



DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
WASHINGTON NAVY YARD
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IN REPLY REFER TO
ACQ
13 Oct 00

MEMORANDUM FOR NAVFAC ACQUISITION PERSONNEL

Subj: PREAWARD/POSTAWARD DEBRIEFINGS (00-43)

Ref: (a) FAR Subparts 15.505 and 15.506

1. During numerous industry forums, the quality and substance of contractor debriefings have been an issue. Specifically, continuous requests have been made for NAVFAC contracting officials to improve the quality and consistency of debriefing unsuccessful offerors. It is in the Navy's best interest to ensure that debriefings provide sufficient information for which to improve the quality of the acquisition process.

2. Reference (a) provides guidance for conducting both preaward and post award debriefings. In addition to statutory and regulatory requirements regarding debriefings, it is to our benefit to ensure that offerors understand the basis of the evaluation of their proposals. The purposes of a debriefing are to:

- a. explain the rationale for exclusion from competition;
- b. instill confidence in the offeror that they were treated fairly;
- c. assure the offeror that their proposal was evaluated in accordance with the solicitation and applicable laws and regulations;
- d. identify weaknesses in the offeror's proposal so they can prepare better proposals in future government acquisitions; and
- e. give the offeror an opportunity to provide feedback regarding the solicitation, discussions, evaluation, and the source selection process.

Using this guidance will result in meaningful debriefings and will instill greater confidence in the acquisition process. Comprehensive and open debriefings will also strengthen and enhance our relationship with industry.

3. With the increased emphasis placed on engineering factors as key discriminators in our source selections, it is important unsuccessful offerors be adequately briefed on the Government's analysis of their proposal. Accordingly, unsuccessful offerors

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shall be provided a written or oral debriefing. At the conclusion of an oral debriefing, the unsuccessful offeror shall be asked if the information they received was sufficient in identifying the deficiencies/weaknesses in their proposal. If not, the debriefing official shall provide a written analysis of the debrief. By identifying deficiencies and significant weaknesses in the offeror's proposal, the offeror can prepare better proposals in future government acquisitions.

A handwritten signature in black ink, appearing to read "M. F. Howard", with a large, stylized flourish at the end.

MICHAEL F. HOWARD
Director, Acquisition Strategic Programs