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~~19~~ NATIONAL RECONNAISSANCE OFFICE
WASHINGTON, D.C.

(4)

OFFICE OF THE DIRECTOR

May 25, 1966

MEMORANDUM FOR SENSOR SUBSYSTEM SOURCE SELECTION BOARD

SUBJECT: Instructions for Satellite Basic Assembly
Source Selection

The Source Selection Board established by DNRO Action Memorandum No. 7 is responsible to the DNRO to evaluate and rate proposals received and to recommend a contractor to design, develop and produce the Satellite Basic Assembly for the HEXAGON Search and Surveillance System.

The Board will be guided generally by SSSDR 70-10 "System Source Selection Board Procedures," March 16, 1964, and other established procurement regulations as appropriate in defining and recommending to the DNRO the specific policies and procedures it will follow in source selection activities. Additional guidance for the Board is set forth below.

All potentially capable sources will be reviewed and a recommendation made as to those sources from which proposals are to be requested. The Board should recommend only those sources which have been found qualified to perform the necessary research, development and subsequent production in this specific field of technology, and capable of performing this work on the desired schedule.

The RFP and the cover letter to the contractors together should define in general the criteria by which the proposals will be evaluated. The RFP will be submitted for my approval before issuance.

In the evaluation of proposals, the Board may establish an evaluation group comprised of technical and other personnel who are appropriately cleared. Recognizing the extent of the task, the Board is encouraged to plan its actions carefully and obtain sufficient assistance, utilizing SAFSP/Aerospace, CIA and other personnel as appropriate. However, a complete roster of the proposed evaluation group will be submitted to the DNRO for approval. It is expected that SAFSP will provide a non-voting recorder and other administrative assistance required.

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Proposals which are received will be appropriately evaluated and a recommendation made for the contractor for the Satellite Basic Assembly. This recommendation must be supported by the written findings of the Board, and appropriate advice prepared for the Procuring Authority, which fully substantiates award of a contract to the selected contractor.

The Board will conduct all its activities in such a manner as to protect the security and sensitive nature of the system to be developed. This imposes the requirement for special effort to assure that the Government is fully protected and that the sources to be solicited and the proposals evaluated are impartially treated and adequately judged.

It is necessary that this task proceed rapidly and efficiently. The Board's first task is to review the RFP, recommend a list of sources to be solicited, and develop the proposed schedule for source selection activities. The results of this initial effort should be presented to me about May 31, 1966. A firm schedule for subsequent events will be established at that time.

Alexander H. Flax

Alexander H. Flax

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