

## Unsolicited Proposals

Unsolicited proposals allow unique and innovative ideas or approaches that have been developed outside of the Government to be made available to Government agencies for use in the accomplishment of their missions. Unsolicited proposals are offered for research and development or other efforts supporting the Government mission, and often represent a substantial investment of time and effort by the offeror.

### What is not an unsolicited proposal?

Advertising materials, commercial item offers, or routine correspondence on technical issues, are not unsolicited proposals.

### Requirements of an unsolicited proposal

1. Innovative and unique.
2. Be independently originated and developed by the offeror.
3. Be prepared without Government supervision, endorsement, direction, or direct Government involvement.
4. Include sufficient detail to permit a determination that Government support could be worthwhile and the proposed work could benefit the agency's research and development or other mission responsibilities.
5. Not be an advance proposal for a known agency requirement that can be acquired by competitive methods.

### First contact the Agency

Preliminary contact with agency technical or other appropriate personnel before preparing a detailed unsolicited proposal or submitting proprietary information to the government may save considerable time and effort. Agencies must make available to potential offerors of unsolicited proposals at least the following information:

1. Definition and content of an unsolicited proposal acceptable for formal evaluation.
2. Guidance on the preferred methods for submitting ideas/concepts to the Government.
3. Procedures for submission and evaluation of unsolicited proposals.
4. Instructions for identifying and marking proprietary information so that it is protected.

### Basic Information and Requirements

1. Offeror's name and address and type of organization, e.g. profit, nonprofit, educational, small business;
2. Names and telephone numbers of technical and business personnel to be contacted for evaluation and negotiation purposes;
3. Identification of proprietary data to be used only for evaluation purposes;
4. Names of other federal, state or local agencies or parties receiving the proposal or funding the proposed project;
5. Date of submission;

6. Signature of a person authorized to represent and contractually obligate the offeror;
7. Technical information including:
  - a. Concise title and abstract (approx. 200 words) of the proposed effort;
  - b. A reasonably complete discussion stating the objectives of the effort or activity, the method of approach and extent of effort to be employed, the nature and extent of the anticipated results, and the manner in which the work will help to support accomplishment of the agency's mission;
  - c. Names and biographical information on the offeror's key personnel who would be involved, including alternates;
  - d. Type of support needed from the agency; e.g. facilities, equipment, materials, or personnel resources.
8. Supporting information includes:
  - a. Proposed price or total estimated cost for the effort in sufficient detail for meaningful evaluation;
  - b. Period of time for which the proposal is valid (a 6-month minimum is suggested)
  - c. Type of contract preferred;
  - d. Proposed duration of effort;
  - e. Brief description of the organization, previous experience, relevant past performance, and facilities to be used;
  - f. Other statements, if applicable, about organizational conflicts of interest, security clearances, and environmental impacts;
  - g. The names and telephone numbers of agency technical or other agency points of contact already contacted regarding the proposal.

#### Return of a Unsolicited Proposal

The agency point of contact will return an unsolicited proposal to the offeror when the product or service;

- a. Is available to the Government without restriction from another source
- b. Closely resembles a pending competitive acquisition requirement;
- c. Does not relate to the activity's mission;
- d. Does not demonstrate an innovative or unique method, approach or concept, or otherwise is not deemed a meritorious proposal.

#### Approval/Contract Negotiations

The contracting officer may commence negotiations on a sole source basis only when:

- a. An unsolicited proposal has received a favorable comprehensive evaluation and approval by the appropriate agency.
- b. The agency technical office sponsoring the contract furnishes the necessary funds.
- c. The contracting officer has complied with synopsis requirements.