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DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

Office Of The Assistant Secretary

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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

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