



DEPARTMENT OF THE AIR FORCE
 HEADQUARTERS AIR FORCE MATERIEL COMMAND
 WRIGHT-PATTERSON AIR FORCE BASE OHIO

18 Nov 98

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ AFMC/PKP
 4375 Chidlaw Road, Suite 6
 Wright-Patterson AFB OH 45433-5006

SUBJECT: Use of Advisory and Assistance Services (A&AS) Contractors in Source Selections

1. The attached SAF/AQC memorandum, 13 Nov 98, identifies guidance regarding the use of A&AS contractors in source selections. This guidance was requested at the HQ AFMC/PK Directors' Conference (Mar 98) and assigned as Action Item Number WPAFB 4.

2. Additional AFMC-unique guidance exists on this subject and is identified below:

a. HQ AFMC/DRM memorandum, 6 Aug 97, on query procedures to determine if other federal employees have the requisite training and capabilities and are available to accomplish the work. It is available on the HQ AFMC/DR Home Page at: <http://afmc.wpafb.af.mil/HQ-AFMC/DR/dro/drom/>.

b. AFMCFARS 5337.110-90(d) and (e) refer to 5315.209-90(h) and (i) which prescribe Provisions 5352.215-9007 "Use of Non-Governmental Advisors," 5352.209-9003 "Potential Conflict of Interest," and Clause 5352.215-9002 "Organizational Conflict of Interest." AFMCFARS 5309.507-90(a)(3) prescribes that Alternate II of Clause 5352.215-9002 be used when contractors will be providing technical evaluation or A&AS.

3. Please refer questions to our point of contact, Mr. Doug Jones, HQ AFMC/PKPC, DSN 986-0358, E-mail jonesd@wpgatel.wpafb.af.mil.

Avery Sledge
 AVERY P. SLEDGE, JR., Col, USAF
 Chief, Contract Policy Division
 Directorate of Contracting

Attachment:
 SAF/AQC Memo, 13 Nov 98

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 DATE IN: 12-1-98
 DATE OUT: 12-7-98

99-1K, FAR 37



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

Office Of The Assistant Secretary

13 NOV 1998

MEMORANDUM FOR ALMAJCOM-FOA-DRU (CONTRACTING)

FROM: SAF/AQC
1060 Air Force Pentagon
Washington DC 20330-1060

SUBJECT: Use of Advisory and Assistance Services (A&AS) Contractors in Source Selections

A recent AFMC/PK Directors' conference requested guidance regarding the use of A&AS contractors to evaluate cost proposals in source selections. A&AS contractors may be used to support source selection evaluation. Guidance currently exists regarding this matter in the following:

a. AFFARS Appendices AA/BB, 108 *Advisors* and 109 *Conflicts of Interest*, provides guidance on use of contractors in source selections which will be retained in the new Air Force source selection policy. FAR 9.505-3 provides guidance relating to organizational conflicts of interest related to contracts providing evaluation services. AFFARS 5315.305 *Proposal Evaluation* provides guidance on contractors having access to cost data.

b. FAR 37.203(d) provides conditions which must be met before A&AS contractors can be paid for services to conduct evaluations or analysis on any aspect of a proposal submitted for initial contract award. This establishes the determination requirements that are set forth in FAR 37.204. SAF/AQX interim policy memos dated 19 Jul 96 and 26 Aug 96 address query and determination requirements of in-house capabilities before obtaining A&AS source selection support. These memos have been combined into one updated document and are available on the SAF/AQ Acquisition Home Page at: http://www.safaq.hq.af.mil/acq_ref/afae/aaspol.doc.

To ensure the best possible evaluation of proposals during source selections, the entire government evaluation team should have access to price/cost information. This may also include, under proper circumstances, non-Government advisors as required. It is essential that the guidance outlined above be followed when A&AS contractors are used to support source selections.

If you have any questions on this, contact Lt Col Bill McNally, SAF/AQCP, DSN 425-7061, E-mail: mcnallyw@af.pentagon.mil.

TERRY L. RANEY, COL, USAF
Acting Associate Deputy Assistant
Secretary (Contracting)
Assistant Secretary (Acquisition)

cc:
SAF/AQXD

Attachment to
99-1K, FAR 37