



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
RADM WILLIAM A. MOFFETT BUILDING
47123 BUSE ROAD BLDG 2272
PATUXENT RIVER MARYLAND 20670-1547

NAVAIRINST 4200.59A
AIR-2.1.1

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NAVAIR INSTRUCTION 4200.59A

From: Commander, Naval Air Systems Command

Subj: TECHNICAL EVALUATION OF CONTRACTOR PROPOSALS FOR SOLE
SOURCE PROCUREMENTS

Ref: (a) Federal Acquisition Regulation (FAR) Part 15.404
(b) Defense Federal Acquisition Regulation Supplement (DFARS) Part 215.404
(c) Contract College Management (CCM) Technical Evaluation Training

1. Purpose. This instruction establishes policy, assigns responsibilities, and provides guidance regarding the development of technical evaluation packages when the procurement is to be made using other than full and open competition (i.e. sole source) and the procurement contracting officer (PCO) determines a technical evaluation is required per references (a) and (b). These procedures apply to sole source technical evaluations performed on contractor price proposals in response to Naval Air Systems Command (NAVAIR) Requests for Proposals. Since completeness and accuracy of the technical evaluation are necessary to prepare the Government's negotiation position, reference (c) was developed as training that addresses the definition of a technical evaluation, the roles and responsibilities for the development of a technical evaluation and provides guidance on analysis techniques. Registration to reference (c) training is located through the NAVAIR-U training portal located at:
<https://navairu.navair.navy.mil/#college-contract-management>.

2. Cancellation. This instruction cancels NAVAIRINST 4200.59.

3. Scope and Applicability. This instruction applies to all Naval Air Systems Command (NAVAIR), which includes NAVAIR Headquarters (NAVAIRHQ), competencies, the program executive officers (PEO), Program Managers, AIR (PMA), and subordinate commands. The requirements outlined herein are applicable to all sole source procurements awarded by NAVAIR.

4. Background

a. Per references (a) and (b), the PCO may request that personnel having specialized knowledge, skills, experience, or capability in engineering, science, or management perform a technical analysis of the proposed types and quantities of materials, labor hours, processes, special tooling, and equipment presented in the contractor proposal in order to determine the need for and reasonableness of the proposed resources. The technical analysis is not an evaluation of the dollar amounts but rather an evaluation of the rationale, basis of estimates, and information supporting the dollar amounts. The technical evaluation is to determine that the

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contractor proposal is reasonable and supports the accomplishment of the statement of work tasking and the specification.

b. In the sole-source environment, this technical evaluation is the foundation for the cost analysis of the specific cost elements and tasks. The PCO must ensure the technical evaluation addresses the key areas within the proposal, completed by experienced personnel, and is approved by the appropriate level of management. The PCO may request the advice and assistance of a variety of experts to ensure that an appropriate analysis is performed on each pricing proposal.

c. The technical evaluation package is a detailed, written document of the technical assessment of the contractor proposed effort. The technical evaluation highlights what was proposed by the contractor and what is recommended by the evaluation team, including the analysis and rationale behind the recommended positions. The technical evaluation supports the Business Clearance Memorandum in the official contract file and builds the foundation for negotiating a fair and reasonable, sole-source contract.

5. Policy

a. For procurements which are below the dollar threshold which requires a Procurement Planning Conference (PPC), the PCO will identify the need for a technical evaluation to the technical authority or requirements office for the procurement.

b. For procurements which are at or above the dollar threshold which requires a PPC, the PCO will make the requirement for a technical evaluation known at the conference and the requirement will be documented in the Procurement Planning Agreement (PPA).

c. When the PCO requires a technical evaluation of a contractor proposal, the technical authority or requirements office will perform the review and analysis and an individual or team within the responsible competency or program office will be responsible for completing the technical evaluation package. The responsible competency or program office is defined as the requiring activity that has responsibility for the requirement, initiates the Procurement Initiation Document, whom is considered the contract owner, or is otherwise accountable for the procurement. A final technical evaluation package must be submitted to the applicable PCO by the dates establishes within the PPA or as agreed to by the joint acquisition team when a PPA is not required. The tasks or milestones associated with completing the technical evaluation package should be entered into the Program Management Tool to accurately reflect the time scheduled for the review and the time that was incurred.

d. Approval authority for the technical evaluation package will depend on the estimated dollar value, complexity or visibility of a particular acquisition, but at a minimum will be one-level above the team lead or if not the team lead, then the Level II or III manager of the program

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office or competency equivalent. For significant acquisitions (e.g. those that require external reviews), Level I approval may be appropriate.

6. Responsibilities

a. The PCO will determine the need for a technical analysis of the contractor proposal (as well as for an updated proposal) and communicate the requirement for a technical evaluation package.

b. The Level II manager within the competency or program office will understand and coordinate the evaluation requirements with the PCO. The Level II manager within the competency or program office will identify a team lead and team members, as appropriate, for a technical evaluation.

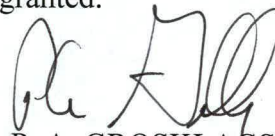
c. The technical evaluator(s) will be responsible to the team lead and are accountable for documenting measurable assessments of the contractor's proposed positions.

d. Communication with the contractor relative to the proposal (including requests for information) will be coordinated with the PCO or contract specialist.

e. Composition of the negotiation team will be determined by the PCO with the advice of the team lead for the acquisition and may be dependent on the complexity of the requirement, location of the negotiation, and availability of technical evaluators.

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV Manual 5210.1 of January 2012.

8. Review and Effective Date. Per OPNAVINST 5215.17A, the Contracts Policy and Process Management Division will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.



P. A. GROSKLAGS

Releasability and distribution: This instruction is not cleared for public release and is only available electronically via the NAVAIR directives Web site at:
<https://directives.navair.navy.mil>.