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

MEMORANDUM FOR ALL SMC TWO-LETTER OFFICES MAY 28 2003

FROM: SMC/AX
PK

SUBJECT: Reinstitution of the Solicitation Review Board for Competitive Acquisitions

1. Effective with this letter, Solicitation Review Boards (SRBs) are required for all competitive acquisitions with values of $10 million or more. The SRB will synchronize staff review of RFPs in an open and disciplined forum that takes advantage of all of the specialized functional disciplines. The final RFP will benefit from the incorporation of overarching comments from senior acquisition personnel and functional staff.

2. After the PCO and program office have completed the RFP in its entirety and determined it ready for release, SRBs, consisting of objective specialists, will take a final detailed review, to ensure the document is clear and accomplishes its intended purpose. The Board will review such aspects of the RFP as Contract Line Items, deliveries, Statements of Work, CDRLs, security requirements, logistic support, systems and safety engineering, and compliance documents such as Mil Standards. Special attention will be paid to Sections L and M of the RFP, the instructions to potential offerors and the evaluation criteria that the source selection team will use for proposal evaluation. The Section L and M review is critical to ensure that the evaluation criteria focus on the key discriminators for selection and that the instructions provide the right information for the offerors to submit good proposals. Finally, the SRB will verify that the RFP complies with the acquisition strategy that was approved by the Chairperson of the Acquisition Strategy Panel (ASP) and that the RFP complies with current regulations, policies, and statutes.

3. The Acquisition Center of Excellence (AXD) and PKC will continue to provide program offices with early assistance in preparation for the SRB and RFP release. All competitive acquisitions with values of $10 million or more will be processed through AXD and PKC for coordination at least four days prior to the SRB. A tailored SRB will be conducted for all Program Research and Development Announcements (PRDAs) regardless of dollar value.

4. Program Directors have in the past placed a high value on the role of the SRB. It is our goal that reestablishment of the SRB will assist System Program Offices in developing effective RFPs that ultimately achieve program objectives.

PATRICIA KIRK-McALPINE, SES
Director of Contracting

KATHERN L. GASKINS, SES
Director of Systems Acquisition

Attachment:
Guidance for SRBs

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