

## Section 3: Preaward Survey

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### Preaward Survey

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#### Objectives

- State the purpose of Preaward Survey.
- Identify who performs the Preaward Survey.
- Identify the dollar thresholds applicable in requesting a Preaward Survey.
- Identify useful factors which may be considered in a Preaward Survey.
- Identify one pitfall of inadequate Preaward Surveys.
- Identify and understand the role of other members of the Contracting Officer's Support Team.

### Preaward Survey

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#### I. Purpose

- A. Determination that contractor is responsible to receive this award.
- B. Determination that contractor is nonresponsible to receive this award.



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## II. Contracting Division Responsibility

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- A. Check debarred/suspended bidder's list.
- B. Check available past performance records.
- C. Determine complexity and estimated amount of proposed contract.
- D. Determine extent of preaward survey appropriate for the circumstance.
- E. Obtain and compile factual data related to contractor's responsibility.
- F. Obtain audit assistance as needed.
- G. Prepare preaward survey documentation for contracting officer signature.
- H. If nonresponsible determination on small business firm, coordinate with small business administration.

## III. Dollar Thresholds Applicable (Generally)

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Over Simplified Acquisition Threshold (\$100,000).



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### **IV. Procedure to Determine Contractor's Responsibility**

- A. Business experience.
- B. Similarity of services previously performed to services required for current contract.
- C. Amount of business on hand.
- D. Past performance.
- E. Physical capability.
- F. Testing and inspection facilities.
- G. Training facilities.
- H. Material and equipment available.
- I. Credit References - Bank, Dun and Bradstreet Report, Suppliers.
- J. Other information as considered necessary. (Accounting System; Bonding Capacity; Financial Strength.)

### **V. Pitfalls**

- A. Losses to the Government
  - 1. Time
  - 2. Money
  - 3. Service
  - 4. Administrative Frustration
- B. Losses to the Contractor
  - 1. Profit
  - 2. Reputation
  - 3. Bankruptcy
- C. Termination for Default
  - 1. Administrative Burden
  - 2. Delayed service while obtaining reprocurement or surety takeover
  - 3. Risk of reversal in favor of contractor through contractor appeal
  - 4. Unexpected costs to the Government



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### **VI. Contracting Officer Support Team Role**

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- A. Legal Counsel - Litigation and Claims Activity
- B. Field Personnel - Knowledge of Contractor Performance/Capability Data
- C. Auditor Reports
- D. Other Technical Personnel - Knowledge of Contractor Performance/Capability Data

