



Homeland Security

Unsolicited Proposal Process

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Office of Procurement Operations
S&T Acquisition Division
Mission Support Branch**



**Homeland
Security**

Unsolicited Proposal Process

- **General Information**
- **Proposal Evaluation**
- **Evaluation Results**

Unsolicited Proposal Definition

A written proposal for a new or innovative idea that is submitted to an agency on the initiative of the offeror for the purpose of obtaining a contract with the Government, and that is not in response to a request for proposals, Broad Agency Announcement, Small Business Innovation Research topic, Small Business Technology Transfer Research topic, Program Research and Development Announcement, or any other Government-initiated solicitation or program.

Pre-Proposal Activities

- Preliminary contact with agency technical or other appropriate personnel before preparing a detailed unsolicited proposal or submitting proprietary information to the government may save considerable time and effort for both parties.
- Unsolicited proposals are to be independently originated and developed by the offeror and must be developed without Government supervision, endorsement, direction, or direct Government involvement.

When to Submit an Unsolicited Proposal?

- When the new and innovative idea does not fall under topic areas publicized under DHS-initiated solicitations.
- When the research and development project is original in nature and falls within the DHS/S&T mission.

Where to Submit Unsolicited Proposals?

Department of Homeland Security
Office of Procurement Operations
Policy and Oversight Customer Support Division
Ms. Kathy Farrell, Agency POC
245 Murray Lane, S.W., Bldg. 410
Washington, DC 20528
Kathy.Farrell@dhs.gov

Authority to Contract

- Only warranted DHS Contracting Officers have the authority to contractually bind the Government on behalf of the DHS.
- Personnel who receive, handle, or evaluate unsolicited proposals are not authorized to commit the Government on behalf of the DHS.

Unsolicited Proposal Evaluation

Initial Review

- Valid Proposal
- Suitable for Submission
- Related to S&T Mission
- Sufficient Information to Evaluate
- Meritorious Methods
- Marking Requirements

Unsolicited Proposal Evaluation

Comprehensive Evaluation

- Unique and innovative capability relating to the S&T mission
- Overall scientific, technical or socioeconomic merits
- Potential contribution to S&T's mission
- Experience, facilities, techniques or achieving the proposal objectives
- Qualifications, capabilities, and experience of the key personnel
- Realism of the proposed cost
- Current fiscal year funding availability

Evaluation Results

- Offerors will be notified by Kathy Farrell or an authorized DHS Contracting Officer regarding the evaluation results and any intent to pursue the negotiation of a contract.
- DHS personnel outside the DHS Office of Procurement Operations are not authorized to accept or reject an unsolicited proposal.

Agency Point of Contact

Department of Homeland Security

Office of Procurement Operations

Policy and Oversight Customer Support Division

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