



1. PURPOSE

The purpose of this document is to provide the SPAWAR claimancy policy and guidance regarding final proposal revisions (*formerly best and final offers*).

Final proposal revisions are accepted from offerors within the competitive range once discussions are completed with all offerors.

Related guidance is available under CMPG Process Guide [3.1.4 Receive Amended Proposals](#)

2. POLICY

2.1 [FAR 15.307](#)

- A. Offerors within the competitive range may be given several opportunities to submit proposal revisions. However, when discussions are finally completed with all offerors, all offerors still within the competitive range shall be given an opportunity to submit a final proposal revision.
- B. Second and subsequent requests for final proposal revisions shall be used only when necessary and unavoidable.

3. RESPONSIBILITIES

3.1 Contracting Officer (PCO)

- A. The PCO is responsible for reviewing solicitations prior to issuance and once again before request for final proposal revisions.
- B. This review is to ensure:
 1. Regulatory compliance;
 2. The inclusion of mandatory clauses and provisions; and
 3. That the terms and conditions are clear, concise, and not subject to interpretation.
- C. In addition, the PCO and other Government personnel involved in discussions with offerors, shall not engage in any of the prohibited conduct at [FAR 15.306 \(e\)](#) such as:
 1. Knowingly furnishing source selection information;
 2. Revealing an offeror's price without that offeror's permission;
 3. Revealing an offeror's technical solution;
 4. Revealing the source(s) of past performance information.

4. PROCEDURE

4.1 Why hold discussions?

- A. In some cases more detailed information may be necessary in order to further evaluate proposals such as:
 1. Clarification of quantities;
 2. Time periods are priced;
 3. Changes to proposed warranties;
 4. Discount pricing;
- B. It may also be necessary to hold discussions based on a change in Government requirements or evaluation criteria.

4.2 During Discussions

- A. Prior to the conclusion of discussions:
 1. All issues will have been addressed and responded to by the offerors;
 2. Changes to the solicitation resulting from the discussions will have been provided or discussed with all offerors in the competitive range;



3. A common cut-off date and time for receipt of final proposals will have been established.
- B. The goal is to ensure that all relevant issues, and terms and conditions have been discussed and resolved.

4.3 After Discussions

- A. When discussions have been completed with all offerors still in the competitive range, the PCO will issue a written request for final proposal revisions.
- B. Requests for final proposal revisions shall advise offerors that the final proposal revision shall be in writing and that the government intends to make award without obtaining further revisions.
- C. A letter can be used for soliciting the final proposal revision; however, it is recognized that some PCO's may wish to use a conformed contract.

4.4 Further Clarifications/Revisions

- A. After receipt of final proposal revisions, minor informalities may be clarified without an additional request for final offers from all offerors. However, if further negotiations are needed, a second final offer opportunity may be extended to all offerors.
- B. In requesting approval to request additional final proposal revisions, the contract specialist shall provide a detailed explanation of why an additional round of proposal revisions is necessary in the Business Clearance.
- C. It is at the discretion of the PCO whether or not to allow proposal revisions by oral presentations, even if the original was given in this manner.

4.5 Evaluation of Final Proposal Revisions

- A. The same basic rules apply to evaluation of final proposal revisions as were applied to the original evaluation.
- B. The written evaluation of final proposal revisions is separate and apart from the basic evaluation and must cover the differences, if any, between the final proposal revision and the original proposal.

5. APPROVALS

5.1 Approving Official (AO)

The approving official on the business clearance memorandum is also the person who has the authority to approve entry into discussions.

5.2 Source Selection Authority (SSA)

In the case of competitive negotiated acquisitions under formal source selection, the contracting officer must obtain approval from the SSA.

Note: Sample Clearance Recommendation Verbiage: Based upon the information contained herein, it is requested that authority be granted to include both ABC and XYZ firms in the competitive range and enter into discussions with each offeror.

6. TOOLBOX

6.1 SPAWAR

- A. [Sample Letter to Contractors Opening Discussions](#)
- B. [Sample Amendment](#)
- C. [Sample Letter to Contractors on Final Proposal](#)
- D. [Sample Face-to-Face Discussions/Oral Presentation Memo](#)
- E. [Sample Oral Presentation Confirmation Letter](#)



7. CHANGE HISTORY

Updated material is highlighted by *purple text* and an Alert/New  icon.

Date	Description of Changes
May 2016	Content formatted and reorganized. Links updated
February 2012	Last version created in old format