GUIDANCE FOR

SOLICITATION REVIEW BOARDS (SRB)

1. The purpose of a SRB is to review, evaluate, and recommend changes to improve solicitations before they are released to industry. This process provides senior level review of the completed Request for Proposal (RFP). Lessons learned have shown that this is a valuable tool and enhances the quality of the RFPs. It ensures that:

a. the RFP provides a sound basis for contracting,
b. the RFP clearly and concisely states what the Air Force intends to buy,
c. the RFP conforms to current laws, regulations, and acquisition policies,
d. all parts of the RFP are consistent and completely integrated, and
e. the RFP meets the acquisition objectives as set forth in the acquisition strategy.

2. This process provides excellent feedback and takes a small investment in time; two weeks is usually sufficient. This provides adequate time for participants to review the documents, conduct the SRB, and for the program office to incorporate the comments. The team may also choose to conduct an optional review of the Draft RFP prior to release. This gives an opportunity for experienced senior staff to provide inputs at an earlier time while the team is still exploring alternatives.

3. The SRB is chaired by the System Program Director (SPD), with the Chief of the Acquisition Center for Excellence (ACE) as the co-chair. The SRB membership includes the SPO/JPO three-letter chiefs, the RFP team, the users, and is complimented by senior representatives from PK, PKC, PKX, JA, FM, FMC, BC, and AX. The ACE will schedule the SRB and invite the attendees.

4. The meeting is conducted by the chair and co-chair with opening remarks to include the purpose of the SRB and the ground rules. The SPD will provide a short overview of the program to include the approved acquisition strategy, funding profile and status, schedule of pre-release events and documents, and a RFP matrix. A program office recorder will take minutes and action items, which will be compared to the notes taken by the ACE. The disposition of all actions items will become part of the official contract file.

5. Please contact the Acquisition Center of Excellence (Renay Campbell-Labriola, 36678) for a complete Solicitation Review Board User's Guide.

Attachment 1