

FEDERAL ACQUISITION INSTITUTE



Ten Tangible Techniques to Trim Time

Innovative Practices that Promote Acquisition Efficiencies

- #1: Consider Releasing the Budget**
- #2: Designate CORs Only When Necessary**
- #3: Use FAR Part 15 Terms ONLY for FAR Part 15 Buys**
- #4: Option Periods are Not Required for IDIQ Contracts**
- #5: Establish an Appropriate Technical Evaluation Panel**
- #6: Keep Discussions Simple but Meaningful**
- #7: Do NOT Make Vendors Revise Their Technical Proposals to Reflect Negotiations**
- #8: Try True Negotiation Tactics**
- #9: Consider Releasing Technical and Price/Cost Proposals Simultaneously to Evaluation Team**
- #10: Keep File Documentation Appropriate**

Please Note: It is important to know your local agency supplemental regulation and policies before implementing any one of these tips to ensure they do not conflict.