

MARCORSYSCOM

Unsolicited Proposals

Marine Corp Systems Command (MCSC) fosters and encourages the submission of unsolicited proposals that offer unique and innovative methods or approaches and that offer significant technological promise toward the accomplishment of our mission. A valid unsolicited proposal must be independently originated and developed, prepared without Government supervision, and provides sufficient detail for Government review, but must not be an advance proposal for a known agency requirement. Moreover, submission of an unsolicited proposal does not in any way guarantee a contract award.

DEFINITION

An unsolicited proposal is defined in FAR 2.101 as, “a written proposal for a new or innovative idea that is submitted to an agency on the initiative of the offeror for the purpose of obtaining a contract with the Government, and that is not in response to a request for proposals, Broad Agency Announcement, Small Business Innovation Research topic, Small Business Technology Transfer Research topic, Program Research and Development Announcement, or any other Government-initiated solicitation or program.”

MCSC encourages any potential offeror to contact technical personnel before preparing a detailed unsolicited proposal with the purpose of understanding the mission and needs relative to the type of effort contemplated. These contacts should not be construed as any form of negotiation in contemplation of any contractual arrangement for the Marine Corps by either party and must be undertaken solely at the contractor’s expense.

SUBMIT TO:

Marine Corps Systems Command, 2200 Lester Street,
Attn: Contracts, Business Operations 02B, Quantico, VA 22134.

A proposal accepted for formal evaluation should, at a minimum, contain the following information:

Basic information:

- ✓ Offeror's name and address (if an organization, indicate type; e.g., profit, non-profit, educational, small business, minority, disadvantaged minority) and date of submission.
- ✓ Names and telephone numbers of the offeror's technical and business personnel. Identification and proper marking of any proprietary data in accordance with FAR 15.609.
- ✓ Names of any other federal, state, or local agencies receiving the proposal and/or funding the effort.
- ✓ Signature of responsible official authorized to contractually obligate the organization.

Technical information:

- ✓ A concise title and an abstract of the proposed work.
- ✓ A reasonably complete discussion that gives as a minimum the (a) objective, (b) method of approach, (c) anticipated results, and (d) how the work will help support accomplishment of the MCSC mission.
- ✓ The names and biographical information of the key personnel who would be involved.
- ✓ The type of support, if any, the offeror requests of the Government; e.g., property or personnel resources.

Supporting information:

- ✓ A cost estimate sufficiently detailed by element of cost for meaningful evaluation.
- ✓ The period of time for which the proposal is valid (a minimum of six months is suggested).
- ✓ The type of contract preferred.
- ✓ The proposed duration of effort including a description of the organization, and previous experience. Statements, if applicable, regarding cost-sharing, organizational conflicts of interests, security clearance status, environmental impacts, previous work or experience in the field of the proposed work, and facilities to be utilized for the work.

Receipt and evaluation of an unsolicited proposal does not imply a promise to pay for the preparation of the proposal nor create any other obligation on the part of the Government. Receipt of an unsolicited proposal will be acknowledged promptly. Thirty to sixty days are usually required for thorough evaluation, after which time the offeror will be notified of the Government's decision to accept or reject the proposal or the requirement of the Government for additional time to make a decision.