

Source Selection Decision Document

for (specify product/service & RFP #)

1. **Decision** Statement.

Example: As **Source Selection** Authority for this acquisition, I have determined that the XYZ product/service proposed by Offeror C provides the best overall value to satisfy Metro's needs. This **selection** was made based upon the factors and subfactors established in the solicitation and my integrated assessment and comparison of the strengths, weaknesses, and risks of the proposals submitted in response to the solicitation. This memorandum documents the basis for my **decision**.

2. Brief description of the product/service called for in the solicitation.
3. Brief description of the Basis for Award including the major factors against which proposals were measured and their relative order of importance.
4. A list of offerors in the competitive range.
5. Rationale for business judgments and tradeoffs.

Include the following:

- Succinctly compare each proposal to each of the others, focusing on key proposal differences (strengths, weaknesses, and risks) that surfaced in the evaluation and their impact on the acquisition objectives.
- Clearly explain specific tradeoffs that led to the **decision**.
- Clearly explain the specific benefits of technically superior offeror(s) and why they are or are not significant enough to warrant any additional cost.

6. Summary.

Example: In summary, based on my integrated assessment of all proposals in accordance with the specified evaluation factors and subfactors, it is my **decision** that Offeror C's proposal offers the best overall value.

Signature

Source Selection Authority