

A/E Selection Guide Exhibit XXII – Debriefing Response

Letter

[DATE]

[COMPANY NAME]

[ADDRESS]

SUBJECT: [solicitation number], [project title] - Debriefing Response

[greeting]

The Selection Board's rating of your submission in general terms is enclosed. Any significant deficient factors in your submission are indicated. The Federal Acquisition Regulation prohibits point-by-point comparisons with other offeror's submissions. (FAR 15.1006).

Each selection board member initially assigned a numerical score to your firm for each of the published evaluation elements. The scores were multiplied by the weight assigned to each factor to derive a total weighted score for your firm. The total score was used to rank your firm relative to the others. Using this method, each board member derived a ranked list of all firms evaluated. A composite ranking was then done by giving each firm points depending on where it fell in each board member's ranked list (e.g., 7 points for a first place ranking, 5 points for second, and so on). The composite ranking was then examined to pick a logical cutoff that would pass at least three of the most highly ranked firms to the discussion (interview) stage. Total scores are used only as a tie breaker. After the interviews, the process was repeated for the short-listed firms and a final selection was made based on the revised scores assigned by each board member.

Your interest in Department of Health and Human Services design requirements is appreciated and I hope you will continue to respond to our future design announcements

/s/Contracting Officer

Enclosure

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Debriefing Statement			
<i>Company</i>			
<i>Evaluation Factor</i>	<i>Weight</i>	<i>Score Range</i>	<i>Comments</i>
Professional qualifications necessary for satisfactory performance of required services.	10	[excellent, above average, average, below average, weak]	[representative comments taken from score sheets]
Specialized experience and technical competence in all applicable aspects of standard model designs and custom designs for housing quarters and public spaces, including experience by all disciplines in design, construction methods, systems maintainability and reliability, in cold, rural, and remote regions.	10		
Demonstrated expertise and experience in working as a team with listed consultant(s) and/or subcontractor(s) and ability to effectively manage multiple-firm teams.	8		
Knowledge of and experience by the prime contractor and consultant(s)/subcontractor(s) in the following [states and location in the general geographic proximity to sites in [location name].	6		
Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules.	5		
Capacity to respond and accomplish the work in the required time.	3		
Extent of active Indian professional and paraprofessional participation.	2		