COURSE SYLLABUS

CON 0074: Source Selection Course (Self-Paced)

This course provides federal acquisition professionals with a foundational understanding of the competitive source selection process under FAR Part 15, from acquisition planning and solicitation development through proposal evaluation and award. Participants develop the skills and judgment needed to conduct best value source selections, document findings, and make defensible award decisions.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/con-0074-source-selection-course-self-paced



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Course Outline

Module 1: Source Selection Framework — FAR Part 15 and Legal Foundation

- Explain the regulatory framework governing competitive source selection under FAR Part 15.
- Identify the policy objectives and legal standards that underpin source selection decisions.
- Recognize the roles and responsibilities of key source selection personnel.
- Understand the statutory and regulatory basis for protest rights and legal challenges.

Module 2: Acquisition Strategy and Source Selection Planning

- Develop an effective acquisition strategy aligned with program requirements and market conditions.
- Select appropriate source selection procedures based on the nature and complexity of the requirement.
- Understand the components of a Source Selection Plan (SSP) and its role in the procurement.
- Identify planning considerations that influence solicitation development and evaluation design.

Module 3: Developing the Solicitation — Evaluation Factors, Subfactors, and Criteria

- Draft clear, measurable evaluation factors and subfactors appropriate to the acquisition.
- Establish evaluation criteria directly linked to the stated evaluation factors.
- Understand the relationship between solicitation requirements and source selection evaluation.
- Recognize common solicitation development pitfalls that increase protest risk.

Module 4: Organizing and Managing the Source Selection Evaluation Board (SSEB)

- Plan and organize a Source Selection Evaluation Board (SSEB) for effective operation.
- Understand the roles and responsibilities of SSEB members, evaluators, and advisors.
- Apply operational practices that promote consistency, objectivity, and documentation integrity.

- Recognize ethical standards and conflicts of interest considerations relevant to SSEB activities.

Module 5: Evaluation Methodologies — LPTA, Tradeoff, and Value-Adjusted Total Evaluated Price

- Compare the Lowest Price Technically Acceptable (LPTA) and Tradeoff source selection approaches.
- Identify factors that determine the appropriate evaluation methodology for a given acquisition.
- Apply Value-Adjusted Total Evaluated Price (VATEP) concepts where applicable.
- Understand how evaluation methodology selection affects proposal evaluation and award decisions.

Module 6: Technical, Management, Past Performance, and Cost/Price Proposal Evaluation

- Evaluate technical and management proposals against established evaluation criteria.
- Apply past performance evaluation standards in accordance with FAR requirements.
- Conduct cost and price analysis appropriate to the source selection methodology.
- Document evaluation findings, strengths, weaknesses, deficiencies, and uncertainties with specificity.

Module 7: Competitive Range, Discussions, Final Proposal Revisions, and Award

- Determine competitive range and understand requirements for notification and exclusion.
- Conduct meaningful discussions with offerors in accordance with FAR Part 15.
- Manage the final proposal revision process and evaluate revised proposals.
- Apply evaluation results to support a defensible best value award decision.

Module 8: Source Selection Decision Document (SSDD), Debriefings, and Protests

- Prepare a Source Selection Decision Document (SSDD) that documents and supports the award decision.
- Understand debriefing requirements and best practices for post-award communication.
- Recognize common grounds for bid protests and strategies to mitigate protest risk.
- Apply lessons from bid protest decisions to improve source selection practices.