

**Suggested Questions for Competitive Peer Review Phase 1
(prior to formal RFP release)**

1. Are the requirements clearly defined and stated in performance-based terms?
2. Are performance-based characteristics directly tied to program objectives? (These measures should include consideration of program cost.)
3. Are the critical program objectives reflected in the evaluation criteria?
4. Are the evaluation criteria the minimum necessary to determine the best value offeror?
5. To what extent will the acquisition team rely on support contractors to perform functions that are closely associated with inherently governmental functions and have required determinations been appropriately executed.
6. Does the acquisition team have a sufficient number of experienced, trained/qualified personnel dedicated and assigned to accomplish the source selection? Does the contracting officer or source selection authority have a plan to provide training to the source selection evaluation team?
7. Is the contract type appropriate -- Does the risk analysis address and support the recommendations of contract type, pricing structure, type of source selection?
8. If the contract includes incentives, are they objective to the maximum extent practicable? Are the incentives designed to mitigate key program risks?
9. If there are special contract requirements, are they consistent with law, regulation and other terms of the solicitation?
10. Has the acquisition team mapped Section L to Section M to the Source Selection Plan to ensure consistency throughout?
11. Are minimum thresholds and objective performance requirements clearly defined?
12. Are requirements stated in certain terms such that the evaluators will be able to assess whether the offeror meets or exceeds a particular requirement?
13. In the development of the RFP, is there anything the acquisition team would do differently if they had it to do it over again—any **lessons learned**?
14. Has the Peer Review team observed any unique practices, procedures, techniques, clauses or other approaches that should be considered as a candidate for a **best practice**?

**Suggested Questions for Competitive Peer Review Phase 2
(prior to request for final proposal revisions)**

1. Did the evaluation team follow/comply with Sections L&M of the RFP, the DoD Source Selection Evaluation Guide, and Source Selection Plan?
2. Was there consistency and fairness in evaluating each offer against Section M evaluation criteria?
3. Was there consistency in applying the ratings across the offerors?
4. What clarifications and/or communications, if any, were conducted?
5. Were they appropriate clarifications and/or communications?
6. Were meaningful and open communications conducted in which the offeror and government clearly understood each other's position and assumptions? (It is not sufficient to handle discussions in a way that is it only for the benefit of the government to understand the offeror's proposal.)
7. Does the documentation memorialize deficiencies, weaknesses, significant weaknesses, and adverse past performance described in the evaluation notices? Were assumptions addressed as appropriate or acceptable?
8. Does the supporting documentation describe details of the evaluations?
9. Were discussions conducted IAW sections L & M?
10. Did the discussion process utilized achieve meaningful and transparent communications (and is it documented)?
11. Does the supporting documentation adequately describe the basis and justification for the ratings?
12. Do the Interim Ratings prior to final evaluation support the degree of discussions held with each offeror? (e.g. there is no misunderstanding by the offeror and GAO that the Contracting Officer clearly discussed the issues that resulted in the red or yellow ratings.)
13. If interim ratings were not released prior to Final Proposal Revision request, has the Contracting Officer clearly articulated his/her rationale?
14. Does the documentation support a recommendation to eliminate an offeror from the competitive range?
15. In the course of proposal evaluation and in conducting discussions with offerors, is there anything the acquisition team would do differently if they had it to do it over

again—any **lessons learned**? Were there any solicitation amendments that might indicate something that could have been addressed before the formal RFP was issued?

16. Has the Peer Review team observed any unique practices, procedures, techniques, clauses or other approaches that should be considered as a candidate for a **best practice**?

Suggested Questions for Competitive Peer Review Phase 3 (prior to contract award)

1. Did the SSET complete proposal evaluation of Final Proposal Revisions IAW section M?
2. Is the Proposal Analysis Report (PAR) (or similar document) reflective of the evaluations and justification documents?
3. Is the Source Selection Decision Document reflective of the SSA's integrated assessment and own personal decision leading to the selection of a contractor(s)?
4. Does the documentation clearly summarize and justify the evaluation results?
5. If a Proposal Analysis Report is not used, does the documentation contain adequate details of the evaluation results and a comparative analysis (cost/price, past performance, mission capability, proposal risk, and a source selection recommendation) of the competitive offers?
6. Can the SSA make an integrated assessment best value decision based on the information presented in the documentation?
7. Overall, can the acquisition team articulate to the Peer Review team their decisions/justifications?
8. In the course of final proposal evaluation and in preparing to execute and document the award decision, is there anything the acquisition team would do differently if they had it to do it over again—any **lessons learned**?
9. Has the Peer Review team observed any unique practices, procedures, techniques, clauses or other approaches that should be considered as a candidate for a **best practice**?