



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**

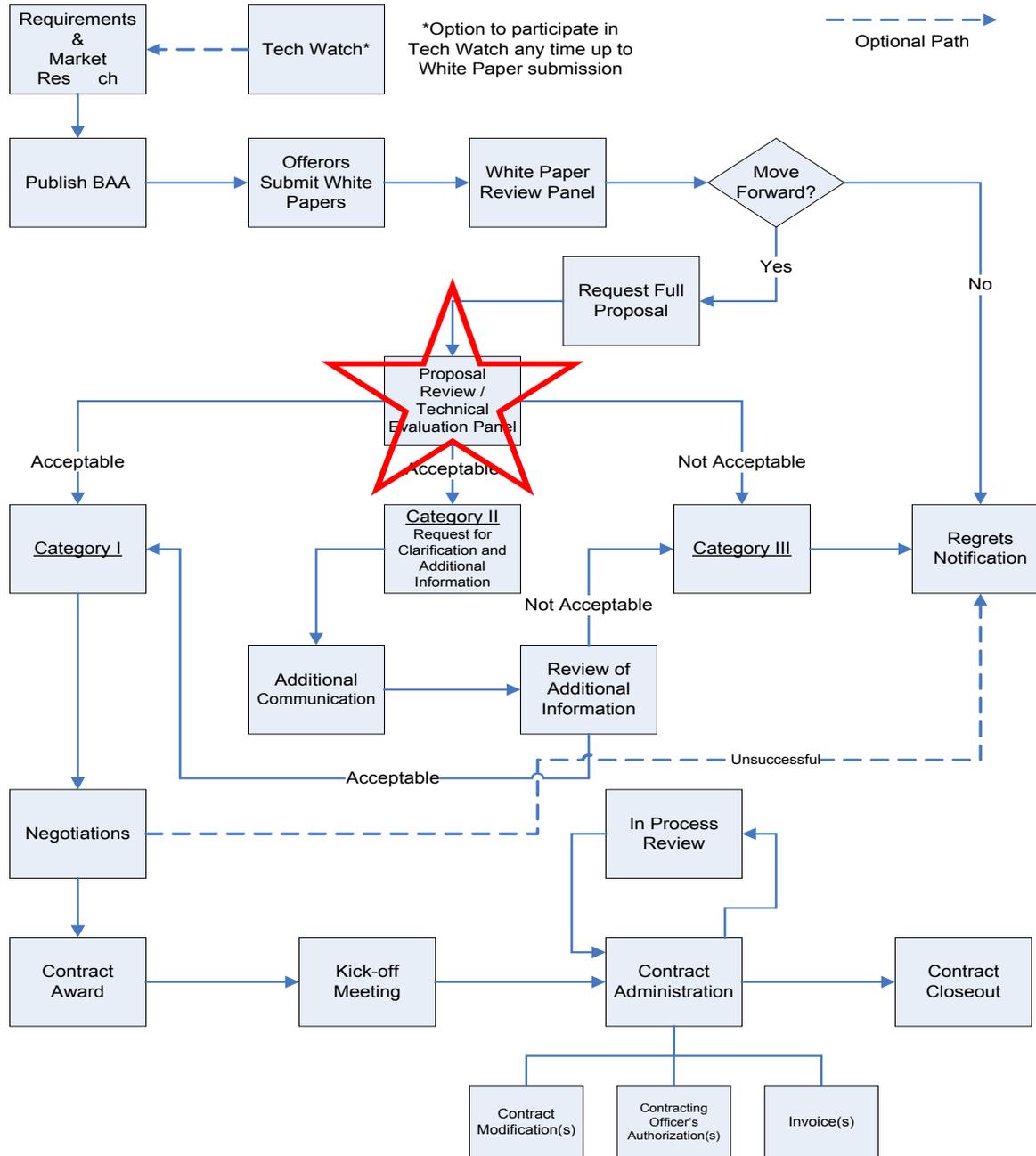


Phase III

**Contract
Administration**

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

ASPR's Broad Agency Announcement (BAA) Process





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