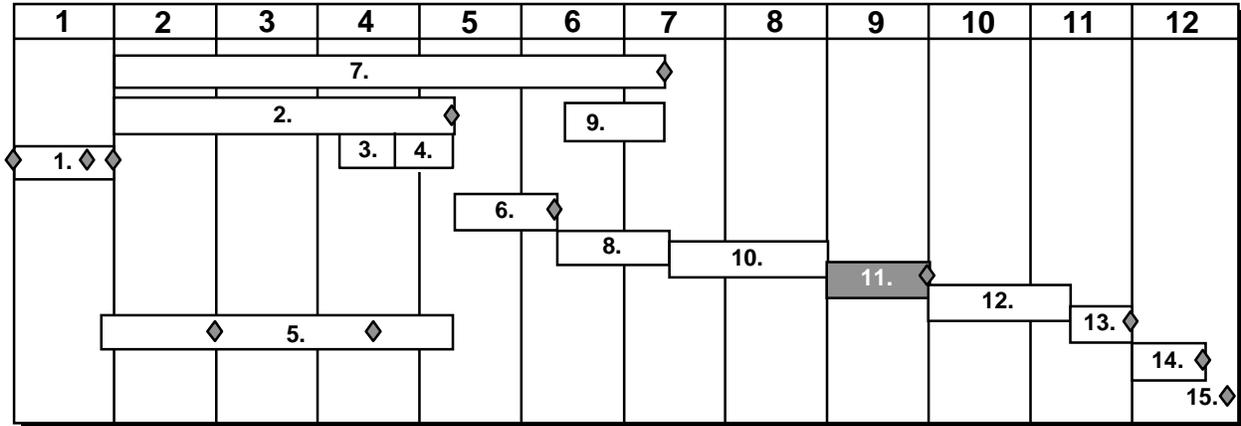


STEP 11: OBTAIN PRENEGOTIATION CLEARANCE APPROVAL

11.1 OVERVIEW



◇ Major Milestone Event

CO Tip: Obtaining prenegotiation business clearance approval is a major milestone. Early involvement of the higher level review authority in Step 10 will help reduce the time required for the higher level review and approval process in Step 11.

CO Tip: The Commanding Officer should limit his or her contact with offerors during this time period. If the Commanding Officer must have contact with an offeror on matters unrelated to the current procurement, the Commanding Officer may not have any discussions with the offeror about the procurement. This restriction applies to all parties involved in the source selection process. Contact with offerors should be controlled by the contracting officer.

The purpose of the prenegotiation clearance is for the contracting officer to determine the government negotiation objectives with each individual offeror if negotiations are to be held. Technical and cost proposals that are within the competitive range are reviewed to determine what additional information is needed to make the source selection. The contracting officer prepares the prenegotiation clearance memorandum outlining the government’s negotiation objectives and forwards it to a higher level authority for review and approval.

11.2 ROLES AND RESPONSIBILITIES

KEY PLAYERS

- **Commanding Officer**
Ensures that prenegotiation clearance is forwarded to the next senior command level and that clearance is obtained. The Commanding Officer will review the prenegotiation clearance only if he or she is the source selection authority.
- **Contracting Officer**
Responsible for preparation and submission of the prenegotiation clearance memorandum. Addresses the memorandum to a higher level approval authority. The contracting officer

determines at what level the memorandum must be approved based on the value of the procurement.

- **Higher Level Approval Authority**
Reviews and approves prenegotiation clearance memorandum.

ADVISORY

- **Legal Counsel.**
Reviews prenegotiation clearance memorandum for compliance with statutory and regulatory requirements.

11.3 CHECKLISTS FOR KEY PLAYERS

Use standard procurement checklists.

11.4 TASK TEMPLATES

Use standard procurement templates and forms.

