

**APPENDIX K
UNSOLICITED PROPOSALS AND PROCEDURES**

HSAM SECTION 3015.606-70 AGENCY PROCEDURES

HSAM Section 3015.606-70 – Agency procedures..					
DHS PROCESS STEPS FOR RECEIVING, REVIEWING, EVALUATING, AND TIMELY DISPOSAL OF UNSOLICITED PROPOSALS (Note: This flowchart must be used in conjunction with FAR 15.6 and HSAR 3015.6)	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
	Receipt	Initial Review	Evaluation	Decision	Action
AGENCY PROCEDURES	>Each HCA shall designate a contracting office Point of Contact (POC) who must receive and track all Unsolicited Proposals. Typically, the POC is a Contracting Officer. >Unsolicited Proposals must be protected as they often contain sensitive information and/or trade secrets.	>The POC must complete initial review; however, POC may obtain assistance from identified cross-functional team members. >If POC determines that <u>submission is not an Unsolicited Proposal</u> , Phase 2 is final phase of process.	>POC and appropriate cross-functional team members must complete Comprehensive Evaluation.	>Based on evaluation results, which typically include input from the Program Office, POC and team members make a recommendation to the responsible Contracting Officer. >When the recommendation is to proceed with contract negotiations, Phase 5 is needed.	>Contracting Officer, with other members of the DHS negotiation team, conducts contract negotiations as needed. >Contracting Officer ensures compliance with all applicable procurement laws and regulations.
OUTCOMES/GOALS	Establish Milestones & Identify Team	Complete Initial Review within 7 calendar days	Complete Comprehensive Evaluation within 60 calendar days	Process (Accept) or Reject Unsolicited Proposal	Negotiate & Award Contract
TASK (TYPICAL)	>POC establishes milestones and identifies appropriate team members. >If Unsolicited Proposal is received by other DHS official, it must be immediately forwarded to designated POC.	>Within 3 calendar days after initial review completion, POC must advise Offeror of-- rejection with reasons, or, acceptance with general timeframe for completing Phase 3 Evaluation.	>If additional information is needed from the Offeror, only the POC may contact the Offeror and make the request.	>Within 60 calendar days, POC must advise Offeror of-- rejection with reasons, or, tentative acceptance with timeline for contract negotiations. If rejected, Phase 4 is final phase of process.	>Responsible Program Office must ensure funds are committed and provide approved requisition to Contracting Officer.

FAR & HSAR Citations	FAR 15.604 & 15.606, HSAR 3015.606 & 3015.606-1	FAR 15.605 & 15.606, HSAR 3015.606-1	FAR 15.4, 15.606-2 & 15.607, HSAR 3015.606-2	FAR 15.606-2 & 15.607, HSAR 3015.606-2	FAR 15.402, 15.606-2 & 15.607, & HSAR 3015.606-2
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