

SAMPLE SOURCE SELECTION DECISION DOCUMENT

[This form is tailorable for acquisition type customization]

I. Procurement Requirement: _____

Originating/Requirements/Program Office _____

SSP No. _____

RFP No. _____

Description: _____

Acquisition Strategy/Basis for Award: _____

Offeror(s) _____

II. DECISION STATEMENT FACTORS RATIONALE

(SAMPLE: The factors in this section shall contain summarized analyses statements of the SSEB Comparative Analysis Report. These factors shall be used to compile and substantiate the "Source Selection Decision Statement")

A. Summary Statement of Evaluation Criteria

SAMPLE SOURCE SELECTION DECISION DOCUMENT

B. Summary Statement of Cost/Price Analysis

C. Summary Statement of Cost Realism Analysis (As applicable)

D. Summary Statement of Strengths and Weaknesses

E. Summary Statement of Rankings (As applicable)

F. Summary Statement of Applied Tradeoffs (As Applicable)

SAMPLE SOURCE SELECTION DECISION DOCUMENT

III. SSA Review Evaluation Report Findings (*SAMPLE: This section is used to document agreement or disagreement with the Evaluation Report*)

I hereby

Agree *Disagree* (*SAMPLE: Supporting documentation must be provided to justify disagreement with the evaluation report findings and/or analysis and the information relied upon to arrive at a new finding.*)

with the findings of the Evaluation Report.

Source Selection Authority (SSA)

Date

SAMPLE SOURCE SELECTION DECISION DOCUMENT

IV. DECISION ACUMEN AND OPINE RATIONALE

(SAMPLE: The acumen factors below must be discussed/justified for each evaluated proposal. The factors should also address how the successful proposal measured up to the other proposals in the Evaluation Report based on the evaluation factors and subfactors in the solicitation.)

A. Individual Comparative Analyses:

- Business Judgement Analysis Statement (*Including value analyses*) -

- Best Value Tradeoffs Analyses Statement – (*Technical and Price.-Include strengths and Weaknesses*) -

- Additional Cost Savings Benefits Analyses Statement (*Including Value Engineering*) -

B. Best Value Continuum Factor Rationale:

- The lowest price proposal is superior in terms of non-cost/price factors (*SAMPLE: Discuss/justify decision factors and acumen – Note: If a lower rated, lower priced proposal is selected the rationale must explain why the price premium of the higher rated proposal is not justified when there is an acceptable proposal at a lower price. Additionally, the rationale must explain the evaluated advantages of the higher rated proposal and why the advantages are not worth the price premium. Proceed to Source Selection Decision Statement*)

OR

- The proposals are essentially equal in terms of non-cost/price factors (*SAMPLE: Discuss/justify decision factors and acumen. Additionally, the rationale can include a quantitative or qualitative justification for the payment or non-payment of a cost/price premium, provided the rationale is well reasoned – Proceed to Source Selection Decision Statement*)

OR

SAMPLE SOURCE SELECTION DECISION DOCUMENT

Best Value Continuum Factor Rationale (Cont'd)

- The lowest priced proposal is not the most superior in terms of non-cost factors (*SAMPLE: Discuss/justify decision factors and acumen and include in rationale whether or not the benefits of the non- cost/price strengths warrant the additional price premium (this may include a qualitative and quantitative analysis provided the analysis is well reasoned), and any other applicable analysis. Proceed to Source Selection Decision Statement.*)

(*SAMPLE: This statement is an independent determination/approval narration for award to the successful offeror based on the factors as delineated and the expertise, best judgment and best value judgment of the SSA official*)

v. SOURCE SELECTION DECISION STATEMENT

Source Selection Authority (SSA)

Date