Document Title

Document Subtitle

PM Name

9 January 2023

|  |
| --- |
| * *The purpose of the document is provide the Program Manager an outline for a tech eval plan prior to beginning New Development Contracts, LRIP and FRP Lot Buys, Large ECPs, etc.*
* *This template provides the PM with areas and information that should be considered when forming a team and what’s needed to reach program objectives.*
* *Tailor this document as needed to develop a tech eval plan to perform a successful evaluation of the Contractor proposal.*
* *Do not change the headings of this document; doing so could disable proper export.*

*Note: This file has been “set-up” using specific Headings so the contents can be exported into PowerPoint. There is an instruction file at the end of this document describing “Instructions to Export to PowerPoint.”* |

**Contents**

[**1.** **Program Overview** 3](#_Toc513463524)

[**2.** **Structure of the RFP** 3](#_Toc513463525)

[**3.** **Technical Evaluation Approach** 3](#_Toc513463526)

[**4.** **WBS Structure** 4](#_Toc513463527)

[**5.** **Identify Team Structure and Functions** 5](#_Toc513463528)

[**6.** **Technical Evaluation and Negotiation Schedules** 5](#_Toc513463529)

[**7.** **Links and Attachments** 6](#_Toc513463530)

# **Program Overview**

## Describe program purpose and technical requirements

### *Reference Systems Engineering Plan for added information for program technical requirements*

## Contract Type

## Contract Value or “Not-to-Exceed” (NTE) for Undefinitized Contract Action (UCA) contracts

## Period of Performance

## Prime and Major Subcontractor experience information

## Qualifying Proposal Concerns

### Proposal is deemed “unqualified” upon submission if…

#### Contractor and/or subcontractors did not bid to SOW, SRD, etc. on contract

#### Debit/Credit is not proposed IAW FAR requirements

#### Un-executable/unrealistic terms and conditions

## Over-all program schedule

### Include all major reviews

# **Structure of the RFP**

## Technical, Contract, Cost Volumes, Incentive Fee Plan

## Definitization schedule

### Definitization schedule constraints

#### DCAA Audit

#### Initial Pricing Review

#### Final Pricing Review

## List of milestone reviews and proposed dates

# **Technical Evaluation Approach**

## Define management structure

## PM, PCO, Pricing, DCMA/DCAA, Functionals

## Fact finding and negotiation locations

### At WPAFB, off-site, at Contractor’s facility

## Methods of fielding and answering questions

### Written, submitted thru Government Contracts (PK)

### Determine ability to call counterparts at contractors

### Face-to-face formal meetings

## Main areas of risk for the proposal(s)

## Method for arriving at Min/Obj/Max positions

### Use of other methods, as needed and necessary

### Data models, averaging, normalize actuals

## Identify planned Government/Contractor meetings

# **WBS Structure**


# **Identify Team Structure and Functions**

## Define management structure

### Org chart identifying Team Members and functions at the WBS Level

### Identify roles and responsibilities

### Ensure all functional areas are covered - Engineering, Financial, Logistics, Test, Configuration Mgmt., etc.

## Identify gaps in team functional competencies and how these areas will be handled

## Review training requirements, needs and dates prior to RFP arrival

## Ensure each team member reviews and understands the RFP and its requirements

### Scope of effort

### SOW, IMP, IMS, CDRLs

## Identify any risk and disconnect areas to key on during negotiations

# **Technical Evaluation and Negotiation Schedules**

## Establish a team schedule for reviews and negotiations

### Proposal review start-end dates

### PMO tech eval team kick-off

### Meetings with contractor

### Interval reviews

### Key milestones

### Planned completion review dates for team members

## Establish a Communication Plan

## Team provides leadership information for progress, key issues etc. during the tech eval proves.

## Method of progress to external stake holders

## Method for handling minority views

# **Links and Attachments**

## Locations of program documents

## Instructions to Export to PowerPoint

