



Dryden Flight Research Center  
Edwards, California 93523-0273

**DCP-A-005**  
**Revision: B**

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# **Dryden Centerwide Procedure**

**CODE A**

# **SOURCE EVALUATION BOARD/COMMITTEE (SEB/SEC) PROCESS**

Electronically Approved by:  
Associate Director

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**DOCUMENT HISTORY LOG**

Status (Baseline/ Revision/ Canceled)	Document Revision	Date Approved	Description
Baseline			Document put on the IDMS as a Rev A.
Revision	A	11/03/98	Changes made prior to submission on the IDMS and electronic approval.
Revision	B	See IDMS Document Master List	Add signature block to cover page. Add Document History Log. Appendix A was revised to be a flowchart. Enclosure 10-1 was changed to Appendix B. Text was revised to reflect these changes. Sections 6, 9 & 10 removed. Updated Applicable Documents section. List of Forms revised. Quality Records section changed to Management System Records section. Modified this Document History Page.

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## SOURCE EVALUATION BOARD/COMMITTEE (SEB/SEC) PROCESS

### 1. SCOPE

- 1.1 Scope. Describe the process for source evaluation and selection.
- 1.2 Purpose. Prescribe policies, procedures, and guidelines to be followed by Source Evaluation Boards (SEB) and Source Evaluation Committees (SEC).
- 1.3 Applicability. This Centerwide Procedure applies to all persons involved in the SEB/SEC process. Users of this instruction are cautioned to consult with the Acquisition Management Office prior to using this process to ensure there are no pending revisions to the Federal Acquisition Regulation (FAR) or NASA FAR Supplement (NFS) that would impact the process.

### 2. APPLICABLE DOCUMENTS

*Federal Acquisition Regulation (FAR)*

*NASA FAR Supplement (NFS)*

[DCP-A-001](#)      *Using the Procurement System*

[DOP-A-003](#)      *Review and Execution of Procurement Documents*

[DOP-A-004](#)      *Socioeconomic Programs*

[DOP-A-006](#)      *Vendor Sources and Past Performance Data*

[DOP-A-007](#)      *Preparation of Solicitations and Contracts*

[DOP-A-008](#)      *Negotiated Procurement Documentation*

### 3. DEFINITIONS

- 3.1 Source Evaluation Board (SEB). Process to be used for NASA competitive negotiated acquisitions of \$50 million or more.
- 3.2 Source Evaluation Committee (SEC). Process to be used for NASA competitive acquisitions between \$10 million and \$50 million or other designated procurements.

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#### 4. INSTRUCTIONS

This DCP documents the process to be followed for an evaluation of offerors' proposals using formal source selection procedures. This process is detailed in Appendix A. The SEB and/or SEC assists the Source Selection Authority (SSA) in decision making by providing expert analyses of offerors' proposals in relation to the evaluation factors contained in the solicitation. These procedures, as applicable, may be modified for simplicity and used on procurements with an estimated value lower than shown in paragraph 3.

#### 5. NOTES

None

#### 6. APPENDICES, DATA, REPORTS AND FORMS

##### 6.1 Appendices

Appendix A – Flowchart of Source Evaluation Board/Committee (SEB/C) Process

Appendix B – Official Records to be Created/Maintained by each SEB/C Organization

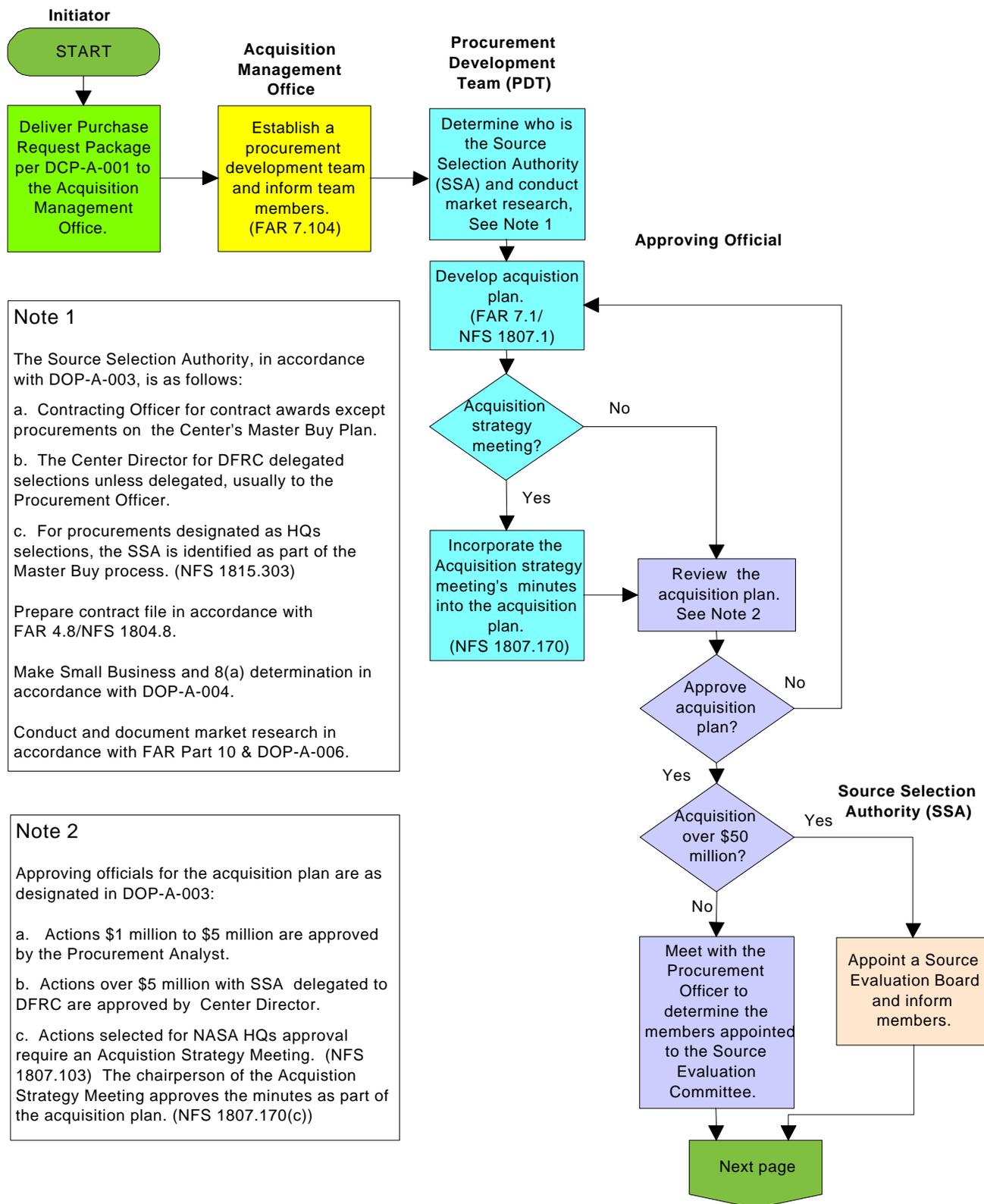
##### 6.2 Forms

NASA Form 1098 – Checklist for Contract Award File Content

#### 7. MANAGEMENT SYSTEM RECORDS

All SEB/C documentation as set forth in Appendix B.

## APPENDIX A SOURCE EVALUATION BOARD/COMMITTEE PROCESS



**Note 1**

The Source Selection Authority, in accordance with DOP-A-003, is as follows:

- Contracting Officer for contract awards except procurements on the Center's Master Buy Plan.
- The Center Director for DFRC delegated selections unless delegated, usually to the Procurement Officer.
- For procurements designated as HQs selections, the SSA is identified as part of the Master Buy process. (NFS 1815.303)

Prepare contract file in accordance with FAR 4.8/NFS 1804.8.

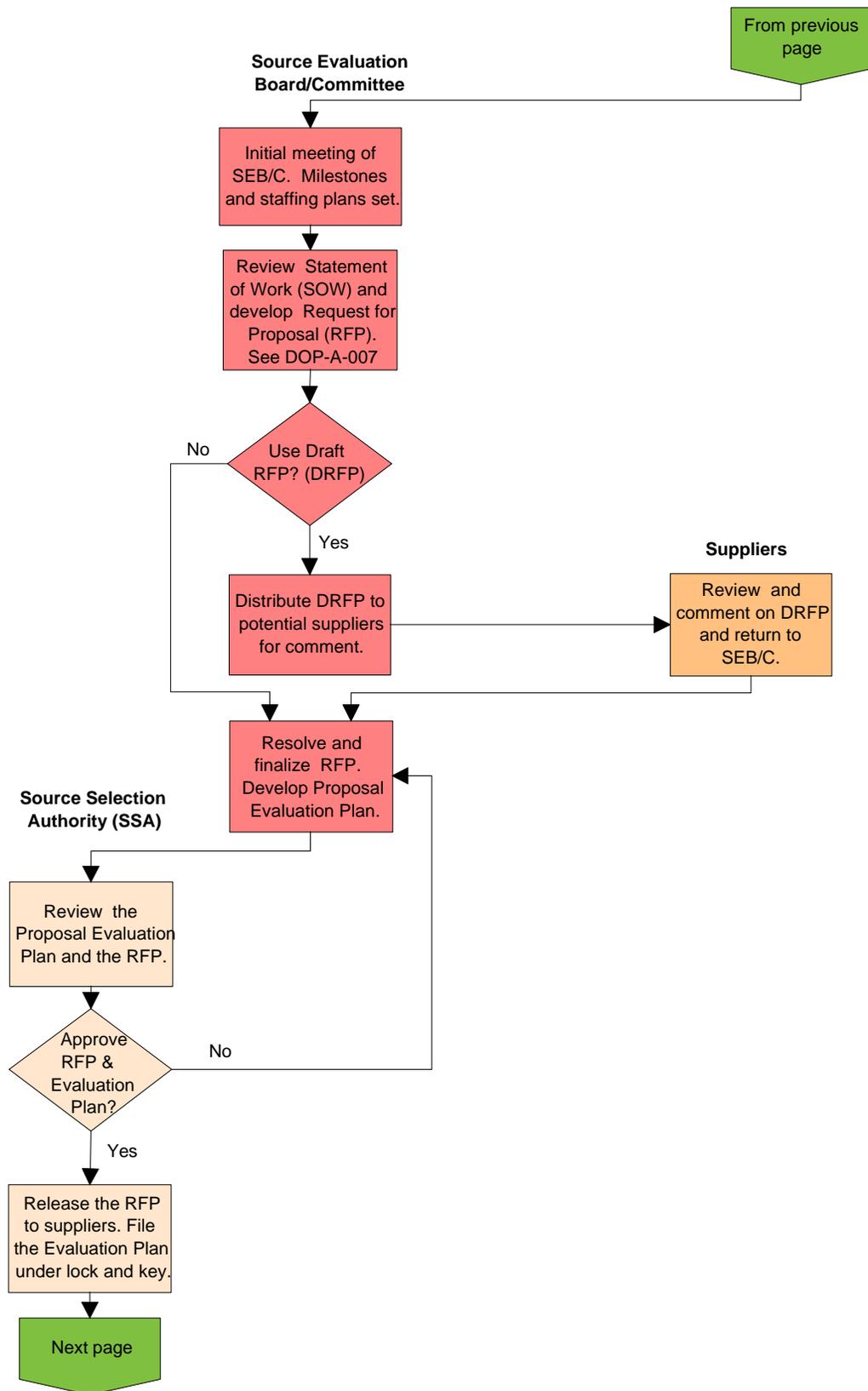
Make Small Business and 8(a) determination in accordance with DOP-A-004.

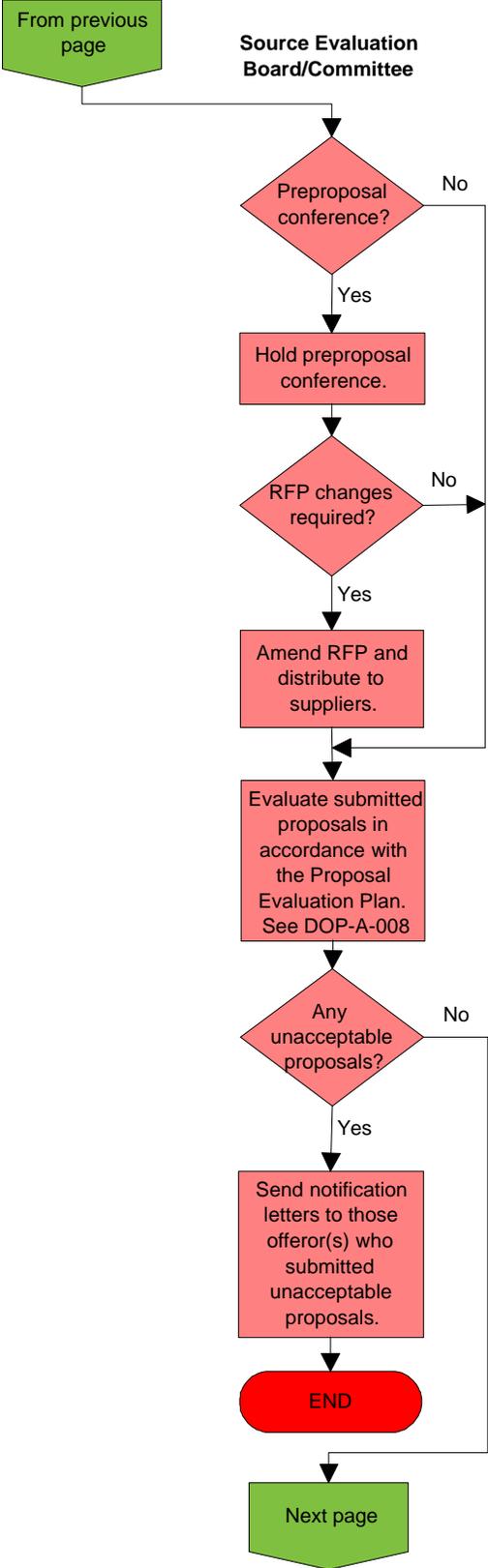
Conduct and document market research in accordance with FAR Part 10 & DOP-A-006.

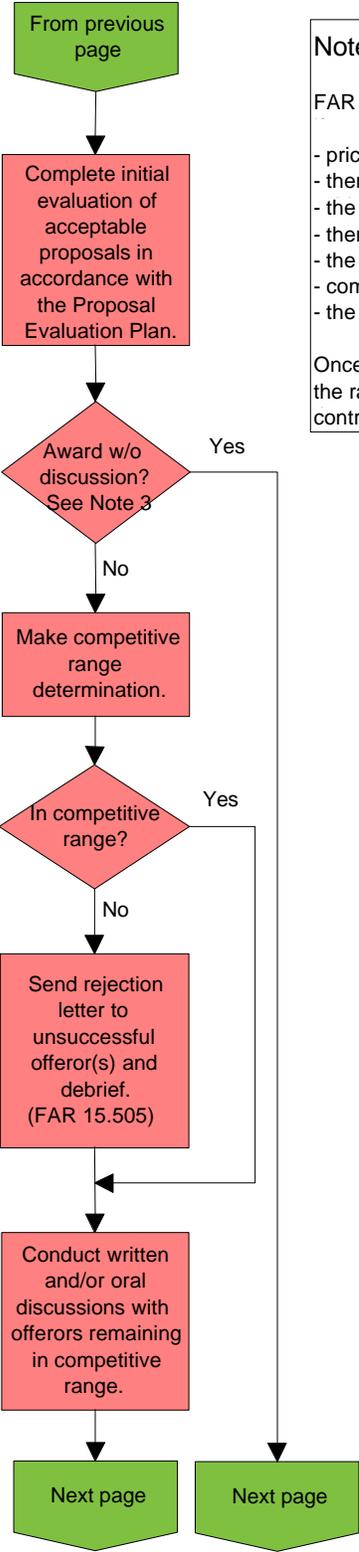
**Note 2**

Approving officials for the acquisition plan are as designated in DOP-A-003:

- Actions \$1 million to \$5 million are approved by the Procurement Analyst.
- Actions over \$5 million with SSA delegated to DFRC are approved by Center Director.
- Actions selected for NASA HQs approval require an Acquisition Strategy Meeting. (NFS 1807.103) The chairperson of the Acquisition Strategy Meeting approves the minutes as part of the acquisition plan. (NFS 1807.170(c))







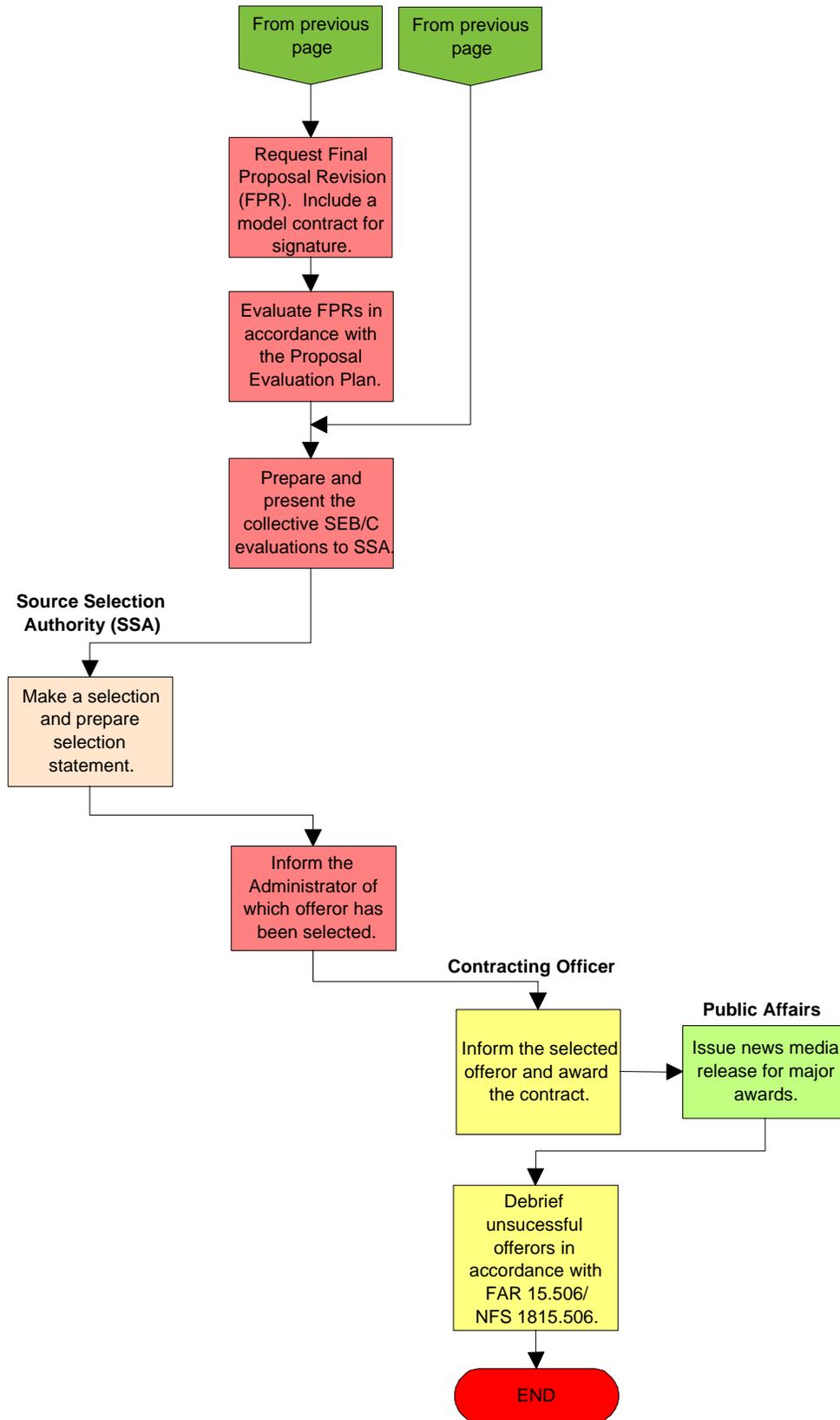
**Note 3**

FAR 15.306 provides that award without discussions can be made

- prices are set by law or regulation
- there is a set-aside portion of a partial set-
- the offer conforms to the solicitation
- there is an absence of discussion with any
- the solicitation contains provision 52.215-
- competition exists, and/or
- the price can be determined fair and

Once the Government states its intent to award without discussions, the rationale for reversal of this decision shall be documented in contract file.

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## APPENDIX B

### OFFICIAL RECORDS TO BE CREATED/MAINTAINED BY EACH SEB/C

FILE NO.	CONTENTS
1	Appointing Memoranda/Clearances <ul style="list-style-type: none"> <li>• SEB/C Membership</li> <li>• Consultants/Advisors</li> <li>• Committee, Subcommittee, Panel</li> <li>• Clerical, Support</li> <li>• Legal Clearances of Participants</li> <li>• Certificates of Understanding</li> <li>• A comprehensive listing of all individuals serving in any of the above categories</li> </ul>
2	Miscellaneous <ul style="list-style-type: none"> <li>• Master Buy Plan</li> <li>• Acquisitions Plan/ASM Minutes</li> <li>• Source List, if applicable</li> <li>• List of Proposals and Notification to SSA supporting the SEB/C</li> <li>• Late Proposals</li> <li>• Other (folders to indicate contents)</li> </ul>
3	Major Documents <ul style="list-style-type: none"> <li>• Evaluation Plan</li> <li>• RFP and Amendment(s), if any</li> <li>• Selection Statement</li> </ul>
4	Presentations <ul style="list-style-type: none"> <li>• Industry Briefing</li> <li>• Preproposal Conference</li> <li>• RFP/Evaluation Plan to SEB Review Team</li> <li>• RFP/Evaluation Plan to SSA</li> <li>• Competitive Range to SEB Review Team</li> <li>• Competitive Range to SSA, if required</li> <li>• Final Evaluation to SEB Review Team</li> <li>• Final Evaluation to Center Director (if SSA at HQs)</li> <li>• Final Evaluation to SSA</li> </ul>
5	Minutes of SEB/C Meetings (Board, Committee, Panel, etc., maintain in separate folders)

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FILE NO.	CONTENTS
6	Technical Committee Report/Charts <ul style="list-style-type: none"> <li>• Individual Findings</li> <li>• Initial</li> <li>• Final</li> <li>• Panel Reports, if prepared</li> </ul>
7	Business Committee Reports/Charts (Note: Disregard when the Technical and Business Committees are combined) <ul style="list-style-type: none"> <li>• Individual Findings</li> <li>• Initial</li> <li>• Final</li> <li>• Panel Reports, if prepared</li> </ul>
8	Cost Committee Reports/Charts (Note: Disregard when the Business and Cost Committees are combined) <ul style="list-style-type: none"> <li>• Individual Findings</li> <li>• Initial</li> <li>• Final</li> <li>• Panel Reports, if prepared</li> </ul>
9	Special Briefings & Instructions Provided <ul style="list-style-type: none"> <li>• to SEB/C Members</li> <li>• to Committee Members</li> <li>• to Panel Members</li> <li>• to Consultants</li> </ul>
10	Correspondence <ul style="list-style-type: none"> <li>• All Transmittal Letters</li> <li>• Letter(s) to Successful Offeror(s)</li> <li>• Letter(s) to Unsuccessful Offeror(s)</li> <li>• Memos to and from SSA, if any</li> <li>• Memos to and from Headquarters, if any</li> </ul>
11	Written and Orals <ul style="list-style-type: none"> <li>• List of Deficiencies and Weaknesses, and Questions to offerors</li> <li>• Responses and Questions from offerors</li> <li>• Other</li> </ul>
12	Videotapes, Recordings, Transcripts
13	SEB/C Schedules

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FILE NO.	CONTENTS
14	Accountability Documents <ul style="list-style-type: none"> <li>• Receipts, e.g., Post Office, Messenger, Document Removal</li> <li>• Record of Proposals</li> <li>• Security Correspondence</li> <li>• Work Requests</li> </ul>
15	Log Sheets <ul style="list-style-type: none"> <li>• Work Area Access</li> <li>• Preproposal Conference</li> <li>• Orals Attendance</li> </ul>
16	Proposals <ul style="list-style-type: none"> <li>• Successful Proposal (Original and FPR plus Written and Oral Submits if applicable)</li> <li>• Unsuccessful Proposal (Original and FPR plus Written and Oral Submits if applicable)</li> </ul>