



## 1. PURPOSE

The purpose of this document is to provide guidance for processing unsolicited proposals submitted to the SPAWAR claimancy.

Related guidance is available under CMPG section [2.2.5 Review of Unsolicited Proposals](#).

## 2. POLICY

**2.1 General** - Unsolicited proposals include unique or innovative methods or approaches, originating outside the Government, which can potentially assist Government agencies towards mission accomplishment. Proposals should be scrutinized to ensure that they do not merely respond to a known SPAWAR requirement that is suitable to be competed.

**2.2 Regulatory Guidance** - [Federal Acquisition Regulation \(FAR\) Part 15.6](#) sets forth policies and procedures concerning the submission, receipt, evaluation and acceptance or rejection of unsolicited proposal.

**2.3 Definition** - [FAR 2.101](#) defines an unsolicited proposal as a written proposal for a new or innovative idea that is submitted to an agency on the initiative of the offeror for the purpose of obtaining a contract with the Government, and that is not in response to a request for proposals, Broad Agency Announcement, Small Business Innovation Research topic, Small Business Technology Transfer Research topic, Program Research and Development Announcement, or any other Government-initiated solicitation or program.

An unsolicited proposal may be accepted by SPAWAR if it:

- Demonstrates a unique and innovative concept or demonstrates a unique capability of the submitter;
- Offers a concept or services not otherwise available to the Government; and,
- Does not resemble the substance of a pending competitive action.

## 3. RESPONSIBILITIES

**3.1 Procuring Contracting Officer (PCO)** has the overall responsibility for safeguarding the proposal and ensuring that the required disposition documents are submitted.

**3.2 Program Director/Program Manager/Department Head/Program Manager Warfare (PMW)/Technical Code (or other appropriate official)** is responsible for conducting technical evaluations of the unsolicited proposal in accordance with the procedures set forth below.

**3.3** For **SSC Pacific**, the Contracts Division is the point of contact for unsolicited proposals. The Business Support Office is responsible for receiving, distributing and maintaining a distribution log of all unsolicited proposals.

## 4. PROCEDURE

**4.1. SPAWAR HQ and SSC Atlantic** - The *Policy Office* will serve as the point of contact for unsolicited proposals and be responsible for providing preliminary guidance to potential offerors in accordance with [FAR 15.604](#). The Contracting Officer will acknowledge receipt of the proposal and forward it to the cognizant technical code for technical review and recommendation regarding acceptance of the proposal. The Contracting Officer will advise the contractor of the proposal's acceptance or rejection. If the proposal is to be accepted the Contracting Officer shall be responsible for coordination and award of the contract. Unsolicited proposals determined to be invalid/or ones which the government does not wish to accept, will be returned to the submitter with an explanation of the reason for



rejection provided. If the proposal was submitted by a small business, the Contracting Officer will provide a copy of the notice of rejection to the Small Business Office.

**4.2. SSC Pacific Supply & Contracts Department** - All unsolicited proposals submitted to SSC Pacific, regardless of dollar value or form of receipt (i.e., hand carried, personal mail, or by official mail), must be delivered immediately to the Supply & Contracts Department, Code 220, 53560 Hull Street, Bldg A-33, Room 2069A, San Diego, CA 92152-5001. The Supply & Contracts Department will provide the initial routing to the Contracting Officer in all cases and shall attach or imprint on each unsolicited proposal, circulated for evaluation, the legend required by [FAR 15.609\(d\)](#), unless the offeror clearly states in writing that no restrictions are imposed on the disclosure or use of the data contained in the proposal.

**4.3. Contracting Officer** - The Contracting Officer will serve as the point of contact for unsolicited proposals responsible for providing preliminary guidance to potential offerors in accordance with [FAR 15.604](#) and for coordinating comprehensive evaluations. In addition the contracting officer will acknowledge receipt of the proposal and forward the technical portions of the proposal with a memorandum to the cognizant department for technical evaluation (Enclosure (1)). Based on the evaluation, the Contracting Officer will prepare a signed notice to advise the contractor of the proposal's acceptance or rejection. Unsolicited proposals determined to be invalid will be returned to the submitter. If the proposal was submitted by a small business, the Contracting Officer will provide a copy of the notice to the Small Business Office. The Contracting Officer will maintain a file of all unsolicited proposals received and a log showing the status of all unsolicited proposals in process (for future reference).

**4.4. Program Director/Program Manager/Department Head/Program Manager Warfare (PMW)/Technical Code (Or other appropriate official)** will conduct technical evaluations of the unsolicited proposal received from the Contracting Officer, determine acceptability, and return the completed evaluation to the Contracting Officer. An initial review will be made to determine whether the proposal is valid as within the mission of SPAWAR, substantially meeting the requirements of [FAR 15.605](#) for proposal content (i.e., contains sufficient technical and cost information to permit meaningful evaluation) and approved by a responsible official or person authorized to obligate the offeror contractually. If the proposal is not valid, the proposal and the evaluation statement should be returned to the Contracting Officer. If the proposal is valid, a further comprehensive evaluation of technical and cost considerations will then be made to determine if procurement is desirable. If the proposal is undesirable, the proposal shall be returned with the evaluation to the Contracting Officer. If the proposal is desirable, a procurement package, which includes the proposal, should be prepared. In accordance with [FAR 15.607](#), a Justification and Approval (J&A) in support of the proposal is required to adhere to non-competitive requirements. For additional information see the  [J&A](#) SCPPM.

## 5. APPROVALS

Approvals are set forth in FAR Part 15.6.

## 6. TOOLBOX

1.  [Sample Forwarding Memorandum](#)
2.  [Sample Acknowledgement Letter](#)
3.  [Sample Rejection Letter](#)
4.  [Sample Acceptance Letter](#)



## 7. CHANGE HISTORY

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

Date	Description of Changes
April 2016	Content converted to the new SCPPM format and updated to reflect the e-Commerce proposal receipt process.
April 2006	Last version created in old format. Latest updates under this topic were approval authorities and reporting requirements.