

**APPENDIX K  
UNSOLICITED PROPOSALS AND PROCEDURES**

**HSAM SECTION 3015.606-70 AGENCY PROCEDURES**

<b>HSAM Section 3015.606-70 – Agency procedures..</b>					
<b>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)</b>	<b>Phase 1</b>	<b>Phase 2</b>	<b>Phase 3</b>	<b>Phase 4</b>	<b>Phase 5</b>
	<b>Receipt</b>	<b>Initial Review</b>	<b>Evaluation</b>	<b>Decision</b>	<b>Action</b>
<b>AGENCY PROCEDURES</b>	>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 submission is not an <u>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.
<b>OUTCOMES/GOALS</b>	<b>Establish Milestones &amp; Identify Team</b>	<b>Complete Initial Review within 7 calendar days</b>	<b>Complete Comprehensive Evaluation within 60 calendar days</b>	<b>Process (Accept) or Reject Unsolicited Proposal</b>	<b>Negotiate &amp; Award Contract</b>
<b>TASK (TYPICAL)</b>	>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.

<b>FAR &amp; HSAR Citations</b>	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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