

**SOURCE SELECTION PLAN  
FOR  
CONTRACTING WITH INDIVIDUALS**

1. **ACQUISITION STRATEGY.** FAR Part 12 and 13 will be used to award a competitive firm fixed price purchase order (PO) for manpower support services for individuals (individual is hereafter referred to as the offeror or contractor). An integrated assessment of the evaluation factors will be made and award will be made to the responsible offeror whose offer conforming to the solicitation is considered to be the best value to the Government. Services will be priced per hour and payments made on a monthly basis. A person from the using organization will function as the Contracting Officer's Representative (COR) and Functional Area Evaluator (FAE). The contractor will be required to submit a monthly status report which must be approved by the **COR/FAE** prior to submitting an invoice each month for payment.

2. **MINIMUM MANDATORY REQUIREMENTS:** A degree in the related field is a minimum mandatory requirement for performance work tasks requiring the services of an accountant, computer scientist, or engineer.

3. **EVALUATION FACTORS.** The following factors, listed in descending order of importance, shall be used to evaluate offers:

- Experience
- Past Performance
- Price
- Education
- General Considerations

All evaluation factors other than price, when combined, are significantly more important than price. However, price may contribute significantly to the best value decision.

4. **EVALUATION PROCEDURES.** The contracting officer will serve as the Source Selection Authority (SSA) and, in conjunction with person(s) from the requirements office, will perform the evaluation for each acquisition. While the Government will strive for maximum objectivity, the best value process, by its nature, is subjective and, therefore, professional judgment is implicit throughout the selection process. The factors will be evaluated as follows:

a. Experience. Resumes will contain the information on which to evaluate experience. Only experience within the last 5 years that is the same or similar to this effort will be accepted. Experience will be calculated into numbers of years and months. Offerors having the most experience will be preferred and rated higher.

b. Past Performance. Offerors will be requested to submit resumes containing references and listing any awards or achievements. Past performances assessments will utilize information

obtained from references listed in the resume as well as other sources available to the Government. Those not having same or similar past performance will receive a neutral rating. Past performance will be evaluated using the following ratings and definitions:

HIGH (H) – Significant doubt exists, based on the offeror’s performance record, that the offeror can perform the proposed effort.

MODERATE (M) – Some doubt exists, based on the offeror’s performance record, that the offeror can perform the proposed effort.

LOW (L) – Little doubt exists, based on the offer’s performance record, that the offeror can perform the proposed effort.

NOT APPLICABLE (N/A) – No significant performance record is identifiable.

c. Price. The proposed hourly rate will be computed into a total evaluated price for the period of performance on each requirement. If the tasking covers a period for which more than one rate is applicable, the hours in each period will be estimated and extended by the applicable rate and the total for each period will be added to calculate the total evaluated price.

d. Education. Resumes will also contain the information on which to evaluate education. Education will be ranked from high school graduate level to the highest degree obtained in college. Higher education in fields other than those related to the job series (or a business or business-related field) may not be considered. Those having the most education in relevant fields (or business or business-related fields) will be rated higher. Education will become more important as the other evaluation factors become more closely rated and may be used to break a tie between offerors.

e. General Considerations. The Government will evaluate the contractor’s offer to ensure that certifications, representations, and resume information are in compliance with requirements. Failure to provide the information requested in the solicitation may result in the offeror being removed from consideration for award.

5. **AWARD.** A Decision Document will be written documenting the rationale for award. When award is made to other than the low priced offeror, the decision document will set forth specific reasons for the superiority of the higher priced proposal.