



UNSOLICITED PROPOSALS



10th Contracting Squadron



Outline



- Definition of Unsolicited Proposal (UP)
- Content for a valid UP
- Requirements concerning responsible prospective contractors
- Organizational Conflict of Interest
- Preferred methods to submitting ideas/concepts to USAFA
- Information sources on USAFA objectives and interest
- Procedures for submission/evaluating UPs
- Instructions for identifying and marking proprietary information
- Summary
- Agency Points of Contact



Definition



- Unsolicited Proposal (UP):
 - A written proposal for a new or innovative idea that is submitted to an agency on the initiative of the offeror for the purpose of obtaining a contract with the Government
 - Not in response to a request for proposals, Broad Agency Announcement, Small Business Innovation Research topic, Small Business Technology Transfer Research topic, Program Research and Development Announcement, or any other Government-initiated solicitation or program.



Content



Unsolicited Proposals should contain information similar to the following:

(a) Basic information including --

- (1) Offeror's name and address and type of organization; e.g., profit, nonprofit, educational, small business;
- (2) Names and telephone numbers of technical and business personnel to be contacted for evaluation or negotiation purposes;
- (3) Identification of proprietary data to be used only for evaluation purposes;
- (4) Names of other Federal, State, or local agencies or parties receiving the proposal or funding the proposed effort;
- (5) Date of submission; and
- (6) Signature of a person authorized to represent and contractually obligate the offeror.



Content



Unsolicited Proposals should contain information similar to the following:

(b) Technical information including --

- (1) Concise title and abstract of the proposed effort;
- (2) A reasonably complete discussion stating the objectives of the effort or activity, the method of approach and extent of effort to be employed, the nature and extent of the anticipated results, and the manner in which the work will help to support accomplishment of the agency's mission;
- (3) Names and biographical information on the offeror's key personnel who would be involved, including alternates; and
- (4) Type of support needed from the agency; e.g., Government property, or personnel resources.



Content



Unsolicited Proposals should contain information similar to the following:

(c) Supporting information including --

- (1) Proposed price or total estimated cost for the effort in sufficient detail for meaningful evaluation;
- (2) Period of time for which the proposal is valid;
- (3) Type of contract preferred;
- (4) Proposed duration of effort;
- (5) Brief description of the organization, previous experience, relevant past performance, and facilities to be used;
- (6) Other statements, if applicable, about organizational conflicts of interest, security clearances, and environmental impacts; and
- (7) The names and telephone numbers of agency technical or other agency points of contact already contacted regarding the proposal.



Responsible Contractor



- To be considered responsible, a contractor will be required to show:
 - (a) Adequate financial resources
 - (b) Satisfactory performance record
 - (c) Record of integrity and business ethics
 - (d) The necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them
 - (e) The necessary production, construction, and technical equipment and facilities
 - (f) Ability to receive an award under applicable laws



Organizational Conflict of Interest (OCI)



- OCI must be considered when submitting and accepting an unsolicited proposal
- The two underlying principles are –
 - (a) Preventing the existence of conflicting roles that might bias a contractor's judgment; and
 - (b) Preventing unfair competitive advantage
 - (1) Proprietary information that was obtained from a Government official without proper authorization; or
 - (2) Source selection information that is relevant to the contract but is not available to all competitors, and such information would assist that contractor in obtaining the contract.



Preferred Methods for Submission



- USAFA advertises interests and opportunities for submission of ideas through the following methods:
 - FBO.gov
 - Notices, Sources Sought, Solicitations, Awards
 - Grants.gov
 - USAFA Broad Agency Announcement



USAFA Objectives and Interest



- The following documents are available to the public and can be located through online research engines (Yahoo, Google, etc). These documents provide past and future USAFA research efforts:
 - FY09-FY14 USAFA/DF Strategic Plan
 - 2009 USAFA Research Report



Unsolicited Proposal Process



Offeror submits Unsolicited Proposal (UP) to 10 CONS



10 CONS sends letter to Offeror within 3 workdays, acknowledging receipt of UP.
10 CONS reviews UP to determine validity, i.e. complies with FAR 15.
10 CONS ensures disposition of UP is recorded by UP point of contact.

IF VALID



Perform comprehensive evaluation IAW FAR 15 within 30 workdays

IF FAVORABLE



AND meets the conditions in FAR 15
- return UP to Offeror

OTHERWISE



Publish on FBO if applicable
and execute J&A

IF NOT VALID



Return UP to Offeror



Identifying and Marking Proprietary Information



- See FAR Part 15 for specific language required for marking proprietary information on title page and subsequent pages
- If specific language is not used, the proposal will be returned without further review.



Summary



- The Federal Acquisition Regulations (FAR) provide detailed instructions for the submission, review, and handling of unsolicited proposals.
- Contractors are encouraged to carefully review FAR Part 15 prior to submittal of an unsolicited proposal.



Agency Points of Contact



- 10th Contracting Squadron
 - Call (719) 333-2074
- 10th ABW Small Business Advocate:
 - Call (719) 333-4561
- 10th Contracting Ombudsman:
 - Call (719) 333-2074