



BARDA Industry Day – Washington, DC

“Understanding the 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 Rules of engagement



- 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.
- Evaluate proposals based on the information provided.
- Identify and fully document proposal strengths, weaknesses, and deficiencies.
- There is an assigned Chairperson to the TEP, usually a voting member.



TEP Rules of engagement



- The Contracting Officer normally facilitates the TEP, but is a non-voting member. The CO is charged with ensuring the TEP is run on an equal playing field for all competitors and is in accordance with the Source Selection Plan (SSP).
- The Chairperson and the CO decide if the TEP should be reconvened for subsequent proposal revisions.
- Questions ?

Questions

