GENERAL GUIDELINES FOR PREPARATION OF TECHNICAL EVALUATION

Meaningful interpretation and amplification of technical office assertions should be included as a supplement to "yes" or "no" answers. Phrases used in technical evaluations stating that certain proposed cost elements "appear reasonable" lack the assertion of a definite technical position on the elements of the proposal. In order for the technical reviewer to arrive at a conclusion that a contractor's proposal "appears to be reasonable," he/she must look at the requirements in detail and translate these requirements into labor effort and material requirements as he/she sees it. At this point the reviewer should summarize the evaluation to give the negotiator the benefit of the basis for his/her interpretation. Thereafter, the reviewer's comments on whether the contractor's proposal appears "high", "low", "moderate", or whatever, in significant areas for labor and materials would be meaningful. A degree of reliability should be discussed for each major component of effort and cost. Answers to the following questions and/or informational categories should be included in technical evaluations:

1. Are quantitative values recommended in your evaluation based upon an independent estimate or the contractor's proposal and backup? If based on a combination of independent estimate and contractor proposed, those values based on independent estimate should be identified.

2. If the proposal is for Change Order Implementation, is the contractor's technical approach reasonable and logical from the standpoint of sound, prudent business practice? If any part is considered illogical or unreasonable, identify specifically, and in general terms, explain what you consider to be the correct or intended approach. The contractor's approach should clearly transgress established industry practice or some other substantive guideline, either expressed or implied in the change direction, in order for exception to be taken in this area. (See paragraph 4, below.)

3. In all cases where exception is taken to estimated, quantitative values proposed by the contractor (material or manpower) for a production or engineering process or operation in support of such process, discuss the basis upon which the exception is taken, and include indication of whether the Government technical representative has actually observed the contractor's performance of such process or supporting operation, identify the specific process or operation, and include the Government's estimated values.

4. Any part of the contractor's proposal or related backup (excluding dollar values) which appears questionable to the evaluator, but which cannot be fully analyzed pending receipt of additional data and/or further investigation, should be treated in the following manner:

   a. Identify the area(s) under a separate section of your evaluation headed by the word "Questionable." Related cost for areas so identified should not be omitted from the Government's cost estimate until a more extensive examination reveals (1) that a bona fide exception should be taken and (2) what a reasonable pricing base should be.

   b. If additional data should be furnished by the contractor to resolve the question, proceed to obtain such data through the Negotiator/Contracting Officer. It is preferable that investigation will be accomplished on a direct basis, i.e., with the contractor's technical personnel, and if any written data is obtained from the contractor during such investigation, a copy of such will be furnished to the Contracting Officer.

   c. **Do not** attempt to assign pricing base values to questionable areas.

5. How has the contractor performed in the implementation of the Change Order (if involved in the proposal), i.e., efficiency in cost expenditure, quality of material and workmanship, timeliness, etc.?

6. The technical evaluation report need not be confined to those areas denoted in the negotiator's request, particularly if the evaluator denotes other important questionable areas.

REQUEST FOR TECHNICAL EVALUATION

DATE:

TO:

FROM:

SUBJECT:

Technical evaluation of the following designated elements of the subject contractor's proposal is requested to be performed by your office. This evaluation should be in accordance with the procedures set forth in MWI 5100.1, and the guidelines on the reverse side hereof, and should be submitted on or before _____ .

EVALUATE THOSE AREAS OF THE CONTRACTOR'S PROPOSAL CHECK BELOW	CATEGORIES TO BE EVALUATED	REMARKS (Instructions regarding specifics of supplemental or special information required)
☐ LABOR		
☐ MATERIAL		
☐ TOOLING		
☐ TRAVEL		
☐ COMPUTER TIME		
☐ OVERTIME		
☐ OTHER		

SIGNATURE: