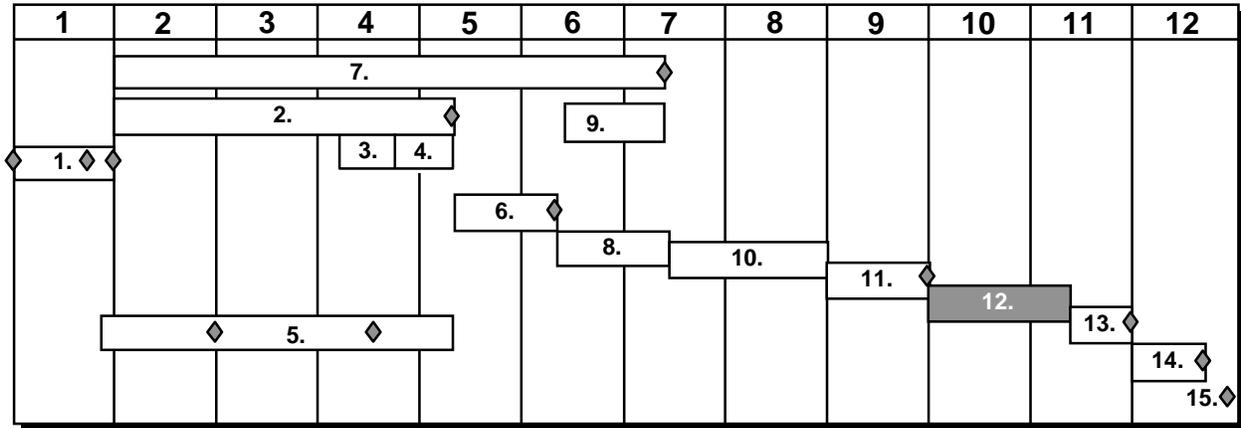


STEP 12: CONDUCT DISCUSSIONS WITH OFFERORS

12.1 OVERVIEW



◆ Major Milestone Event

As a result of the decision in Step 10 that additional information regarding the offerors’ technical and/or cost proposals was necessary, the contracting officer holds discussions in this step with offerors to resolve any deficiencies in their respective technical and/or cost proposals. These discussions may take place orally or in writing. Each offeror is then given the same amount of time to submit a revised proposal. As a result of discussions with offerors the technical evaluation panel must be reconvened to re-evaluate any proposal revisions. The process then proceeds to Step 13, Obtain Final Clearance Approval.

12.3 CHECKLISTS FOR KEY PLAYERS

Standard procurement checklists are available from the Contracting Officer and should be used as required.

12.4 TASK TEMPLATES

Standard procurement templates and forms are available from the Contracting Officer and should be used as required.

12.2 ROLES AND RESPONSIBILITIES

KEY PLAYERS

- **Contracting Officer.** Conducts discussions with offerors to resolve any deficiencies in their respective technical and/or cost proposals.

ADVISORY PLAYERS

- **Legal Counsel.** Reviews all documents related to this step.

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