



Source Selection Step by Step

Charles D Solloway

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The path to successful source selection begins with *Source Selection Step by Step: A Working Guide for Every Member of the Acquisition Team*. Whether you are new to the acquisition team or an experienced practitioner looking to sharpen your skills, this comprehensive, highly readable handbook will guide you through the entire acquisition process, from designing an effective source selection plan, to preparing the solicitation, evaluating proposals, establishing a competitive range, and documenting the source selection decision.

With clarity and frankness, Charles Solloway presents government source selection in a step-by-step guide that offers readers quick access to needed information. In addition to guidance about the process, the book includes:

- Techniques to streamline the process and reduce time and expense
- Ways to avoid common pitfalls
- Alternatives to common procedures that yield better results
- Methods to involve contractors more effectively
- Definitions of the key terms associated with government source selection.

Make this book your first stop for quick and easy guidance on all aspects of government source selection.

Contents Part I: The Foundations of Source Selection • Part II: Preparing for Source Selection • Part III: Soliciting Proposals and Preparing for Evaluation • Part IV: Evaluating Proposals and Conducting Limited Exchanges • Part V: Establishing the Competitive Range and Holding Discussions • Establishing the Competitive Range • The Exchange Known as Communications • Holding Discussions • Prohibited Exchanges • Part VI: Obtaining Final Revisions and Selecting the Source • Part VII: Notifications, Debriefings and Protests • Part VIII: Streamlining • Part IX: Variations in Source Selection • Part X: Ethics • Appendices: Examples of Rating Methodologies, Sample Sections L and M from a Solicitation, Definitions

About the Author

Charles D. Solloway, Jr., CPCM, has more than 40 years of acquisition experience in the government and private sector. As a civilian employee of the U.S. Army, he held positions as buyer, contract specialist, contract negotiator, procurement analyst, contracting officer, director of contracting, and principal assistant responsible for contracting. Solloway twice received the U.S. Army's highest civilian award, The Decoration for Exceptional Civilian Service, for innovations in contracting.

A Certified Professional Contracts Manager (CPCM) and a Fellow of the National Contract Management Association (NCMA), Solloway serves on the NCMA Special Topic Committee on Contract Management Education.

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