – Offeror A

i. Adequacy of Proposal for Evaluation

*[Complete submission, provided information/format requested, cost/pricing data not required]*

ii. Evaluation of Cost

1. TABLE - Summary of Cost and Fee Proposal Evaluation by Cost Element

*[By cost element - proposed cost, cost adjustments, probable cost, total proposed fee, total evaluated price/by transition period, basic period, and each option]*

2. Evaluation of Cost Elements

*[Tables, as appropriate, under cost elements below to explain/compare. Work breakdown structure comparisons may be appropriate, but must be able to tie back to cost elements. Information should be at a level of detail that the SSO and other readers can understand the SEB's overall cost evaluation and adjustment of any cost elements, but at a level higher than other written reports and other written information. Other written reports should be referenced and appendices added to the report as appropriate.]*

a. Direct Labor

- Amount proposed [hrs/\$] and basis of estimate
  - SEB evaluation [hrs/\$]  
*[Address each cost element - basis of reasonableness and basis for cost adjustment]*
  - b. Fringe Benefits
    - Amount proposed and basis of estimate
    - SEB evaluation
  - c. Indirect Rates
    - Amount proposed and basis of estimate
    - SEB evaluation
  - d. Subcontracts
    - Amount proposed and basis of estimate
    - SEB evaluation
    - Percentage Subcontracting
  - e. Other Direct Costs  
*[Breakdown into sub-parts as appropriate]*
    - Amount proposed and basis of estimate
    - SEB evaluation
  - f. Transition Cost  
*[Breakout into cost elements]*
    - Amount proposed and basis of estimate
    - SEB evaluation
  - g. Escalation
    - Amount proposed and basis of estimate
    - SEB evaluation
- iii. Evaluation of Fee
1. TABLE – Fee Proposed and Percentage of Cost  
 [Show by transition cost, basic, and each option]
  2. Narrative discussion  
*[Discuss the reasonableness of fee and the basis for the determination of reasonableness, ie weighted guidelines, DOE fee curves, etc. Discuss the proposed fee in relation to any RFP limitation on fee]*
- iv. Funding
1. TABLE – Comparison of Proposed Cost and Fee and Probable Cost and Fee to Funding Profile  
*[By fiscal year – proposed cost, proposed fee, total proposed cost/fee; probable cost, proposed fee, evaluated price; funding profile]*
  2. Narrative discussion  
*[If offeror exceeds any RFP limitations]*
- f. Evaluation of Cost and Fee – Offeror B  
*[Same structure as for offeror A above]*

## **IX. OTHER CONSIDERATIONS FOR AWARD**

*[While most of the items below are matters on which the CO must make a determination with respect to the apparent selected offeror, they are included to provide information to the SSO and to identify items that may need to be addressed during discussions. Breakout into separate sub- paragraphs for Offeror A and Offeror B based on amount and complexity of information that needs to be addressed]*

- a. Organizational Conflicts of Interest  
*[Disclosure by offerors, CO findings]*
- b. Foreign Ownership, Control, and Influence (FOCI)  
*[List each offeror/LLC member/subcontractor and FOCI status]*
- c. Financial Capability
  - i. Offeror A  
*[Summary of information provided by offeror and judgment on financial strength]*
  - ii. Offeror B  
*[Summary of information provided by offeror and judgment on financial strength]*
- d. Contractor Responsibility  
*[FAR 9.1, CO determined to be responsible]*
- e. Inverted Domestic Corporation  
*[FAR 9.108-3 CO verified that offerors are not inverted domestic corporations]*
- f. Equal Employment Opportunity Pre-Award Clearance  
*[FAR 22.805, For Awards exceeding \$10M, must obtain pre-award clearance from the appropriate OFCCP regional office]*
- g. Excluded Parties List System  
*[List checked/date]*

## **X. APPENDICES**

*[The use of charts, graphs, tables or other graphics to support the evaluated strengths, weaknesses, and deficiencies provide a good visual point of reference for comparing proposals. These types of visual aids are either included in the body of the report or included as an appendix and referenced in the body of the report. There are certain tables indicated in the report outline above which may be included as an appendix rather than in the body of the report, as appropriate. Below are some examples of appendices related to typical evaluation criteria.]*

- a. Technical Approach and Other Technical Areas  
*[Not a typical appendix, but can be used as appropriate depending on the nature of the information]*
- b. Organizational Structure

*[In addressing either strengths or weaknesses related to the offerors organizational structure, it is sometimes easier to explain by use of the offeror's organizational chart. A copy from the proposal can be included as an appendix, as appropriate.]*

- c. Listing of Individual Key Personnel and Summary of Experience and Qualifications
- d. Small Business Subcontracting Plan Goals
- e. Relevant Experience
  - [A chart that shows each entity [prime, sub, LLC member], its individual scope of responsibility under the contract, and the extent of its relevant experience]*
- f. Past Performance
  - i. Past performance questionnaire data.
  - ii. ES&H performance indicators in comparison to DOE and industry averages and industry average.
  - iii. Accomplishment of small business goals.
- g. Cost and Fee
  - [A number of charts/tables will probably need to be used to explain cost and fee. The body of the report should contain sufficient information to understand the evaluation and the basis for any probable cost adjustments. But, additional lower level summary information may be needed to be included as an appendix, based on the complexity of the cost information and the degree to which supplemental analysis reports are available.]*
- h. Competitive Range Determination (for final SEB Report)