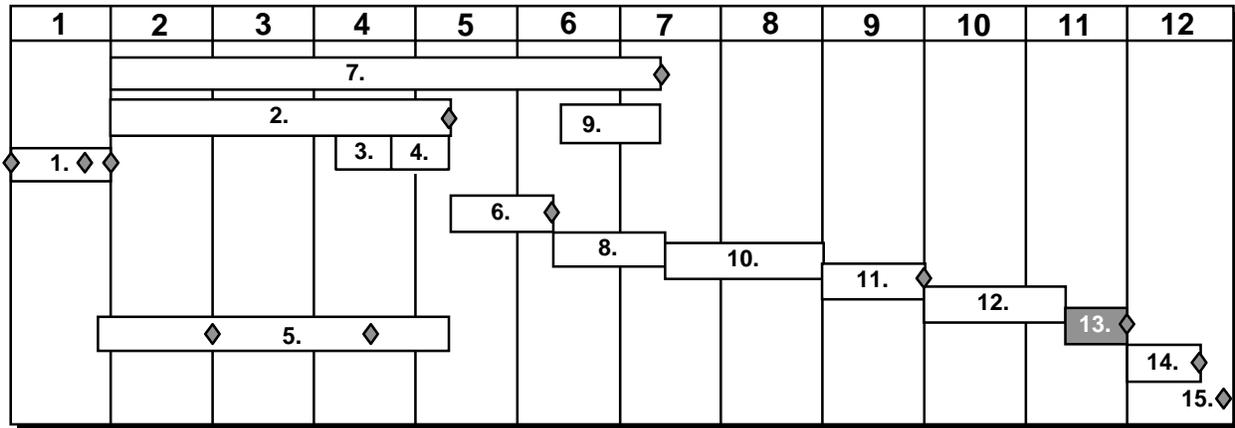


STEP 13: OBTAIN FINAL CLEARANCE APPROVAL FOR SELECTION OF BEST VALUE CONTRACTOR PROPOSAL

13.1 OVERVIEW



◇ Major Milestone Event

CO Tip: Obtaining final clearance approval for selection of the best value contractor proposal is a major milestone.

CO Tip: Keeping the higher level review authority apprised of the progress of the discussions in Step 12 will help reduce the time required for the final clearance approval.

Step 13 has a twofold purpose: (1) If discussions have been held and BAFOs have been received, the contracting officer makes a preliminary selection and obtains SSA (or higher level) approval; (2) To document the selection of the best value contractor, regardless of whether the selection is made in Step 10 (without discussions) or is made during Step 13 (with discussions).

CO Tip: Accurate and complete documentation of the source selection decision will support the government’s decision if appealed.

Whether or not discussions have been held with offerors, the contracting officer prepares the final clearance approval memorandum that documents the selection. The process then proceeds to Step 14, wherein the best value contractor proposal is compared with the government proposal.

13.2 ROLES AND RESPONSIBILITIES

Key Players

- **Commanding Officer.** Ensures that final clearance approval memorandum is forwarded to the next senior command level for approval.
- **Contracting Officer**
Selects the best value contractor proposal during this step if discussions have been held. Prepares and submits for approval the final clearance approval memorandum.

Advisory Players

- **Higher Level Approval Authority.** Approves final clearance approval memorandum.
- **Legal Counsel.** Reviews final clearance approval memorandum for compliance

with statutory and regulatory requirements.

13.3 CHECKLISTS FOR KEY PLAYERS

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

13.4 TASK TEMPLATES

Use standard procurement forms and templates are available from the Contracting Officer and should be utilized as required.