Attachment 3b

to the

F^{2}AST User's Guide

INSTRUCTIONS ON SET UP AND USE OF THE DELPHI METHOD (*MODIFIED*)
Feb 10

Future Flexible Acquisition & Sustainment Tool (F^{2}AST)

DELPHI METHOD *(Modified)*

This document provides the information necessary to competitively select a contractor for a given F2AST task order. This modified Delphi Method is a technique for quantifying subjective or qualitative data for analysis purposes. It offers a procedure for arriving at a consensus among a group of knowledgeable persons.

The Task Order Initiator forms a team to evaluate the Contractor's Technical Proposal. Individual evaluators will read the technical proposal. The individual evaluator will complete the Individual Analysis Worksheet with a score for each contractor's technical proposal. The individual evaluator will document strengths and weaknesses to support this score. The lead evaluator will then lead the team in a discussion for each evaluation criterion and obtain a <u>consensus score</u> for each criterion. The consensus score is placed on the Roll-up Analysis Worksheet along with documentation regarding the consensus strengths or weakness/inadequacy for each score. The lead evaluator then completes the Modified Delphi Spreadsheet with the Contractor's scores and forwards the completed documents (Individual Analysis Worksheet, Roll-up Analysis Worksheet and Modified Delphi Spreadsheet) to the contract negotiator.

An explanation of the fields found within the Delphi Form follows:

Criterion   Descriptive name of the criterion/requirement against which each contractor is measured. This information is only a synopsis or descriptive name.

EC   Evaluation Class associated with each criterion/requirement. Acceptable values are:
Critical ("C") use System Weight Factor values between 6 and 10
Not Critical ("NC") use System Weight Factor values between 1 and 5

SWF   System Weight Factor used in establishing the criterion's/requirement's relative importance to the Air Force. Values range from 1 to 10, with 10 representing the highest degree of importance.

Evaluation Factor Weights   Each evaluation factor (Technical, Past Performance, Price) is weighted with a minimum of 25% with the most important factor receiving the highest weight percentage and the least important factor receiving the lowest weight percentage. The sum of the three weights must add to 100%.

All Other Fields   List of competing contractors proposals numbered A, B, C…

The contractor will receive the criteria and the EC as part of the solicitation. The Specific Delphi evaluation steps are to be accomplished in the following sequence as part of the PWS package prior to solicitation.

Developing Evaluation Criteria:

Award will be made to the offeror with the highest Modified Delphi score at an affordable/reasonable price. The highest overall Modified Delphi score at affordable/reasonable price is the best-value offeror. In the event the highest Modified Delphi score offeror is not affordable/reasonable, then best-value award will be made to the next highest Modified Delphi score offeror at an affordable/reasonable price.

In developing the evaluation criteria, Keep in mind that the contractor's proposal will follow the format of the evaluation criteria, and their **proposal will only address the evaluation criteria**. The criteria should take into consideration the risk assessment in the acquisition planning document (Simplified Acqusition Strategy Summary (SASS), Streamlined Acquisition Plan (SAP), or Acquisition Plan (AP)), and focus on the high risk areas of the PWS.

If the contractor is to explain how they are going to accomplish all the tasks required in the PWS, then one of the criterion elements should say **"Describe your technical approach to satisfying the overall requirements of the PWS."** The more detail included in the Criterion Elements, including any sub-elements, the easier it will be for the evaluators to evaluate the offerors' responses.

1. Develop a prioritized list of evaluation criteria, include criterion identified during the Risk assessment. This criterion should focus on the critical capabilities the contractor will need to prove in order to ensure successful completion of your task. **Provide enough description so the contractor knows what to provide.**
    a. Identify capabilities unique to the tasks. Areas for consideration are: (*if used they will need to be tailored to your specific needs*).
        i. Technical
        ii. Experience, Knowledge related to the Specified Weapon System, Subsystem, System Engineering Processes
        iii. Experience/Knowledge related to specific Technologies, products, methods and/or disciplines
        iv. Capabilities to provide local services
        v. Unique capabilities specific to this PWS
        vi. Realistic approach
        vii. Facilities and equipment to perform the task
        viii. System Engineering Approach
    b. Past performance
        i. Experience and performance record on significantly similar projects.
        ii. Performed within budget and on schedule

2. Designate which criteria/requirements are Critical "C" and which are Not Critical "NC".
    a. Assign System Weight Factors based upon the priority of the specific criterion/requirement.
        i. NC for non critical assign a System Weight Factor between 1 and 5
        ii. C for critical assign a System Weight Factor between 6 and 10.
            1. The most important criterion should be ranked highest. The contractor's proposal will focus on the highest criterion.
            2. Note: **Several non-critical criteria can out weigh the critical criteria**
        For example, several non-critical evaluation criteria can out weigh a few critical criteria. The non critical factors can wash out or make the critical factors loose their weighting or importance. Also to many critical criteria can also wash out any one criteria.

3. Provide a Factor Weight to each of the three factors (Technical, Past Performance, and Price). Each evaluation factor (Technical, Past Performance, Price) is weighted with a minimum of 25% with the

most important factor receiving the highest weight percentage and the least important factor receiving the lowest weight percentage. The sum of the three weights must add to 100%

4.   All Criteria Identified will be evaluated.

5.   **The evaluation team cannot evaluate or mark down the contractor for information not included in the evaluation criteria.**

6.   The task order initiator will provide written debriefs on the contractors proposal regarding the scoring of the modified Delphi evaluation.

Evaluating proposals:
1.   Score each proposal from 1 to 5 in association with each criterion, 5 indicating the highest compliance level. A suggested guide for scoring is as follows:

> 0 = Unacceptable – proposal did not address criteria
> 1.0 = Acceptable with High Performance risk
> 1.5 = Acceptable with Moderate Performance Risk
> 2.0 = Acceptable with Low Performance Risk
> 2.5 = Some requirements Exceeded with High performance Risk
> 3.0 = Some requirements Exceeded with Moderate performance Risk
> 3.5 = Some requirements Exceeded with Low performance Risk
> 4.0 = Exceptional with High Performance Risk
> 4.5 = Exceptional with Moderate Performance Risk
> 5.0 = Exceptional with Low Performance Risk

2.   The team will reach a consensus score and turn in one composite score. The team will need to document, strengths, weaknesses and inadequacies for each proposal.

3.   Determine each contractor's effective value for each criterion by multiplying the assigned ranking by the System Weight Factor.

4.   Determine the overall effective value of each proposal by totaling each of the values.

5.   Award will be made to the offeror with the highest Modified Delphi score at an affordable/reasonable price.

6.   Past Performance will be evaluated on all orders. The Past Performance will not be limited to F^2AST performance, but may include relevant, recent Past Performance from other government contracts and/or commercial efforts.

Sample Excel Form:

Evaluation Class (EC) Criticality designator

Swing Weight Factor (SWF) Assigned weight factor Critical must be 6 to 10 Non Critical must be 1 to 5

Identification letter for individual contractors

Criterion		EC	SWF	A		B		C	
1	Describe your approach to satisfying the overall requirements of the PWS	NC	5	4.0	20.0	3.0	15.0	1.0	5.0
2	Corporate Knowledge/Experience realated to specific weapon system	C	7	5.0	35.0	4.0	28.0	5.0	35.0
3	C	C	9	5.0	45.0	2.0	18.0	2.0	18.0
4	D	C	6	2.0	12.0	2.0	12.0	2.0	12.0
5	te te	NC	5	3.0	15.0	5.0	25.0	3.0	15.0
6	Provide a transition plan that will demonstrate ability to provide on-site personnel at all required ACC sites without a gap in coverage and demonstrate understanding of the support requirements in the customer environment and the ability to provide the expertise and experience to accomplish the required tasks.	C	10	2.0	20.0	5.0	50.0	4.0	40.0
	Maximum possible		210						
Technical Weight (%) - minimum 25%	Sums			21.0	147.0	21.0	148.0	17.0	125.0
45	**Weighted Technical Total**		**450**		**315.0**		**317.1**		**267.9**
	Past Performance: Provide description on two significantly similar contracts, include contract number and current POC. Government may contact personnell to determine similarity, technical capability and performance. (See Note 1)	C	10	4.0	40.0	4.5	45.0	3.0	30.0
	Maximum possible		50						
Past Performance Weight (%) - minimum 25%	Sums			4.0	40.0	4.5	45.0	3.0	30.0
25	**Weighted Past Performance Total**		**250**		**200.0**		**225.0**		**150.0**
	Total Evaluated Price (TEP) (See Note 2)	C	10	4.0	40.0	3.0	30.0	3.5	35.0
	Maximum possible		50						
Price Weight (%) - minimum 25%	Sums			4.0	40.0	3.0	30.0	3.5	35.0
30	**Weighted Price Total**		**300**		**240.0**		**180.0**		**210.0**
100	**Main Factor Weight Totals (%)**								
	TOTALS		**1000**		**755.0**		**722.1**		**627.9**

Criterion must be tailored for each task order. Provide enough description so the contractor's will know what to provide. In other words let them know what you expect to see from them.

Factor Weight Percentages

Evaluator Score Between 1 and 5 (red text)

Product of SWF x Score for contractor A on each criterion. (5 x9 = 45)

Total of individual scores for contractor A. (20+35+45+12+15+20=147)

Normalized score (normalized to 10 possible points) multiplied by Factor Weight (147 score/210 possible = 70%. 70% x 45 factor weight x 10 possible points = 315.0)

Maximum possible

Total of the three factors for contractor A. (315.0+200.0+240.0=755.0)

NOTE: The criterion elements should be tailored to a particular task/PWS. **Do not** mirror the sample form