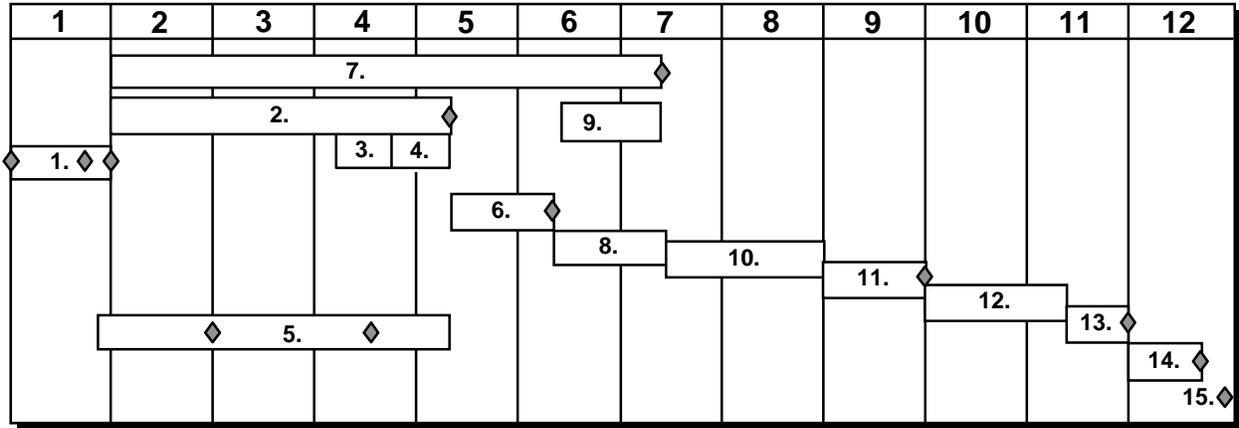


## STEP 15: ANNOUNCE TENTATIVE DECISION

### 15.1 OVERVIEW



◆ Major Milestone Event

The purpose of Step 15 is to announce the tentative decision reached in Step 14 as a result of completing the cost comparison form. It is recommended that the contracting officer first meet with the Commanding Officer to discuss and plan the public announcement of the tentative decision. It is recommended that the Commanding Officer, as owner of the process, announce the tentative decision. All supporting documentation must be made publicly available at the time of the announcement of the tentative decision and must include, at a minimum, the in-house and contractor cost estimates, performance standards, the PWS and the Management Plan.

**CO Tip: A tentative decision at the 12 month point is a major milestone.**

Upon announcement of the tentative decision, the A-76 Administrative Appeals process begins. The A-76 Administrative Appeals process is available to federal employees (or their representatives) and contractors who have submitted formal offers and who may be affected by the

tentative decision. It is designed to ensure that all costs entered on the cost comparison form are fair, accurate, and calculated in accordance with Part II of the A-76 Supplemental Handbook. Any appeals must be submitted within 20 calendar days after the public announcement (or within 30 calendar days if the cost comparison is particularly complex), and a final decision should be made by the Administrative Appeal Authority within 30 days of receipt of the appeal. Upon the resolution of appeals, if any, the tentative decision becomes the final decision.

The Commanding Officer must be mindful that the A-76 study process is emotionally charged for both government and industry. Private industry invests considerable resources in preparing offers in response to the solicitation. Federal employees' jobs may be at stake. The process may cause controversy and inevitably one or more parties may be disappointed with the outcome. Fairness to all parties is of utmost importance. The Commanding Officer is the person ultimately responsible for ensuring the fairness of the process.

**CO Tip:** Documents related to the government's proposal—the Management Plan—are considered procurement sensitive information until the announcement of the tentative decision.

## **15.2 ROLES AND RESPONSIBILITIES**

### **Key Players**

- **Commanding Officer**  
Announces tentative decision.
- **Contracting Officer**  
Notifies Commanding Officer of tentative decision.

### **Advisory Players**

- **Legal Counsel**  
Provides legal advice as required.