## APPENDIX K
### UNSOLICITED PROPOSALS AND PROCEDURES

### HSAM SECTION 3015.606-70 AGENCY PROCEDURES

<table>
<thead>
<tr>
<th>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)</th>
<th>Phase 1</th>
<th>Phase 2</th>
<th>Phase 3</th>
<th>Phase 4</th>
<th>Phase 5</th>
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<tbody>
<tr>
<td></td>
<td>Receipt</td>
<td>Initial Review</td>
<td>Evaluation</td>
<td>Decision</td>
<td>Action</td>
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### 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.
- If POC determines that submission is not an Unsolicited Proposal, Phase 2 is final phase of process.
- POC 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.
- 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.
<table>
<thead>
<tr>
<th>FAR &amp; HSAR Citations</th>
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<tbody>
<tr>
<td>FAR 15.604 &amp; 15.606, HSAR 3015.606 &amp; 3015.606-1</td>
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<td>FAR 15.605 &amp; 15.606, HSAR 3015.606-1</td>
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<td>FAR 15.402, 15.606-2 &amp; 15.607, &amp; HSAR 3015.606-2</td>
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