



U.S. ABILITYONE COMMISSION
Interim Procedure 51.301.1-01 Pilot Test (PT)
Effective Date: January 10, 2020

**TITLE: INTERIM PILOT TEST PROCEDURE 51.301.1-01,
DEBRIEFING AND APPEALS PROCEDURES FOR PILOT TEST(S)
REGARDING SELECTION OF NONPROFIT AGENCIES FOR PROJECT
ASSIGNMENT AND ORDER ALLOCATION**

1. PURPOSE.

This document prescribes the interim post-decision debriefing and appeals procedures for the pilot test(s) for Nonprofit Agency Allocation Competition. These procedures are associated with U.S. AbilityOne Commission (Commission) Policy 51.301, Selection of Nonprofit Agencies for Project Assignment and Order Allocation, and Commission Interim Policy 51.301.1, Interim Pilot Test Policy, Selection of Nonprofit Agencies for Project Assignment and Order Allocation. The intent of the debriefing is to inform Nonprofit Agencies (NPAs) of the positive and negative aspects of their proposals so they can provide more competitive proposals in future acquisitions.

2. APPLICABILITY.

This interim procedure applies to:

- i. The Commission pilot test(s) that use competition in Project Assignment and Order Allocation.
- ii. The Commission, Central Nonprofit Agencies (CNAs), and NPAs participating in the pilot test(s).
- iii. Contracting Activities, in accordance with applicable regulations and an intragovernmental agreement with the Commission.

3. AUTHORITY.

- (a) Javits Wagner-O'Day (JWOD) Act, 41 U.S.C §§ 8501-8506
- (b) Section 898 of the National Defense Authorization Act (NDAA) for Fiscal Year 2017 (Public Law 114-328) "Panel on Department of Defense and AbilityOne Contracting Oversight, Accountability and Integrity"
- (c) U.S. AbilityOne Commission Policy 51.301, "Selection of Nonprofit Agencies for Project Assignment and Order Allocation"
- (d) U.S. AbilityOne Commission Interim Policy 51.301.1, "Interim Pilot Test Policy for Selection of Nonprofit Agencies for Project Assignment and Order Allocation"

4. DEFINITIONS AND ACRONYMS.

Definitions, abbreviations, and acronyms frequently used throughout the Commission's policy system are provided in Policy 51.102, Definitions.



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5. RESPONSIBILITIES.

In addition to and in accordance with the responsibilities listed in Section 5(a) in Policy 51.301 and in Interim Policy 51.301.1, the Commission:

- i. Reviews CNA-established procedures for debriefings, and adopts the elements of those procedures that it deems applicable to the Commission's pilot test.
- ii. Notifies NPAs of the decision of the Commission members regarding the allocation of AbilityOne work including competitive procedures.
- iii. Will normally lead the debriefing, whether written or verbal, with support provided by the CNA and/or individuals who conducted the evaluation.
- iv. Will include statements in its interagency agreement(s) for pilot test(s) addressing the roles and responsibilities of CNA staff and the Contracting Activity's staff to participate in and cooperate with the Commission-led debriefings.

The CNA responsibilities listed in Section 5 of Policy 51.301 are expanded to include participation in Commission-led debriefings as evaluators and/or subject matter experts.

The Contracting Activity's responsibilities include participation in Commission-led debriefings as evaluators and/or subject matter experts.

6. POLICY.

Debriefing and appeals associated with the pilot test(s) for Nonprofit Agency Allocation Competition will be conducted in accordance with Sections 6(d) and 6(e) of Commission Interim Policy 51.301.1, and in accordance with the procedures in Section 8 below.

7. EXCEPTIONS TO POLICY.

None.

8. PROCEDURES.

(a) Debriefing.

- i. Written requests for debriefing must be submitted to the Commission's Director of Business Operations and meet the timeliness and submission requirements stated in Commission Interim Policy 51.301.1.
- ii. The Commission's Director of Contracts and Policy will prepare and deliver (or oversee the preparation and delivery of) an initial, summary debriefing, with input from all parties involved in the evaluation, to the debriefed NPA in writing.
- iii. The debriefing is limited to the evaluation of responses in accordance with the criteria provided in the Opportunity Notice (ON) for the competition allocation pilot test. While the debriefing will address significant strengths and weaknesses applicable to the specific NPA being debriefed, there will be no point-by-point comparison of the debriefed NPA with responses from other NPAs. The debriefing may include the technical rating for the successful NPA.

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- iv. Questions may be submitted in writing to the Commission, NLT 5:00 p.m. EDT 10 business days after receipt of the summary debriefing, unless otherwise extended by the Executive Director of the Commission staff, or designee.
 - (a) Questions shall be submitted in writing in Times New Roman 12-point font, no more than two pages, and shall be reasonable in number, depth and length.
 - (b) Questions must focus on the NPA's individual evaluation in terms of the ON criteria. The Commission will not provide information regarding, or in comparison to, other NPAs' submissions that are otherwise prohibited from disclosure by the Privacy Act or the Freedom of Information Act or by FAR 24.202.
 - v. Responses to questions, if submitted, will be provided in writing to the NPA(s) in the order of receipt.
- (b) Appeals.
- i. Written requests for appeal must meet the timeliness and submission requirements stated in Commission Interim Policy 51.301.1, based on the date of the NPA's receipt of the summary debriefing, or if submitted, receipt of answers to the NPA's questions.
 - ii. Appeals will be initially reviewed and processed by the Commission's Director, U.S. Western Field Office, who will not be involved in the evaluation process.
 - iii. The appeal decision will be made by the Commission's Deputy Executive Director in consultation with the Commission's Executive Subcommittee.

9. SUPERSESSION.

This interim procedure is a *companion to* Commission Policy 51.301 dated May 30, 2012, and Commission Interim Policy 51.301.1 dated June 10, 2019. The elements of Policy 51.301 that are not revised herein remain in effect. Given the unique scope and evolving nature of pilot tests, the Commission may amend this interim policy as necessary.



APPROVED: _____

E. Ballard
Executive Director

DATE: _____

1/10/2020