

Evaluation Process Document	Doc. No. PS-391-001-63 R0	LUSI SUB-SYSTEM CXI
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CXI 1 micron K-B Mirror System Proposal Evaluation Procedure

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Revision	Date	Description of Changes	Approved
R0	21JAN09	Initial release	

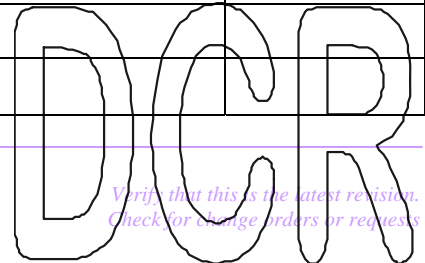


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1. Introduction

This document outlines the procedure to be followed during the evaluation process leading to the award of the contract for the CXI 1 micron KB system.

2. Officials

Source Selection Official (SSO) – Tom Fornek

Proposal Evaluation Committee Chair – Carol Lam

3. Applicable Documents, Specifications and Codes

3.1. SLAC Specifications

- SLAC document No. SP-391-001-61, “Bid Evaluation Guide for the Procurement of the CXI 1 micron KB System”
- Evaluation Criteria: REQUEST FOR PROPOSAL No: 2526: Coherent X-Ray Imaging (CXI) 1 micron Kirkpatrick-Baez (KB) System

4. Procedures

1. The LUSI Project Manager shall submit the list of selected members for the Proposal Evaluation Committee at the time of SLAC Procurement Office releasing the RFP.
2. The next business day subsequent to the Formal Proposal due date, SLAC Procurement officials shall contact each member of the Proposal Evaluation Committee to obtain each members signature on the Confidentiality Certificate before releasing to each member **ONLY Volume II - Technical/Management** of each Offerors proposal
3. Each committee member shall have two (2) weeks to independently evaluate and score each Offerors Technical/Management volume in accordance with the “Bid Evaluation Guide for the Procurement of the CXI 1 micron KB System”. All scoring shall be recorded on the SLAC Procurement Office provided score sheet, “Evaluation Criteria: REQUEST FOR PROPOSAL No: 2526: Coherent X-Ray Imaging (CXI) 1 micron Kirkpatrick-Baez (KB) System”. At no time shall the committee members discuss with each other the nature or details of any Offerors technical proposal.
4. The Proposal Evaluation Committee Chair shall collect each committee members score sheets for each Offeror at the conclusion of the two (2) week evaluation period if not sooner.
5. The Proposal Evaluation Committee Chair shall schedule a meeting the next business day subsequent to receipt of all score sheets. **Each Proposal evaluation committee member as well as the Chair shall attend this meeting.** At this meeting, the following will occur:
 - a. The Chair shall disseminate the tabulated technical scores for each Offeror

- b. Each committee member shall have the opportunity to explain, and modify if so desired, their final technical score for any Offeror
 - c. At the conclusion of the discussion of technical scoring the Chair shall unseal **Volume I - Offer and Other Documents** of each Offerors proposal to reveal the cost component of each submitted proposal.
 - d. Each Offerors cost proposal will be cross-correlated to its respective technical score to give an aggregate view of the cost/technical evaluation
 - e. The committee members, as a group, shall decide which Offeror shall be selected to receive the contract on the basis of “Best Value” as described in: **VI. EVALUATION OF OFFERS AND BASIS OF AWARD** of the formal RFP
 - f. With the concurrence of the Proposal Evaluation Committee members, the Chair shall compose the memo that describes the Offeror selected to receive the contract and forward this memo to the Source Selection Official (SSO) for approval.
 - g. The need to request final proposal revision’s (formerly BAFO) will be determined by the Contract Administrator.
6. After obtaining SSO approval, and any other required approvals, the SLAC Procurement Office shall award the contract to the selected Offeror.

At no time during the bid evaluation process shall any committee member have any contact with any employee of any Offeror. All requests for additional/supplemental information or material from any committee member shall go only through the SLAC Procurement official.