OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON DC 20301-3000

ACQUISITION AND TECHNOLOGY

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DP/CPA

MEMORANDUM FOR DEPUTY ASSISTANT SECRETARY OF THE ARMY (PROCUREMENT), ASA(ALT)/SAAL-ZP
DEPUTY FOR ACQUISITION AND BUSINESS MANAGEMENT (ASN(RD&A)/ABM)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE (CONTRACTING) (SAF/AQC)
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Commerce Business Daily Announcements

In response to a recent complaint about the quality of our Commerce Business Daily (CBD) announcements, I have looked at a sample of such announcements and concluded that more attention needs to be paid to their preparation. If these announcements are not accurate, clear, and complete, we risk not obtaining the most vigorous possible competition for our requirements.

Care should be taken to ensure that the information being sent to the CBD is accurate and current and that there are no obvious contradictions in the body of the announcement. I recognize that the length and detail of each announcement is dependent on the complexity of the procurement and that there will be minor differences among announcements even within a single organization. However, examples of problems which have been brought to our attention include incorrect contact phone and fax numbers, web links that are connected only to the general homepage of an organization, not to a specific request for proposal, hard to understand item descriptions, and inconsistent statements on whether a planned procurement will be competitive or sole-source. All of these problems could have been corrected had there been careful review prior to the announcements being sent to the CBD.

I request that you make the quality of CBD announcements a special-interest item on procurement management reviews. I also expect you to ensure that buyers, or other knowledgeable personnel, review the announcements before they are sent to the CBD. It would also be helpful if competition advocates and small business personnel are encouraged to review these announcements periodically to ensure that their organizations are preparing announcements that are understandable to a broad range of potential offerors.

Eleanor Spector

Eleanor R. Spector
Director of Defense Procurement