BARDA Industry Day – Washington, DC

“MOCK T.E.P.”

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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.

- 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).

Note: BAA TEPs do not result in a competitive range
How does a TEP function?

- The responsibility of selecting the TEP members is made at least one level above the COR.

- 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 ample time to review the proposals.

- Prior to the TEP, the TEP members prepare their narrative comments on each proposal as they read, but do not score the proposals yet.

- All proposals returned to the TEP Chairperson & CO after review.
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.

- There is an assigned Chairperson to the TEP, usually a voting member.

- The Contracting Officer normally facilitates the TEP, but is a non-voting member. CO is charged with ensuring the TEP is run on an equal playing field for all competitors and is in accordance with the SSP.

- The Chairperson and the CO decide if the TEP should be reconvened for subsequent proposal revisions.

- Questions?
Phases of the Acquisition Process

Phase I
Acquisition Planning

Phase II
Solicitation / RFP

Phase III
Contract Administration

Takes an Average of 7–9 months for Phases I & II
ASPR’s Broad Agency Announcement (BAA) Process

- **Requirements & Market Research**
- **Tech Watch**
- **Publish BAA**
- **Offerors Submit White Papers**
- **White Paper Review Panel**
- **Move Forward?**
- **Proposal Review / Technical Evaluation Panel**
- **Acceptable**
- **Category I**
- **Category II**
  - Request for Clarification and Additional Information
  - Additional Communication
  - Not Acceptable
  - Unsuccessful
- **Category III**
  - Request Full Proposal
  - Review of Additional Information
- **Not Acceptable**
- **Regrets Notification**
- **Negotiations**
- **Contract Award**
- **Kick-off Meeting**
- **Contract Administration**
- **Invoice(s)**
- **Contracting Officer’s Authorization(s)**
- **Contract Modification(s)**
- **In Process Review**
- **Contract Closeout**

*Option to participate in Tech Watch any time up to White Paper submission.*

Optional Path
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 against evaluation criteria
    - Develop technical score
    - Vote Acceptable/Unacceptable
    - TEP report to CO

11) CO Determines 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, receive, evaluate FPR (Final Proposal Revisions)

17) Make a source selection

18) Award contract

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 5 years
- Be in Phase 2 Clinical Studies within 5 years
- Establish Animal Model for Phase 3 Clinical Studies 4 years
- Provide 25 grams for First Article Testing (Independent Government Testing) within 3 years
- Options for doses in increments of 50,000; from 100,000 doses to 300,000 doses