

US DEPARTMENT OF AGRICULTURE (USDA)

USDA



CONTRACTING DESK BOOK v3.5

SUBPART 415.6 – UNSOLICITED
PROPOSALS

Effective Date: April 28, 2023

ISSUED BY: Office of Contracting & Procurement (OCP)
Procurement Policy Division (PPD)

SUBPART 415.6—UNSOLICITED PROPOSALS

415.606 Agency Procedures.

Reference FAR 15.605 for the content of unsolicited proposals. Each MASCO is responsible for establishing [points of contact](#) for the control of unsolicited proposals and providing the names of points of contact to procurement.policy@usda.gov.

An unsolicited proposal must be formally submitted to the Agency by way of the point of contact. When an unsolicited proposal is received by an individual, safeguard the proposal and promptly send it to the point of contact no later than within 1 day of receipt.

- When preliminary contact is made by a potential offeror of an unsolicited proposal, provide information noted in FAR 15.604(a) and information on agency objectives, existing research programs, and techniques to assist the offeror in developing its proposal.
- When designated by the agency point of contact, participate in a comprehensive evaluation of unsolicited proposals and provide the necessary evaluation documentation.

What does the Point of Contact do?

- 1) Coordinate the receipt and handling of unsolicited proposals.
- 2) Provide guidance to potential offerors of unsolicited proposals as to the criteria for determining valid unsolicited proposals and guidance on the procedures for their submission and evaluation.
- 3) Ensure unsolicited proposal is not duplicated or distributed within the Agency unless there is an urgent need to do so. Otherwise, unsolicited proposals must be safeguarded, particularly data identified by the offeror as being subject to duplication, use, or disclosure restrictions.
- 4) Ensure a preliminary review of the proposal is conducted to determine if it meets the requirements of the FAR and can be considered a valid unsolicited proposal. If the proposal meets these requirements, the point of contact will promptly acknowledge receipt and process the proposal for evaluation. If a proposal is rejected because it does not meet the necessary requirements, the point of contact will promptly inform the offeror, in writing, of the reasons for rejection and of the proposed disposition of the unsolicited proposal.
- 5) Coordinate comprehensive evaluations and attach or imprint on each unsolicited proposal circulated for evaluation the required legend to safeguard the proposal, unless the offeror clearly states in writing that no restrictions are imposed on the disclosure or use of the data contained in the proposal. When performing a comprehensive evaluation of an unsolicited proposal, evaluators will consider the required factors in FAR 15.606-2, in addition to any others appropriate for the particular proposal. The evaluators will notify the Agency point of contact of their recommendation when the evaluation is complete.

A favorable comprehensive evaluation of an unsolicited proposal does not in itself justify awarding a contract without providing for full and open competition. The cognizant Agency Contracting Officer may commence negotiations on a sole source basis only when:

- a. an unsolicited proposal has received a favorable comprehensive evaluation;
- b. a justification and approval has been obtained for research proposals or other appropriate provisions of the FAR;
- c. the agency technical office sponsoring the contract furnishes the necessary funds; and
- d. the cognizant Contracting Officer has complied with the synopsis requirements of the FAR.

Mission Area	Unsolicited Proposals POC
Farm Production and Conservation (FPAC)	Danny.Golden@usda.gov
Food, Nutrition and Consumer Services (FNCS)	SM.FN.Director-CMD@usda.gov
Food Safety	Madonna.Montgomery@usda.gov
Marketing and Regulatory Programs (MRP)	Michael.i.Chiodi@usda.gov Norita.l.Thomas@usda.gov
Natural Resources & Environment (NRE)	Alfort.Belin@usda.gov
Research, Education and Economics (REE)	apob@usda.gov
Rural Development (RD)	deborah.baldwin@usda.gov
Departmental Administration (DA)	Brinder.Billups@usda.gov
Trade and Foreign Agricultural Affairs (TFAA)	Brinder.Billups@usda.gov