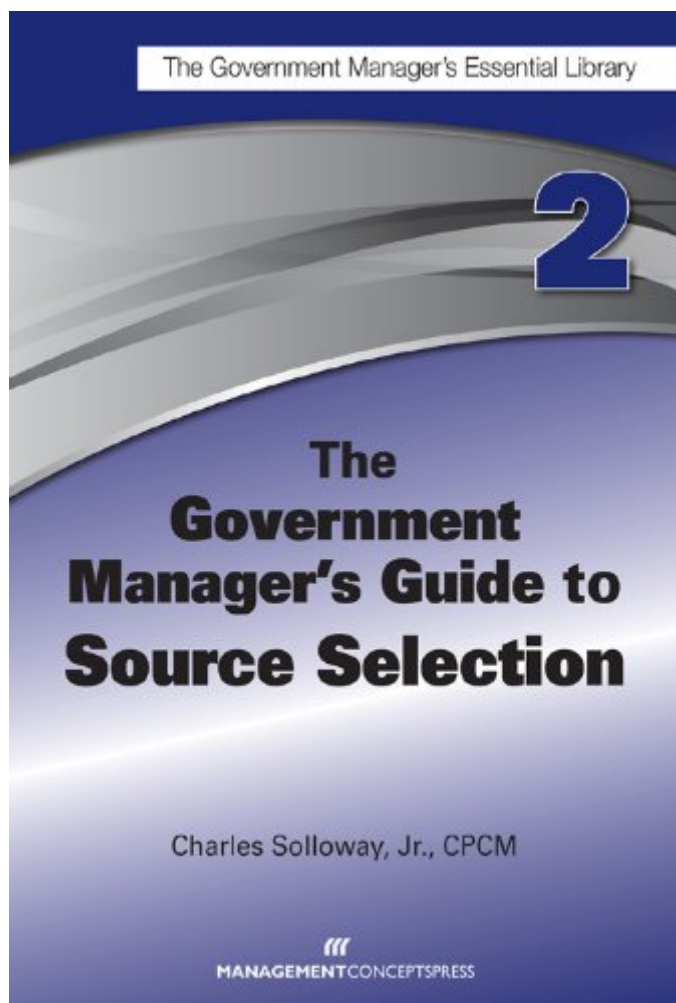


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# The Government Manager's Guide To Source Selection (The Government Manager's Essential Library Book 2)



## Synopsis

The Government Manager's Essential Library Finding expert advice on all the subjects a government manager encounters during a normal day is challenging at best. Finding relevant information that is readily accessible and useful has been unheard of "until now. The Government Manager's Essential Library is a series of easy-to-use, subject-specific guides on issues that every government manager faces. When you're dealing with mission-essential duties, you need information you can trust from experts who speak your language. You need complete answers written so that you understand and can act on the information. You need The Government Manager's Essential Library. Filled with helpful tips and practical guidelines, each book contains a wealth of information on a particular subject that is geared specifically for you as a government manager. Together the volumes make a truly essential library for every government manager.

**The Government Manager's Guide to Source Selection** Also Available in Softcover Format To be effective, every government manager must have a working knowledge of the source selection process. Even the most carefully crafted contract cannot repair the adverse mission impact of making a poor source selection decision. This accessible guide provides the framework you need. Its practical approach and concise presentation make it to the go-to resource on source selection for busy government managers.

**Contents:** An Overview of Source Selection • Lowest Price, Technically Acceptable vs. Trade-off • The Acquisition Plan and the Source Selection Plan • Protests • Organizing for Source Selection • Market Research • Involving Contractors in Source Selection Planning • Establishing Proposal Evaluation Factors • Small Business Participation as a Merit Factor • Establishing the Relative Importance of Evaluation Factors and Subfactors • Past Performance as an Evaluation Factor • The Relative Importance of Cost • Designing Proposal Preparation Instructions • Oral Presentations • Advertising a Planned Acquisition • Preparing the Solicitation • Holding a Preproposal Conference • Briefing Evaluators and Advisors • Evaluating Merit/ Technical Factors • Evaluating Past Performance • Evaluating Proposed Cost or Price • Clarifications and Award without Discussions • Establishing the Competitive Range • The Exchange Known as Communications • Holding Discussions • Prohibited Exchanges • Proposal Revisions • Making and Documenting the Source Selection Decision • Notifications to Offerors • Debriefings • Task Order Contracts • Variations in Source Selection • Ethical Considerations in Source Selection

**About the Author** Charles D. Solloway, Jr., CPCM, has more than 40 years of acquisition experience in the government and private sector. As a civilian employee of the U. S. Army, he held positions as buyer, contract specialist, contract negotiator, procurement analyst, contracting officer, and director of

contracting. He twice received the U. S. Army's highest civilian award, the Decoration for Exceptional Civilian Service, for innovations in contracting. He is the author of Source Selection Step by Step and Managing Federal Government Contracts: The Answer Book. He is a Fellow of the National Contract Management Association.

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