



United States Department of

Health & Human Services

Office of the Assistant Secretary for Preparedness and Response (ASPR)



BARDA Industry Day, Contracting for Countermeasures “MOCK T.E.P.”

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DHHS-OS-ASPR-AMCG**

June 8, 2011



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What is a TEP?

- Technical Evaluation Panel (TEP)
- Purpose of a TEP:
 - A) To have technical (scientific) experts evaluate the merits of the technical proposal by identifying strengths and weaknesses and providing any questions to the CO that should be asked if the respective company makes the competitive range.
 - B) Provide a TEP score and subsequent TEP report to the CO, so the CO can have all the information necessary to make a competitive range determination.
- A TEP is Required in all acquisitions expected to exceed \$500,000 (HHSAR 315.305) (FAR 15.305 – Proposal Evaluation).



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How does a TEP function?

- The responsibility of selecting the TEP members is made at least one level above the COTR.
- TEP members must sign a Conflict of Interest Agreement (COI) and Non Disclosure Agreement (NDA) and return it to the CO.
- TEP members only see the technical proposal and normally have 2 – 3 weeks to review the proposals.
- TEP members prepare their narrative comments on each proposal as they read, but do not score the proposals yet.
- All proposals returned to the COTR & CO after review.



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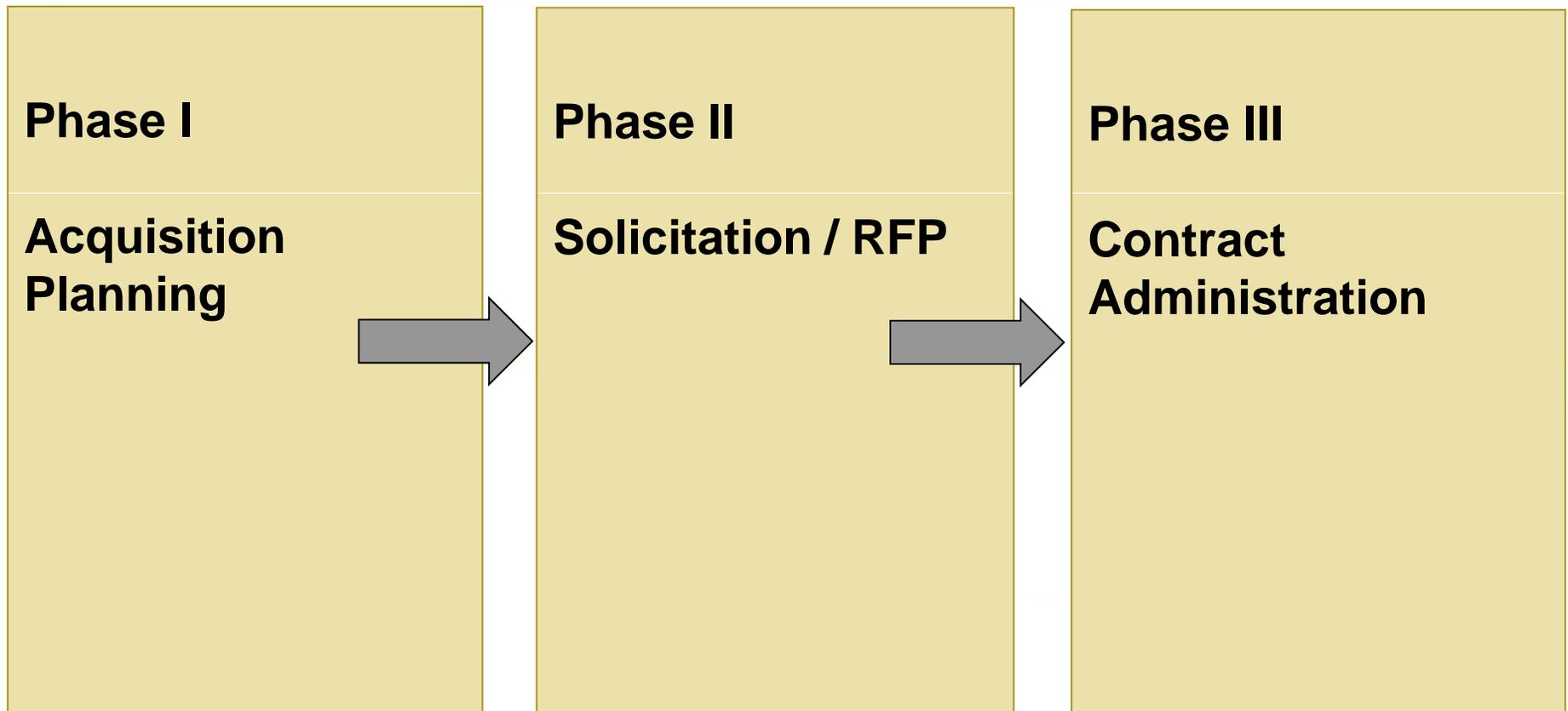


TEP 101

- TEP members will discuss and score each proposal on its own merit against the evaluation criteria (section M of the RFP) and will not compare the proposals.
- The COTR is normally the Chairperson of the TEP and usually a voting member.
- The Contracting Officer normally facilitates the TEP, but is non voting member. CO is charged with ensuring the TEP is run on an equal playing field for all competitors.
- The Chairperson and the CO decide if the TEP should be reconvened for subsequent proposal revisions.
- Questions ?



Phases of the Acquisition Process



◆————◆
Takes an Average of 7–9 months for Phases I & II



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Phase II – Solicitation / RFP

Phases of Acquisition Process

- 1) Draft and post final synopsis
 - ❖ FedBizOpps.gov
- 2) CO drafts and finalizes RFP (request for proposal) for internal review
- 3) Post solicitation/RFP
 - ❖ FedBizOpps.gov
- 4) Answer questions submitted by potential offerors
- 5) All communication goes through the Contracting Officer (CO)
- 6) Amend solicitation/RFP
- 7) **Receive & record proposals**
- 8) **Distribute proposals to TEP Team**
- 9) **CO reviews business proposals and begins cost and price analysis**
- 10) Hold TEP
 - ❖ Score proposals to evaluation criteria
 - ❖ Develop technical score
 - ❖ Vote Acceptable/Unacceptable
 - ❖ TEP report to CO
- 11) Determine competitive range
- 12) Submit questions to offerors in competitive range. Notify those offerors excluded. Debriefings possible.
- 13) Review answers to questions
- 14) Negotiate, win-win solution
- 15) Might need a revised proposal
- 16) Request and receive FPR (Final Proposal Revisions)
- 17) Make a source selection
- 18) Award contract



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B.A.E.A. Vaccine Requirements:

- Product shall vaccinate against: Anthrax, Botulism & Smallpox
- U.S. Government will pay for Advanced Research & Development of product
- Shelf life of 7 years
- Attain licensure in 5 years
- Deliver product in 4 years
- Provide 25 grams for First Article Testing (Independent Government Testing) within 3 years
- Options for doses in increments of 10 million, from 10 million doses to 100 million doses