

I. DUE DILIGENCE GROUND RULES

A. Contractor's Due Diligence Ground Rules.

DUE DILIGENCE MEETING GROUND RULES

Purpose. This is an opportunity for prospective offerors to establish a more thorough understanding of the Government's requirement as set forth in the RFQ with the goal of better proposal submissions and project execution.

1. The [AGENCY] is not bound by the answers provided during the due diligence session.
2. The due diligence session will be limited to ninety (90) minutes in duration.
3. Questions should only address requirements of the RFQ.
4. Questions and answers from individual meetings will not be shared with other prospective offerors unless information arises that's critical for responding to the requirements of the RFQ.
5. No documentation will be exchanged at this meeting.

B. Government Team Due Diligence Ground Rules.

DUE DILIGENCE GROUND RULES

The purpose of the due diligence session is to provide contractors an opportunity to establish a better understanding of [AGENCY'S] contracting opportunities. The due diligence session is an informal meeting with prospective bidders in which [AGENCY] reps provide answers to questions asked by contractors regarding a specific contracting opportunity. The intent of these meetings is to result in proposal submissions that are totally responsive to the RFQ requirements.

The following are some guidelines and ground rules for [AGENCY] team members that will be participating in these sessions:

- **BE FAMILIAR WITH THE RFQ STATEMENT OF WORK SO YOU KNOW WHAT THE [AGENCY] IS REQUESTING THE CONTRACTOR TO DO.**
- **TRY TO ANSWER AS MANY QUESTIONS AS POSSIBLE (ASSUMING YOU KNOW THE ANSWER).**
- **IF ASKED THE SAME QUESTION BY DIFFERENT CONTRACTORS, GIVE THE SAME ANSWER.**
- **DO NOT DIVULGE ANY INFORMATION FROM ONE CONTRACTOR SESSION TO ANOTHER CONTRACTOR.**
- **IF ONE CONTRACTOR ASKS A QUESTION (AND RECEIVES AN ANSWER) BUT A SECOND CONTRACTOR DOES NOT ASK THE SAME QUESTION, DO NOT SHARE THE QUESTION AND ANSWER WITH THE SECOND CONTRACTOR.**

- **A CONTRACTOR CAN REQUEST TO LOOK AT DOCUMENTS, BUT THEY CANNOT TAKE THEM AWAY (AND WE WILL NOT COPY THEM).**
- **GIVE ALL OFFERORS THE SAME AMOUNT OF TIME. THEY HAVE BEEN TOLD THEY HAVE UP TO 90 MINUTES. THE SESSION MUST BE CONCLUDED AT THE 90 MINUTE MARK.**
- **IF YOU ARE ASKED WHAT YOU THINK IS THE BEST“APPROACH”? SAY, “I DO NOT KNOW. THAT’S LEFT FOR YOU TO DECIDE”. THIS APPLIES TO ALL QUESTIONS ON HOW A CONTRACTOR SHOULD DEVELOP ITS APPROACH.**
- **IF YOU THINK THAT ANY SPECIFIC QUESTION/ANSWER IS SOMETHING THAT ALL CONTRACTORS WOULD HAVE TO KNOW TO FORMULATE AN APPROACH, THEN LET THE CONTRACTING OFFICER KNOW.**

OF SPECIAL NOTE: THE [AGENCY] IS NOT BOUND BY THE ANSWERS PROVIDED DURING DUE DILIGENCE!