**PURPOSE**

This document describes Triad’s process for evaluating proposals, selecting suppliers, entering into Negotiations and awarding a subcontract. This process only applies to competitive procurements. The Federal Acquisition Regulations do not apply to this process. This process is solely governed by this document.

**DEFINITIONS**

*Basis for Award* is a statement included in the Solicitation that describes how proposals will be evaluated and awarded (i.e. Best Value, Low Price Technically Acceptable).

*Clarifications* are limited communications with one or more Offerors, made after submission of initial proposals, where Triad requests that an Offeror provide additional information needed for evaluation of its proposal. Clarifications will not result in a substantive change to an Offeror’s proposal. All Clarifications must be memorialized in writing and can take place at any time prior to Award.

*Discussions* are communications with all Offerors/Finalists, after submission of initial proposals, which are intended to address concerns or deficiencies in the Solicitation or in Offerors’ proposals. Discussions may result in an amendment to the Solicitation and/or revisions to Offerors’ proposals. Site visits, demonstrations or oral presentations are not considered Discussions, but rather are considered Clarifications. All Discussions must be memorialized in writing and can take place at any time prior to Award.

*Finalists* are a group of Offerors that Triad has determined, after evaluation of proposals, to have a reasonable chance to be selected for award of a subcontract*.*

*Negotiations* are communications with an Offeror that is initially selected for award of a subcontract, which may result in a revision of its proposal. Negotiations will take place between Triad and the selected Offeror only*.*

*Notice of Award* is the notification by Triad that it is accepting an Offeror’s proposal, as amended through Negotiations, if any, and entering into a subcontract with that Offeror.

*Offeror* is a legal entity that submits a proposal in response to a Triad solicitation.

*Procurement Specialist (PS)*, also known as Subcontract Administrator, is the individual authorized by Triad to lead the procurement. The PS is the sole point of contact between Offerors and Triad during the Solicitation process.

*Solicitation* is an invitation by Triad to submit a proposal in response to a request for proposals. A Solicitation describes requirements and defines evaluation factors.

*Subject Matter Expert(s)* (SME) are the experts in a particular area who are asked by Triad to participate in the evaluation of proposals to determine whether proposals meet the technical requirements of the Solicitation.

**PROCEDURES**

**1. Best Value Selection Process**

**Phase I: Evaluation**

Triad will complete an initial technical evaluation consistent with the criteria contained within the Solicitation to identify the proposals that are technically acceptable.

**Option 1 –Selection of Finalists without Discussions**

If Triad determines that Discussions are not necessary upon its initial evaluation of the proposals, Triad shall establish a group of Finalists, consisting of the Offerors that Triad believes have a reasonable chance of being awarded the subcontract. If permitted by the Solicitation, Triad may then proceed to oral presentations, demonstrations, or site visits with the Finalists.

Upon completion of the oral presentations, demonstrations, and/or site visits, if any, Triad will determine if it is in the best interest of Triad to engage in Discussions with the Finalists. If Triad determines Discussions are not necessary, it will proceed to Phase II, Selection. If Triad engages in Discussions, Triad may amend the Solicitation based on Discussions, but may not modify the minimum requirements used to establish the group of Finalists. Triad will then request submission of revised proposals from the Finalists and then proceed to evaluate the revised proposals. If the Solicitation was not amended, Triad may proceed to Phase II, Selection.

**Option 2 – Discussions Prior to Selection of Finalists**

If Triad determines, after reviewing the initial proposals, that Discussions are in its best interests, Triad may enter into Discussions with all of the Offerors. However, if Triad determines that none of the Offerors have a reasonable chance of being awarded the subcontract, Triad may cancel the Solicitation. If Triad engages in Discussions, Triad may amend the Solicitation, request submission of revised proposals from the Offerors and then proceed to evaluate the revised proposals.

After evaluation of the revised proposals, if Triad determines that none of the Offerors have a reasonable chance of being awarded the subcontract, the Solicitation may be cancelled. If Triad determines that a number of proposals appear to satisfy the technical requirements of the Solicitation, Triad shall establish a group of Finalists, consisting of the Offerors that Triad believes have a reasonable chance of being awarded the subcontract. If permitted by the Solicitation, Triad may then proceed to oral presentations, demonstrations, or site visits with the Finalists.

Upon completion of the oral presentations, demonstrations, and/or site visits, if any, Triad will determine if it is in its best interests to engage in further Discussions with the Finalists and request final proposal revisions. If Triad determines further Discussions are not necessary, it will proceed to Phase II, Selection. If Triad engages in further Discussions, Triad may amend the Solicitation, request submission of revised proposals from the Finalists and then proceed to evaluate the revised proposals or, if the Solicitation was not amended, may proceed to Phase II, Selection.

**Phase II: Selection**

Triad will establish a ranking of all the Finalists consistent with the evaluation criteria in the Solicitation. Triad will then evaluate the commercial proposal volume for each Finalist.

If the highest-ranked Finalist also has the lowest evaluated price, that Finalist will be selected for award of the subcontract.

If the highest ranked Finalist does not have the lowest evaluated price, Triad will perform a trade-off analysis as outlined in the Solicitation. The Finalist whose proposal contains the combination of factors offering the best overall value to Triad will be selected for award of the subcontract.

**Phase III: Negotiation**

Unlike the Federal Acquisition Regulation, which does not apply to this process, Triad may enter into Negotiations with the Finalist who has been selected for award of a subcontract. Only the selected Offeror will be notified of its initial selection; none of the other Offerors will be notified until the time of award of the subcontract. If the results of the Negotiation are not in the best interest of Triad, Triad may enter into Negotiations with the second-highest ranked Finalist whose proposal contains the combination of factors offering the best overall value to Triad.

If Triad chooses not to enter into Negotiations, Triad will proceed to Phase IV Award.

**Phase IV: Award**

Triad will issue an award to the Offeror whose proposal contains the combination of factors offering the best overall value to Triad. The Notice of Award will include a subcontract signed by Triad, containing the terms and conditions agreed to by the parties. This subcontract must be executed by the awardee within five (5) business days with no exceptions taken to the subcontract’s terms and conditions. If any exceptions are taken to the subcontract’s terms and conditions or the Offeror changes its price, the exceptions/changes will be deemed to be a proposed subcontract modification, and Triad may accept or reject the proposed modification. If the proposed modification is rejected, the subcontract terms and conditions and price are those that were included in the Notice of Award. Upon issuance of the Notice of Award, Triad will send a notice of non-award to all other Offerors.

**2. Lowest Price Technically Acceptable Selection Process**

**Phase I: Technical Evaluation**

Triad will complete an initial technical evaluation consistent with the criteria contained within the Solicitation to identify the proposals that are technically acceptable.

If during the evaluation process Triad determines it is in its best interests, Triad may enter into Discussions with any or allof the Offerors or cancel the Solicitation. If Triad engages in Discussions, Triad may amend the Solicitation, request submission of revised proposals from the Offerors and then proceed to evaluate the revised proposals or, if the Solicitation was not amended, may proceed based on its evaluation of the initial proposals. During the technical evaluation Triad will identify those proposals that are technically acceptable.

**Phase II: Price/Cost Evaluation and Selection**

Triad will then evaluate the technically acceptable proposals consistent with the requirements of the Solicitation as to price/cost. Triad may select the Offeror whose proposal has the lowest evaluated price/cost to enter into Negotiations, if any.

If an NNSA eSourcing Event is required, Offerors whose proposals are deemed to be technically acceptable will be invited to participate. The event will be conducted consistent with the *NNSA eSourcing Event Information and Procedures*. Upon completion of the event, Triad may select the Offeror whose proposal has the lowest evaluated price/cost to enter into Negotiations, if any.

**Phase III: Negotiation**

Unlike the Federal Acquisition Regulation, which does not apply to this process, Triad reserves the right to negotiate further price reductions with the Offeror whose proposal has the lowest evaluated price/cost. Only the selected Offeror will be notified of its conditional selection; none of the other Offerors will be notified until the time of award. If the results of the Negotiation are not in the best interest of Triad, Triad may enter into Negotiations with the Offeror whose proposal has the second lowest evaluated price/cost.

If Triad chooses not to enter into Negotiations, Triad will proceed to Phase IV Award.

**Phase IV: Award**

After completion of Negotiations, if any, Triad will issue a Notice of Award to the Offeror whose proposal has the lowest evaluated price. The Notice of Award will also include a subcontract signed by Triad, containing the terms and conditions agreed to by the parties. This subcontract must be executed by the awardee within five (5) business days with no exceptions taken to the subcontract’s terms and conditions. If any exceptions are taken to the subcontract’s terms and conditions or the Offeror changes its price, the exceptions/change will be deemed to be a proposed subcontract modification, and Triad may accept or reject the proposed modification. If the proposed modification is rejected, the subcontract terms and conditions and price are those that were included in the Notice of Award. Upon issuance of the Notice of Award, Triad will send a notice of non-award to all other Offerors.

**Right to REJECT PROPOSAL(S) OR Terminate Solicitation**

**Triad reserves the right, in its sole discretion, to reject one or more proposals in connection with a Solicitation, when it is in its best interests. Triad also reserves the right to make any award, or no award, in connection with a Solicitation, in its sole discretion.**