

COMPETITIVE RANGE DETERMINATION

Solicitation No ##-##]

For

[Description of Supplies/Services]

In accordance with Federal Acquisition Regulations (FAR) Subpart 15.306(c), the following establishes which offerors are determined to be in the competitive range for the purpose of conducting discussions regarding the subject solicitation. The following determination is made on the basis of the ratings of each proposal against all evaluation criteria. *[The competitive range is comprised of the most highly rated proposals.] [The competitive range is limited to the most highly rated proposals that permit an efficient competition].*

I. REQUIREMENT

The subject solicitation is for the acquisition of *[description of supplies/services]* for *[office/program supplies/services support]* at the Bureau of Engraving and Printing *[Ft. Worth/Washington, DC]* facility.

The Government anticipates awarding a *[contract type]* type contract for a *[insert base period and number of option periods]*. The associated Independent Government Cost Estimate (IGCE), dated *[insert date]* for the total estimated requirement is as follows:

Base Year:	\$
Option Period I:	\$
Option Period II:	\$
Option Period III:	\$
Option Period IV:	\$ _____
TOTAL:	\$

II. PROCUREMENT BACKGROUND

The solicitation was issued as a(n) *[full and open competitive, competitive small business set-aside/competitive 8(a) set-aside/8(a) set-aside/sole source/limited competition]* procurement. The solicitation was electronically posted on the GSA Electronic Posting System (EPS) and the Commerce Business Daily (CBD) Internet sites.

The following are the chronological events of this procurement:
(see sample below)

10/09/98 - A synopsis of this requirement was published on EPS and in the Commerce Business Daily.

11/24/98 - The subject solicitation was issued.

11/30/98 - Amendment No. 001 was issued to make an administrative change to the times for the site visits.

12/22/98 - Amendment No. 002 was issued to provide answers to inquiries received in response to the solicitation.

III. EVALUATION FOR DETERMINATION OF THE COMPETITIVE RANGE

The Government evaluated proposals and determined which offerors were acceptable and, thus which offerors are included in the competitive range based on the merits of each offer for the sole purpose of conducting discussions. Unacceptable offers are excluded from the competitive range. The merits of each offer were determined on the basis of:

(1) The acceptability of the offer. The Government will determined the acceptability of each offer on a pass or fail basis. An offer is acceptable when it manifests the offeror's assent, without exception, to the terms and conditions of the RFP, including attachments. If an offeror takes exception to any of the terms and conditions of the RFP, imposes conditions, or omits material information required by this request for proposals, then the Government will consider its offer to be unacceptable. The Government reserves the right to change the terms and conditions of the RFP by amendment at any time prior to the source selection decision.

(2)

(3) The price reasonableness of the offer.

In order to be considered for inclusion in the competitive range, each offeror must satisfy all of the criteria listed above. Subsequent to that, the Government will include in the competitive range the most highly rated proposals for the purpose of conducting discussions. Those proposals not included in the competitive range will receive no further consideration.

OR

In order to be considered for inclusion in the competitive range, each offeror must satisfy all of the criteria listed above. Subsequent to that, the Government will include in the competitive range the most highly rated proposals that permit an efficient

competition. In accordance with FAR 52.215-1, Instruction to Offerors, the Contracting Officer may determine that the number of most highly rated proposals that might otherwise be included in the competitive range exceeds the number at which an efficient competition can be conducted. Thus, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals. Those proposals not included in the competitive range will receive no further consideration.

Technical Evaluation of Proposals

1. *[Name of Offeror]*

- a. Strengths
- b. Weaknesses
- c. Deficiencies
- d. Conclusion:

[]'s proposal is considered *[technically acceptable, conditionally acceptable or unacceptable]* in accordance Section M.[#], entitled, [" "] of the subject solicitation.

2. *[Name of Offeror]*

- a. Strengths
- b. Weaknesses
- c. Deficiencies
- d. Conclusion:

[]'s proposal is considered *[technically acceptable, conditionally acceptable or unacceptable]* in accordance Section M.[#], entitled, [" "] of the subject solicitation.

IV. COMPARISON OF PROPOSED PRICES

The following is a matrix delineating a comparison of the proposed prices

	[OFFEROR]	[OFFEROR]	[OFFEROR]
BASE PERIOD			
OPT PERIOD I			
OPT PERIOD II			
OPT PERIOD III			
OPT PERIOD IV			
TOTAL			

[discuss the above chart; can you account for the differences in prices; market trend changes, any possible contributing factors - **remember you are not doing a price or cost analysis**]

V. DETERMINATION

The following is a rating and ranking of each offeror by (1) their acceptability and (2) by price:

	PASS/FAIL	TECHNICAL SCORE	TOTAL PRICE
[Offeror's name]			
[Offeror's name]			
[Offeror's name]			

[Discuss the above; see sample below]

The above table shows that [Offeror C] is offering the highest proposed prices with the lowest technical score and is considered technically conditionally acceptable. However, it is believed that [Offeror C] can improve their technical score through discussions. Additionally, through negotiations, it is believed that [Offeror B and C]'s proposed prices can be lowered through the competitive process. [Offeror A]'s proposed prices are

