

SOURCE SELECTION EVALUATION BOARD (SSEB) PROCEDURES FOR DoD

A 1-Day Hands-On Workshop for Personnel Who
Desire to Perform At Superior Levels When
Performing Source Selection Duties

Course Description:

Designed solely with the government professional in mind, this workshop will provide you with detailed guidance on how to be an effective SSEB member. You will learn the roles and responsibilities of an SSEB team member, how to evaluate a proposal, how to spot problems in a proposal, red flags that indicate a contractor will not perform well, legal issues, source selection activities and procedures, and you will be given step-by-step instructions on how to fully document your findings.

This workshop uses actual solicitations and proposals to apply the knowledge gained in class in visceral, real way.

Learning Objectives & Topics Covered in this Workshop:

- Source Selection Overview: Process, Schedules, Rules
- Preparation: Training, Security, Forms, Lawyers
- Understanding Value Adjusted Total Evaluated Price
- Roles and Responsibilities: Leaders, Members, & Risks
- Legal Issues of Being on A Source Selection Board
- Source Selection Activities and Procedures
- How to Evaluate a Proposal
- Documenting Your Findings
- The Decision Briefing
- Post-Award Debriefs

Audience: This workshop is designed for contracting clients, or anyone involved in leading or participating in a Source Selection.

Toolkits:

Each Participant will receive a **Student Handbook** and access to an **Online Toolkit**, containing tools such as checklists, tips, techniques, and numerous other tools to help you use your new skills immediately.

Additional Information

CPE Credits: 7.0

CEU Credits: 0.6

Suggested Program

Prerequisites: None

Advanced Preparation: None

NASBA Program Level: Basic

NASBA Field of Study:

Specialized Knowledge

Delivery Method: Group Live – Classroom

