
Solicitation Sub-Policy

3-1 Purpose

The purpose of the Solicitation sub-policy is to prepare a solicitation package that identifies the needs of a particular acquisition, and to select a qualified contractor who is best capable of satisfying the requirements of the contract.

HUD Solicitation involves planning and performing the activities necessary to issue the solicitation package, prepare for the evaluation of responses, conduct the evaluation, conduct supporting negotiations, and make recommendations for award of the contract.

HUD Solicitation ends with the contract award.

3-2 HUD Sub-Policy

HUD software acquisition projects will follow this written sub-policy for Solicitation. This sub-policy specifies that:

- A. A HUD Source Selection Official will be designated to be responsible for the selection process and the decision.
- B. HUD Solicitations will be conducted in a manner compliant with the Federal Acquisition Regulations (FAR), HUD Acquisition Regulations (HUDAR), and guidance for the Solicitation.
- C. Solicitation packages and resulting contract(s) for software deliverables will include the software and evaluation requirements. At a minimum, full compliance with SEI SW-CMM Level 2, or its equivalent level in an approved evaluation tool, is HUD's goal. However, if the prospective vendor or offeror does not meet full compliance, a risk mitigation plan and schedule must be prepared by the vendor or offeror, which will describe in detail actions which will be taken to remove deficiencies uncovered in the evaluation process. The plan must then be provided to the GTR and GTM for approval.

3-3 Responsibilities

The HUD GTR will oversee the HUD Project Leader and will be responsible for the implementation of this sub-policy throughout the project life cycle and, either directly or by delegation, coordination of all activities described herein. Typically a GTM, whether appointed as such directly by the GTR or the CO, will be the designated Project Leader.

3-4 Requirements

HUD software acquisition projects will comply with requirements for Solicitation as follows:

- A. Proposals will be evaluated by the HUD Integrated Procurement Team (IPT), in a manner compliant with relevant laws, policies, guidance, and documented solicitation plans, and will use proposal evaluation results to support their decision to recommend a vendor.
- B. The HUD Project Leader takes action to ensure the mutual understanding of software requirements and plans with the selected offeror(s) prior to contract signing.

- C. HUD software cost and schedule estimates will be prepared, and will be independently reviewed for comprehensiveness and realism.
- D. The solicitation package will include the contractual software requirements and proposal evaluation criteria.
- E. HUD will provide adequate resources for solicitation activities including training to perform those activities.
- F. HUD will provide orientation for the solicitation team on the solicitation objectives and procedures

3-5 Measurement and Verification

- A. HUD will measure the progress and analyze the solicitation activities and their resultant products. To achieve this, HUD will define the measurements and conduct an analysis to determine the status and the effectiveness of the activities performed.
- B. The Acquisition organization and the project manager will perform periodic reviews of the solicitation activities.