

# VA SUPPLEMENT CHAPTER 13: **SOURCE SELECTION**

## Chapter 13

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## **Overview – Source Selection**

U.S. Department of Veterans Affairs (VA) medical and specialty care facilities are mission-driven in location and requirements, the Lowest-Price Technically Acceptable (LPTA) procurement methodology is not ideal for use in those projects. LPTA is best used for non-medical office space, warehouse space, and other space types that do not directly provide services to Veterans. Best value source selection procedures (tradeoff process), with technical merit approximately equal to price, is the preferred procurement method for leases with mission-related requirements, though LPTA may be used if in the best interest of the Government and Veteran patients and the file is documented per [FAR 15.101-2\(c\)](#).

When evaluating proposals, leasing professionals should note VA's responsibility to adhere to VA's Rule of Two. For specific "VA Rule of Two" guidance and documentation requirements, see Appendix I.

When used throughout this VA Supplement Chapter, "Reserved" means the information in [GSA's LDG](#) applies to VA's leasing program without further supplemental information.

### **Part 1: Lease Acquisition with the Tradeoff Process**

Reserved.

### **Part 2: Using Award Factors Other Than Price**

Reserved.

### **Part 3: Source Selection Organization in Best Value Tradeoff Procurements**

Reserved.

#### **Tailoring and Organizational Structure**

Reserved.

#### **Source Selection Authority**

Reserved.

#### **The Lease Contracting Officer**

Reserved.

#### **The Source Selection Evaluation Board or Evaluation Panel(s)**

Reserved.

### **The Source Selection Evaluation Board (SSEB) Chairperson**

Reserved.

### **Changes in Source Selection Evaluation Board Membership**

Reserved.

### **Role of Advisors**

Reserved.

### **Management Responsibilities**

Reserved.

## **Part 6: Source Selection Plan**

Reserved.

## **Part 7: Developing Evaluation Criteria**

Reserved.

### **a. Selecting Evaluations Factors**

Reserved.

#### **Purpose of Evaluation Factors**

Reserved.

#### **Review Potential Evaluation Factors for Relevance and Determine If They Should Be Evaluations Factors or Minimum Requirements**

Reserved.

#### **Select Evaluation Factors Before Advertising and Conducting Building Inspections**

Reserved.

#### **Limit the Number of Factors as Much as Possible**

Reserved.

**b. Developing Standards for Evaluation**

**Problems Associated with Poorly Developed Standards**

Reserved.

**Clearly Identify All Factor Elements and Terms**

Reserved.

**c. Establishing Importance of Factors**

**Determine Relative Importance of Factors**

Reserved.

**Relating Price or Cost to Technical Factors**

Reserved.

**Part 8: Communicating the Requirement**

Reserved.

**a. Presolicitation Activities**

Reserved.

**b. Request for Lease Proposal (RLP) Preparation**

**Specific Statements Required in Request for Lease Proposal Concerning Source Selection**

Reserved.

**Maintain Consistency Between Source Selection Plan and RLP**

Reserved.

**Clearly State the Relative Importance of the Award Factors**

Reserved.

**Identify Minimum Requirements for the Evaluation Factors**

Reserved.

### **Response Time for Receiving Initial Offers**

Reserved.

## **Part 9: Evaluating Proposals**

Reserved.

### **Refamiliarize the Source Selection Evaluation Board with Source Selection Plan and Request for Lease Proposal Before Receiving Offers**

Reserved.

### **Identify Ambiguities in Proposals**

Reserved.

### **Complete Worksheets for Each Evaluation Factor**

Reserved.

### **Initial Scoring of Proposals**

Reserved.

### **Establishing Competitive Range**

Reserved.

## **Part 10: Negotiations**

If a Lease Contracting Officer (LCO) determines an appraisal is warranted based on the particular circumstances to establish a negotiation position, the LCO is required to use the approved appraisal service Performance Work Statement (PWS) available at [Office of Real Property – Appraisal and Reviews](#).

Questions related to appraisal services and PWS reviews prior to solicitation should be directed to the [Chief Appraiser](#).

## **Part 11: Final Proposal Revisions**

Reserved.

## **Part 12: Final Evaluation**

Reserved.

### **a. Reevaluation and Rescoring**

Reserved.

### **b. Complete Final Evaluation Worksheets**

Reserved.

### **c. Final Selection Decision**

Reserved.

## **Part 13: Notification and Debriefing of Unsuccessful Offerors**

Reserved.

### **a. Provide Official Notifications to Unsuccessful Offerors**

Reserved.

### **b. Guidelines for Debriefing Unsuccessful Offerors**

#### **Pre-award debriefing of offerors**

Reserved.

#### **Post award debriefing of offerors**

Reserved.

## **ATTACHMENT 1: Sample Memorandum Establishing Source Selection Evaluation Board**

Reserved.