

DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
6490 SAUFLEY FIELD ROAD
PENSACOLA, FLORIDA 32509-5237

IN REPLY REFER TO

NETPDTCINST 4200.2
N861

06 OCT 1999

NETPDTC INSTRUCTION 4200.2

Subj: PROCESSING UNSOLICITED PROPOSALS

Ref: (a) Federal Acquisition Regulation Subpart 15.5

1. Purpose. To establish procedures for receipt, evaluation, and disposition of unsolicited proposals submitted to Naval Education and Training Professional Development and Technology Center (NETPDTC), Pensacola, Florida.
2. Cancellation. NETPMSAINST 4200.2A
3. Revision. Since this is a major revision, marginal notations are not annotated. This instruction should be read in its entirety.
4. Background. Reference (a) establishes policies and procedures for submission, receipt, evaluation, and acceptance of unsolicited proposals. An unsolicited proposal is a written proposal submitted on the initiative of a contractor for the purpose of obtaining a contract from the Government. The proposal must be innovative and unique, and independently originated and developed by the contractor.
5. Action and Responsibilities

a. The Contracting Officer, N86, is the NETPDTC coordinator for processing all unsolicited proposals and will be responsible for ensuring compliance with the requirements of reference (a). In carrying out these functions, the Contracting Officer will:

(1) Provide advance guidance to prospective offerors for submission of unsolicited proposals.

(2) Review each unsolicited proposal upon receipt to determine whether it meets the requirements of reference (a).

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(3) If the proposal meets the requirements, acknowledge its receipt. If it does not, give the offeror an opportunity to submit the required data.

(4) Circulate the unsolicited proposal to cognizant personnel for a comprehensive evaluation.

(5) Return any unsolicited proposal that receives an unfavorable evaluation to the offeror, citing reasons for nonacceptance.

(6) Forward any unsolicited proposal that receives a favorable evaluation to the appropriate contracting officer for contract negotiation.

(7) Establish controls to make sure unsolicited proposals are processed in an expeditious manner.

b. Personnel receiving an unsolicited proposal will deliver it promptly to the Contracts and Logistics Management Division (N86).

c. Personnel evaluating proposals will consider the factors listed in reference (a). Evaluation results and recommendations will be forwarded to N86 upon completion.

d. Personnel will not use any data, concept, idea, or other part of an unsolicited proposal as the basis or part of the basis for solicitation or in negotiations with any other firm unless N86 obtains the offeror's consent.

e. An unsolicited proposal may include trade secrets, processes or other matters that the contractor does not want disclosed. The data marked restrictive in an unsolicited proposal will not be disclosed in whole or in part for any purpose other than to evaluate the proposal.


M. E. McADAMS