Innovation Technique 5 — Comparative Evaluation

→ Ideal for task/delivery orders under FAR subpart 8.4 and § 16.505, but also for part 13 simplified acquisitions (incl. subpart 13.5 for commercial items up to $7 Million). Not recommended for use under FAR part 15.

→ Probably more suited to acquisitions with a few quotes and a few evaluation factors.

→ Provides ultimate subjectivity/flexibility in the evaluation and selection processes.

→ Keeps documentation to a minimum.

→ **No ratings are assigned.**

→ Recommended text for your solicitation:

**Comparative Evaluation.** The Government may perform a comparative evaluation (comparing offers to each other) to select the contractor that is best suited and provides the best value, considering the evaluation factors in this solicitation.

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### TECHNICAL EVALUATION REPORT

1. **Factor One**
   a. Quote A’s noteworthy observations:
      - ____________
      - ____________
   b. Quote B’s noteworthy observations:
      - ____________
      - ____________
   c. Quote C’s noteworthy observations:
      - ____________
      - ____________
   d. For Factor One, we consider Quote A to be most advantageous because ____________.

2. **Factor Two**
   a. Quote A’s noteworthy observations:
      - ____________
      - ____________
   b. Quote B’s noteworthy observations:
      - ____________
      - ____________
   c. Quote C’s noteworthy observations:
      - ____________
      - ____________
   d. For Factor Two, we consider Quote B to be most advantageous because ____________.

3. **Factor Three**
   a. Quote A’s noteworthy observations:
      - ____________
      - ____________
   b. Quote B’s noteworthy observations:
      - ____________
      - ____________
   c. Quote C’s noteworthy observations:
      - ____________
      - ____________
   d. For Factor Three, we consider Quote A to be most advantageous because ____________.

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### TRADEOFF DECISION DOCUMENT

I have reviewed the Technical Evaluation Report and I adopt the evaluation team’s findings as my own. The check marks in the table below show the quotes that are most advantageous for each factor, along with each quote’s price:

<table>
<thead>
<tr>
<th>Quote</th>
<th>Quote</th>
<th>Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
</tr>
<tr>
<td>Factor One</td>
<td>✓</td>
<td>Factor Two</td>
</tr>
<tr>
<td>Factor Three</td>
<td>✓</td>
<td>Factor Four</td>
</tr>
</tbody>
</table>

✓ = most advantageous for that factor

In my opinion, Quote A provides the best value. Quote A provides greater technical merit than either Quote B or Quote C, and Quote B provides greater technical merit than Quote C. The benefit of Quote A’s _____ for Factor One and of ____________ for Factor Three exceeds the benefit of Quote B’s _____ for Factor Two. The benefit of Quote A merits the higher cost over both Quote B and Quote C.

<or>

In my opinion, Quote B provides the best value...

<or>

In my opinion, Quote C provides the best value...

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See **Comparative Evaluation (No Ratings)** in this workbook’s GAO Guide.