# Oral Presentation Guidelines

1. Schedule for presentations. Oral presentations will be scheduled with offerors after they are assessed in Factor 1 Key Personnel Required Qualifications and if they receive an Acceptable rating in this factor. At a minimum, the offerors shall be given five business days' notice of the date for their presentations. The anticipated presentation dates will begin in August 2026. The order in which offerors will make their presentations will be determined by a random methodology by the Contracting Officer. Once notified of their scheduled presentation date and time, offerors shall complete their presentations on the scheduled date and time. Requests from offerors to reschedule their presentations may be entertained, within reason, i.e. a few days to later or before, but not weeks later from the government's preferred oral presentation date.

2. Form of presentation. Offerors will make their oral presentations via Microsoft Teams to the Technical Evaluation Board (TEB) and a Contracts Negotiator. Submission of videotapes or other forms of media containing the presentation for evaluation is not authorized. Offerors must make themselves available by turning on their camera whenever a contractor representative is speaking / presenting to the government.

3. Time allowed for presentations. Each offeror will have **one (1) hour** in which to caucus and prepare a presentation following receipt of the sample tasking. Each offeror will then have a maximum of ten (10) minutes in which to introduce the members of the presenting team and provide a brief description and history of the firm. This introduction nor the one (1) hour to prepare for the sample tasking will not be evaluated by the government. Each offeror will then have **one (1) hour** in which to make its sample task presentation to the government, which will be evaluated under factor 2 Oral Presentations. The first hour for the tasking preparation and the second hour oral presentation must occur concurrently.

From the time of receipt of the sample task through the end of the sample task presentation, the offeror's presentation team (participants and attendees) shall have no contact with anyone other than Government personnel.

4. Media. To ensure that offerors do not spend an inordinate amount of time and money in preparing presentation slides (i.e., special color slides intended to "dazzle" Government evaluators), the following guidelines are provided:

- The use of presentation slides are not required.
- Your camera must remain on throughout the presentation, except when actively screen-sharing supporting materials.
- Effective verbal communication is essential. The use of presentation slides is optional and not a substitute for a well-delivered message.
- No non-Government audio or video recordings of the presentation will be permitted.

5. Offeror's presentation team. The offeror (from the prime and/or subcontractors) may have up to four (4) personnel on the Oral Presentation Team, two of which must be one of the three key personnel in Factor 1 (Naval Operations Lead, Lead Software & AI Engineer, Systems Engineer). No additional personnel will be permitted to participate.

Individual oral presentation attendees shall not participate or attend oral presentations for more than one offeror. All attendees will be required to sign nondisclosure agreements, which will affirm that the attendees will not disclose the content of the oral tasking until a future time specified.

Each offeror shall provide a summary of the presenting team to include their full name, labor category proposed, company, and hours committed to this contract as proposed, if applicable. This summary shall be provided to the Contracts Negotiator prior to receipt of the oral presentation sample task.

6. Purpose of oral presentations. The purpose of the oral presentation is to evaluate an offeror's knowledge of the requirements of the prospective contract, to demonstrate a clear and comprehensive understanding of the technical requirements outlined in the Statement of Work (SOW) and to elaborate on the specific approach to the sample tasking presented. Responses will provide offerors the opportunity to demonstrate an understanding of the scope of the technical issues, problems, and possible solutions associated with the envisioned work. The oral presentation will not become a part of any contract resulting from the RFP. The session will not constitute negotiations, as defined in FAR 15.204-2, nor will it obligate the Government to conduct negotiations or to solicit or entertain any revisions to an offer. If the Government does decide to conduct negotiations, the oral presentation will not be discussed. *Note: Only offerors that receive a rating of Acceptable or higher in this factor will advance to Factor 3 – Cost realism analysis.*

7. Content of presentations. The presentations shall not encompass price or cost and fee. Specific instructions as to content will be provided with the sample tasks. Generally, offerors should provide information that demonstrates a clear understanding of the technical requirements of the solicitation's Statement of Work. The sample tasking will be representative of the type of effort to be provided under the contract.

8. Record of presentations. Presentations are recorded (both audio and video) by the Government, and evaluators in rendering their evaluations may refer to these recordings and transcripts.