



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS SPACE AND MISSILE SYSTEMS CENTER (AFSPC)
LOS ANGELES AIR FORCE BASE CALIFORNIA

22 AUG 2002

**MEMORANDUM FOR SMC/PK (ALL THREE LETTERS, DEPUTIES, AND PCOS)
SMC/AXD (SSEAS)**

FROM: SMC/PK/AXD

SUBJECT: Protection of Source Selection Information

1. FAR Part 3.104, Procurement Integrity, addresses the statutory requirements for protection of source selection information. Recent events in some of our source selections bring into focus the need to reemphasize to our contracting personnel the importance of attention to detail when handling the source selection information. We must ensure that everyone understands that utmost care must be taken with the distribution of source selection documentation.
2. Although PKC has taken the lead in presenting **mandatory** PCO training, all PK Chiefs/Deputies must reemphasize to our people how critical it is that the integrity of the source selection process be maintained at all times. The above events have resulted in very serious consequences on certain source selections. To reduce the possibility of problems in the future, the following administrative quality assurance process shall be instituted by the PCO responsible for currently active source selections, i.e. contract(s) award has not been made. This process must be provided to the source selection teams in writing and made part of the source selection file.
 - a. A process must be established that spells out the procedures for the **handling and distribution** of all source selection documentation (ENs, FPR letters, model contracts, evaluation briefings, etc.).
 - b. This quality control process shall include the use of color-coded cover sheets for each offeror's documentation; strict separation of all source selection documentation by offeror (to avoid the inadvertent co-mingling of documents); and the use of a check and balance system where, at a minimum, two people prepare the documentation for release (stuff the envelope, etc). The PCO must perform a final check of what documentation is in the package that is to be released. The PCO shall verify the review of the package by initialing on a checklist. The checklist will then become part of the source selection file.
 - c. All PCOs currently involved in a source selection shall implement this process immediately by issuing a PCO letter to their respective source selection teams detailing the quality assurance process to be put into place. A copy of this letter should be forwarded to PKC and AXD by COB 30 Aug 02.
 - d. For all future source selections where the Source Selection Plan (SSP) has not been

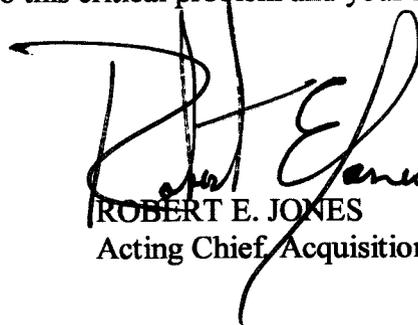
approved, the SSP shall document the quality control process to be used by the source selection team to ensure handling and distribution integrity of source selection information. The quality control procedures addressed in subparagraph b. above are not exclusive. Source selection teams are encouraged to develop additional techniques to document exchanges (e.g., different colored paper/envelopes, unique embossed markers, identifiers, etc. for each offeror). All techniques, procedures, color-unique paper, cover sheets, etc. must be clearly specified in the SSP before SMC/PK or SMC/AXD will concur on this plan. At a minimum, the use of the attached Source Selection Checklist will be implemented immediately.

e. Additionally, all personnel on either on-going or future Source Selection Evaluation Teams must be thoroughly briefed that the PCO is the only individual authorized to release information to an offeror.

3. Thank you for your immediate attention to this critical problem and your support in avoiding future occurrences.



PATRICIA KIRK-McALPINE
Director of Contracting



ROBERT E. JONES
Acting Chief, Acquisition Support Division

Attachment:
Source Selection Checklist

SOURCE SELECTION CHECKLIST		Page 1 of 1 Page		
FUNCTIONAL AREA SSET Protection of Source Selection Information		OPR PCO	DATE	
NO.	ITEM	YES	NO	Initialed
	Offeror: _____ Title of Document(s): _____			
1.	Information submitted to the recorder for distribution has the offeror identity clearly marked			
2.	Each offeror has been assigned a color and password			
3.	All files thoroughly reviewed to ensure consistency with external marking (offeror identity)			
4.	All data for transmission to an offeror has been reviewed by two GOVERNMENT people, to ensure integrity of data, prior to submittal to the PCO			
5.	All evaluation data is clearly marked with identity of offeror – ensure all pages are marked!			
6.	All data on floppy/CD has the appropriate file name/color code to positively identify the correct offeror			
7.	All electronic files are reviewed (all pages) before distribution to PCO and check embedded links in electronic charts and other documents			
8.	PCO has PERSONALLY reviewed all contents of distribution package			
9.	Package has been distributed after PCO review to ensure no further changes			
10.	Completed and initialed PCO checklist (by the PCO) to be filed with source selection documentation			
11.	Check last page of transmittal media!			
	Names of SSET members reviewing files: _____			

	Signature of PCO: _____			