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AO/ORD

OFFICE OF RESEARCH AND DEVELOPMENT

GENERAL NOTICE NO. 29

ORD Contractor Selection Board

1. General

This notice prescribes the responsibilities for the review of the contractor selection process used in complex procurement relationships or in sole source procurement. Additional guidelines can be obtained by reference to the Agency Procurement Handbook (HHB 45-3).

2. Responsibility

The Board will meet as often as is necessary to accommodate the workload. It may be called into session by the Chairman at the request of any ORD Project Officer, Division Chief, Board member, or any other member of management. The Board will consider pre-selection planning as well as finalized selection recommendations. The results of Board deliberations can take the form of a complete rejection of the procurement request, a modification of the request, or a recommendation to the D/ORD that the request be approved for action. The Board will assure that proper selection procedures are used and that all matters pertaining to evaluation and final selection are completely documented.

3. Board Membership

The Board is composed of a minimum of four members. From time to time, as the situation warrants, the Chairman may designate additional ad hoc members who may serve in an advisory capacity or participate in any such manner as the Chairman feels is appropriate.

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SUBJECT: General Notice No. 29, 1 April 1971

The Chairman will be the Scientific Advisor to the D/ORD and the continuing members will consist of the Executive Officer, ORD; the Chief of the ORD Procurement Management Staff; and an ORD Division Chief. The Project Officer initiating the request for contract action will also participate in the discussion.

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Robert M. Chapman  
Director of Research and Development

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