



# SOURCE SELECTION EVALUATION BOARD (SSEB) PROCEDURES FOR DOD

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A 2-Day Hands-On Workshop on Understanding the Rules and Best Practices for Source Selection  
*Delivered in Live or Live Virtual Classrooms!*

## **Course Description:**

This workshop will provide you with detailed guidance on how to be an effective SSEB member **and ensure compliance with the most recent mandated DoD Source Selection Procedures**. 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 IAW FAR part 15 and **OUSD Memorandum 'Department of Defense Source Selection Procedures' dated April 1, 2016**, 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 all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 15.0

**CEU Credits:** 1.3

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Specialized Knowledge

**Delivery Method:** Group Live – Live Virtual Classroom

