



Sources Sought Guidebook Update Initiative

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Presented to: Industry Partners

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Sources Sought Guidebook

- Sources Sought Guidebook is an internal NAVAIR/NAWC/COMFRC guide for use by requirements/contract owners & Contracting personnel for conducting market research
 - Originally drafted in 2012 timeframe
- The Guidebook provides instructional how-to and best practices on the key considerations and steps to issue an effective Sources Sought Notice (SSN) to industry
 - Templates for the SSN in letter format (Services and Supply)
 - Templates for Capability Statement Response letter to industry (to respondents found Capable or Indeterminable)
 - Template capability statement format to be used by industry - to be included as an attachment to the SSN if the Government chooses to use
- Goals of the Guidebook Update:
 - Streamline the guidance
 - Provide best practices to be considered throughout NAVAIR/NAWC/COMFRC
 - Provide updated templates for SSN and Capability Statement Response Letters
 - Standardize the type of Information requested in a SSN
- Feedback from industry indicated room for improvement in our Sources Sought process
- Coordinated update with input from Office of Small Business Programs (OSBP), Mr. Larry Butts and Ms. Cynthia Thompson



Sources Sought - Best Practices

- The following best practices are encouraged to be utilized:
 - Including a milestone for the SSN and associated activities into the procurement schedule
 - Naming Convention for the SSN
 - Utilize the command, department, division and title of requirement in the title of the SSN
 - Providing attachments to a SSN
 - Draft SOW/PWS
 - Draft Estimated Labor Categories and Hours
 - Estimated Labor Rate Ranges or Estimated Minimum Labor Rates by Labor Category
 - Improving and standardizing the Government's detailed Requests for information to only include key aspects that aid in determining capability:
 - Corporate Experience of the respondents (Scope, Complexity, Magnitude)
 - Briefly describing proposed approach to meeting certain key specified technical requirements
 - Staffing approach may be requested and/or management team approach (use of Subcontractors)
 - Requesting Industry feedback on the draft documentation provided in SSN
 - Government providing meaningful feedback to Industry on their capability statements



Sources Sought - Format

- SSNs coming from NAVAIR/NAWC/COMFRC should follow the same general format:
 1. Introduction
 2. Disclaimer
 3. Anticipated Contract Type and Contract/Program Background (as applicable)
 4. Special Requirements or Required Capabilities – Such as TS/SCI facility clearance for example
 5. Eligibility – For specified NAICS code
 6. Submission Requirements – Government Requests for Information to determine capability



Sources Sought – Evaluation, Documentation, and Feedback

- A technical team will evaluate capability statements (Industry responses to SSN) and will determine a company to be either Capable or Indeterminable
 - Guide provides a best practice for Eval team to reach out to applicable specific respondents to answer questions to clear up uncertainties related to their Capability Statements
- Once Government team analyzes the results of the evaluation, the PCO submits a recommendation of Full and Open Unrestricted or a Small Business Set-Aside to the OSBP for concurrence
- Once OSBP and SBA concurs with the PCO's recommendation, feedback letters on the capability statements will be prepared and sent to all companies that provided responses to the SSN
- Feedback letters will include the breakdown of the socio-economic categories of companies that responded, Full and Open or Set-Aside determination, and if the company was found Capable or Indeterminable
 - If Indeterminable: A breakdown will be provided to show which areas were capable and which areas were indeterminable
- Feedback should be provided within approximately 30 calendar days of the due date for capability statement submission



Sources Sought - Industry Involvement

- Provide capability statement responses to the SSN if you have a genuine interest in the procurement regardless if you are a small or large business in the cognizant NAICS Code – Note that Incumbents always encouraged to respond
- Utilizing the Government Point of Entry (GPE) websites:
 - Sam.Gov
 - SeaPort portal (if SeaPort is being utilized)
 - **Note**: Information from Third Party resources may be unreliable
- Provide input on any of the draft documentation provided
- Reach out to cognizant PCO if feedback is not received within 45 calendar days of due date for capability statement submission
- Continue to provide feedback on this process and other areas



Conclusion

- The Sources Sought is a major component in market research and is used on the vast majority of competitive new and follow-on procurements
- The Government recognizes effort put into Capability Statements and providing feedback on draft documents and will ask for the minimum amount of information needed to determine capability
- Meaningful feedback should assist companies in making teaming decisions and overall improve responses to the final RFP
- At NAWCAD Pax, if a SSN is used, it will be mandatory that Capability Statement Response Letters be provided to all industry SSN respondents



Questions/Open Discussion



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