

2023 NASA OFFICE OF PROCUREMENT
Vendor Communication Plan



WELCOME



The National Aeronautics and Space Administration (NASA) Office of Procurement is pleased to present the Vendor Communication Plan which outlines the intent, cadence, and framework to communicate with Industry!

In February 2011, the Office of Management and Budget (OMB) Office of Federal Procurement Policy (OFPP) issued a memorandum, “Myth-Busting”: Addressing Misconceptions to Improve Communication with Industry during the Acquisition Process, requiring federal agencies to develop a high-level vendor communication plan outlining efforts to reduce unnecessary barriers, publicize communication opportunities, and prioritize engagement opportunities for high-risk, complex programs or those that fail to attract new vendors during re-competitions.

This Vendor Communication Plan represents NASA’s commitment to continued and increased dialogue, and exchange of information with Industry from the earliest identification of a requirement through announcement of the award (see Federal Acquisition Regulation subpart

15.2). NASA understands early engagement with vendors can add significant value and create efficiencies in the acquisition process as we continue to meet critical mission milestones, support global engagement, and achieve scientific breakthroughs.

NASA is not only committed to the requirements of OMB’s 2011 memo but also to a transparent acquisition process. This plan discusses our actions to engage vendors in an increasingly innovative manner during the pre-award, award, and post-award contracting phases.

Sincerely,

Karla Smith Jackson

Senior Procurement Executive,

Deputy Chief Acquisition Officer,

and Assistant Administrator, NASA Office of Procurement

OVERVIEW

The NASA Office of Procurement oversees acquisition and grants processes to support successful accomplishment of the Agency’s current and future missions. It provides enterprise-wide policy, oversight, and optimization guidance. OP also supports Mission Directorate acquisition and grant strategies and negotiates and awards grants and contracts to enable more efficient operations for the Agency.

For more than 60 years, NASA has led the world in human and robotic exploration of the solar system, scientific discoveries, and advancements in technology and flight that benefit us here on Earth. While growing our own portfolio, we have fostered a new economy in low-Earth orbit and are doing the same with our commercial partners as we return to the Moon under Artemis. NASA is at the forefront of pushing the most challenging missions to explore the Moon, Mars, and beyond, and will ensure the U.S. maintains global leadership in exploration by continuously evolving the way we work.

NASA spends approximately 86% of its budget on acquiring the goods and services—including research and development services— required to meet the Agency’s mission and programs and projects. The Agency’s authorized funding and the resultant direct employment has direct impact on the national economy across all 50 states and the District of Columbia through NASA contracts and grants.

In February 2011, the Office of Management and Budget (OMB) Office of Federal Procurement Policy (OFPP) issued a memorandum, “Myth-Busting”: Addressing Misconceptions to Improve Communication with Industry during the Acquisition Process,” requiring federal agencies to develop a high-level vendor communication plan outlining efforts to reduce unnecessary barriers, publicize communication opportunities, and prioritize engagement opportunities for high-risk, complex programs or those that fail to attract new vendors during re-competitions. NASA published its first Vendor Communication Plan in October 2011, which outlines the Agency’s engagement with Industry. This plan incorporates the tenets of Executive Orders E.O. 13985 and 14091. OMB has issued additional memoranda to improve agency outreach to Industry to include M-23-11, Creating a More Diverse and Resilient Federal Marketplace through Increased Participation of New and Recent Entrants (February 17, 2023); M-23-01 Increasing the Share of Contract Dollars Awarded to Small Disadvantaged Businesses (October 4, 2022); and M-22-03 Advancing Equity in Federal Procurement (December 2, 2021). This plan will be updated to reflect changes as needed to include adding specific outreach communication strategies and information for the grant’s community.

Purpose of the Publication

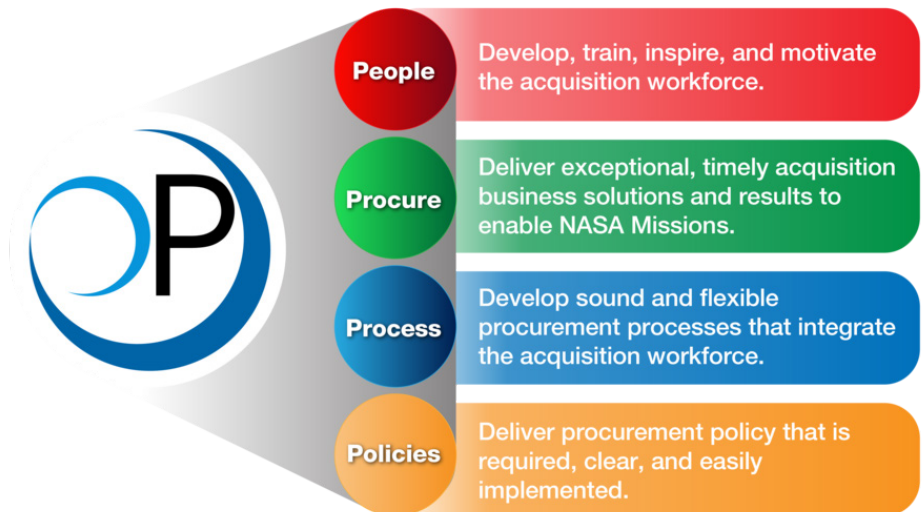
To make it easier to navigate the NASA’s contract opportunities. The Plan outlines the framework to communicate with Industry as a whole; including members of underserved communities (as identified in E.O. 13985 and 14091), and new and recent entrants to federal contracting.

Office of Procurement Mission Statement

Acquisition excellence in an evolving environment.

Office of Procurement Vision Statement

Explore and execute innovative, effective, and efficient acquisition business solutions to optimize capabilities and operations that enable NASA’s missions.



I. AGENCY COMMITMENT

This Vendor Communication Plan represents NASA's commitment to continued and increased dialogue and exchange of information with the industry from the earliest identification of a requirement through announcement of the award (see Federal Acquisition Regulation (FAR) subpart 15.2).

NASA recognizes that early engagement with vendors can add significant value and create efficiencies in the acquisition process. NASA is not only committed to the requirements of OMB's 2011 memo but also to a transparent acquisition process and is committed to engaging vendors in an increasingly innovative manner during the pre-award, award, and post-award contracting phase.

II. ROLES AND RESPONSIBILITIES

NASA's Senior Procurement Executive, Deputy Assistant Administrator for Procurement, Director of Procurement Management and Policy, NASA Center Procurement Officers, and NASA's Chief Program Management Officer are responsible for promoting consistent and timely vendor engagement.

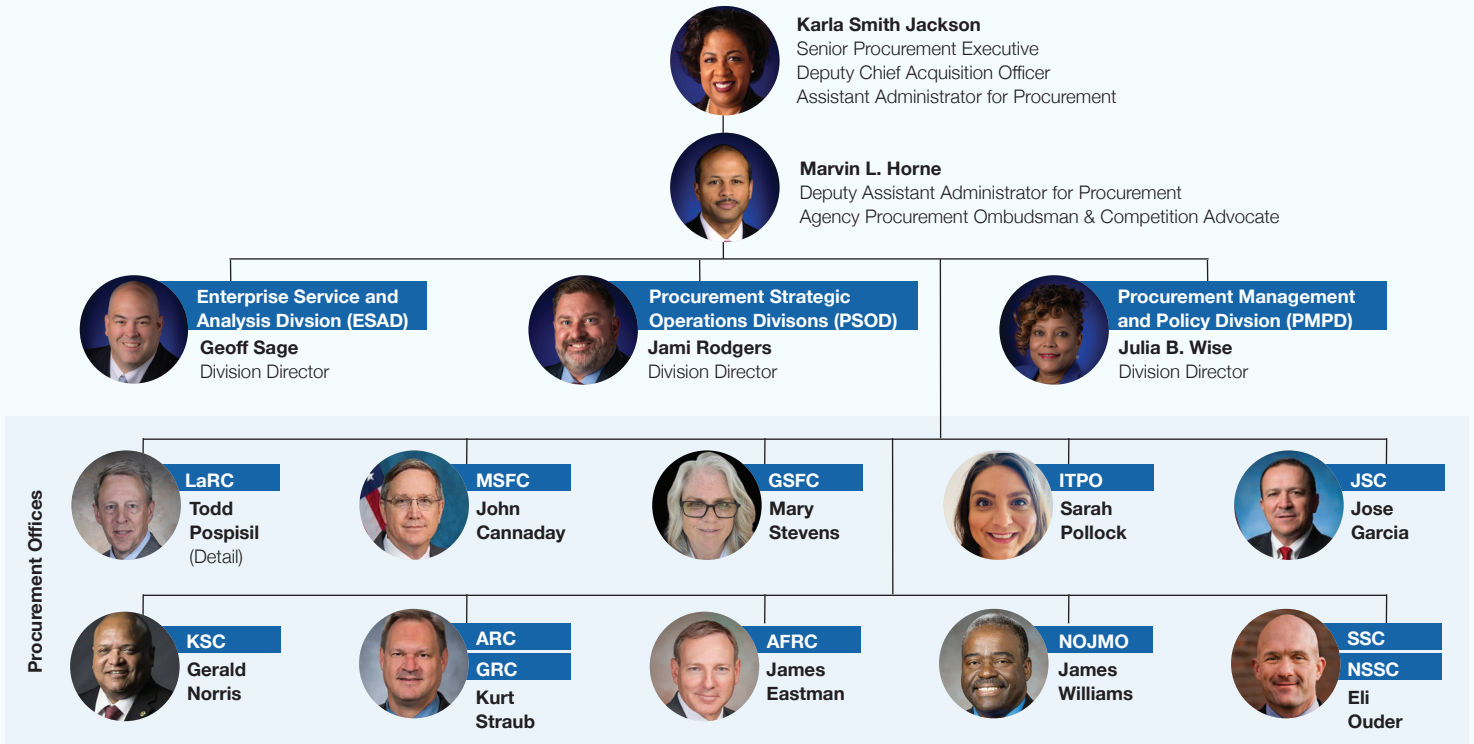
In accordance with the EOs referenced herein and OMB M-22-03, Advancing Equity in Federal Procurement, dated December 2, 2021, the performance plans for certain Senior Executive Service (SES) managers (e.g., CAO, SPE, heads of contracting activities; and SES program officials who

participate in planning acquisitions or selecting contractors to support their projects) were revised to measure outreach efforts. The goal is to: 1) promote and/or increase awards to small businesses to achieve agency goals and increase new entrants to the maximum extent practicable; and 2) maximize participation in outreach events, meetings and communication with members of underserved communities (as defined in EO 13985 and 14091) to provide increased awareness of NASA acquisitions, procurements, programs and projects.

The NASA acquisition team (Contracting Officers, Contract Specialists, Contracting Officer's Representatives, Procurement Analysts, Small Business Specialists, Program and Project Managers, and Finance and Legal Counsel) plays an integral role in effective, continual vendor communication throughout the acquisition life cycle, which is all a part of NASA's acquisition partnership process. The Senior Procurement Executive and NASA's Chief Program Management Officer jointly developed the Industry and Vendor Communication Primer (see the Appendix) that provides general guidelines for engagement. It should be noted that meeting-specific guidance may be provided depending on the nature of the prospective meeting.

The NASA Office of Procurement Industry Liaison is responsible for plan accuracy and currency and coordinating updates as needed.

Office of Procurement Leadership*



* This organizational chart reflects the organization structure as of August 2023. For the most up to date version of the chart, please visit www.nasa.gov/office/procurement.

III. PRE-AWARD VENDOR ENGAGEMENT

NASA hosts various vendor engagement events throughout the year to obtain feedback from Industry on topics that include, but are not limited to:

- the technical feasibility of a particular requirement;
- NASA's preliminary evaluation of a particular system;
- specific requirements that significantly impact the viability of or are major cost drivers to Industry;
- whether the requirements in NASA solicitations provide sufficient detail to design, develop, produce, and operate the articles to be procured; and
- the identification of any unnecessary, overly burdensome, and/or overly prescriptive requirements.

These events include industry days, small business outreach sessions, pre-solicitation conferences, Request for Proposals (RFPs) question and answer sessions, and issuance of request for information (RFI) to conduct proactive and aggressive market research. To the maximum extent, events are posted and updated regularly, as required, using the existing "special notices" function in the Opportunities section of SAM.gov as a single portal of information for interested firms.

To provide a fair opportunity to compete for NASA procurements, NASA takes a strategic and intentional approach at targeting the various social economic categories (Small Business, Small Disadvantaged Business, Women-Owned Small Business, Service-Disabled Veteran Owned Small Business and Historically Underutilized Business Zone concerns) that have historically been underrepresented in NASA's procurement processes.

A. The Acquisition Forecast

The NASA FAR Supplement (NFS) at 1807.72, Acquisition Forecasting, delineates NASA's policy regarding the preparation of an annual acquisition forecast and semiannual update of expected contract opportunities for each fiscal year to alert the public of upcoming NASA procurements. The anticipated acquisitions included in the forecasts are listed by center at <http://www.hq.nasa.gov/office/procurement/forecast/index.html> where they may be viewed by members of the public, Industry, and government officials.

NASA recently reengineered its internal process for maintaining and generating the semiannual forecast. The Agency has drastically reduced the cycle time by providing a consolidated approach for identifying and tracking contract opportunities. This helps to ensure that the information presented on the forecast is as up to date as possible. In addition, the Agency revised and added data fields on the forecast based on feedback from internal and external users, and to ensure NASA's compliance with OMB's required Category Management reporting.

NASA's improved acquisition forecast provides detailed information regarding upcoming contracting opportunities to make it easier to find contracting opportunities across NASA's 10 centers. With the implementation of these improvements, NASA's rating on the annual Professional Services Council's Federal Business Forecast Scorecard has been raised from Fair to Good. NASA is one of only 17 agencies with the highest possible rating of "Good" out of the 62 agencies reviewed.

B. NASA Acquisition Innovation Launchpad (NAIL)

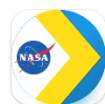
The NAIL covers acquisition and procurement policy and execution techniques, including information technology systems and tools, that fall within the responsibility of the OP Enterprise. The NAIL provides a framework to facilitate the use of innovative acquisition techniques and smart program management tools. This framework will provide avenues for managed risk-taking through the submission, review, prioritization, approval, and measurement of Agency testbed efforts submitted by Innovation Champions from across the enterprise. The NAIL is intended to empower a culture of innovation where big ideas can come from anywhere and any level, and anyone can be an Innovation Champion. The NAIL will instill innovative acquisition practices which will result in achieving better procurement outcomes, improving customer experience, and meeting or exceeding agency small business and Diversity, Equity, Inclusion, and Accessibility (DEIA) strategic goals. In addition to the internal component of the NAIL, NASA will establish a NAIL industry council to solicit and provide Industry input in the form of focus groups. This council will provide open and transparent communication and a source for Agency feedback. Participation in these groups will be voluntarily and rotational in nature.

Press Release: <https://www.nasa.gov/press-release/nasa-launches-new-framework-for-procurement-ideas-solutions>. Industry participants interested in being a part of future focus groups should complete the Industry Interest Form: <https://www.nasa.gov/office/procurement/nail-industry-interest>

C. NASA Vendor Database

NASA vendor database is open to all vendors, both large and small, who wish to do business with NASA. Vendors can post capability briefs in any format and sign up to receive email notifications concerning business opportunities with NASA such as Source Sought Notices, Requests for Information (RFIs), Requests for Proposals (RFPs) and the NASA Office of Small Business Programs Newsletter. This database is web-based and available at https://www.osbp.nasa.gov/vendor_database.html.

D. NASA OSBP Mobile



The Office of Small Business Program's (OSBP) official mobile app is NASA OSBP Mobile. This app is designed as a user-friendly tool for contractors and other users to learn how to do business with



NASA and have all the required resources at their fingertips. Key features allow users, vendors, and government officials to easily contact NASA Center Small Business Specialists and view active contract listings by product categories such as IT, Engineering, Finance and Accounting, Construction, Facilities, Occupational Health, Office Supplies, and Protective Services, and others. The app is available for both iOS and Android devices and offers users current information on upcoming networking events.

E. NASA Sponsored Industry Meetings

For complex efforts, NASA invites Industry to meetings to dialogue about the contracting requirements, policy, and practices. The invitation to the meeting is posted to the Federal Register or other medium. During the meetings, NASA officials and Industry representatives confer and exchange ideas on contracting practices, policies, how to reduce burden and leverage commercial practices, how to improve NASA's contracting relationships, and more. Industry representatives meet with NASA officials and submit in writing their ideas on improving affordability of NASA programs. Industry feedback is also vital to the development of the acquisition strategy. Industry's representation covers the spectrum in size and role, including prime contractors, subcontractors, and entrepreneurial commercial providers, as well as non-profit organizations.

F. Draft Request for Proposals

Contracting Officers issue draft Requests for Proposals (RFPs) for all competitive acquisitions expected to exceed

\$10M except for Broad Agency Announcements (BAAs), Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) solicitations, and architect-and-engineering services, unless the NASA Contracting Officer determines in writing that a draft RFP is not beneficial to the acquisition (see NFS 1815.201, Exchanges with Industry before receipt of proposals). When a draft RFP is issued, it requests that potential offerors identify unnecessary or inefficient requirements. If the draft RFP contains government-unique standards, prospective offerors are invited to identify voluntary consensus standards that meet the government's requirements as alternatives to government-unique standards (See FAR 11.101). Comments are also requested on any perceived safety, occupational health, security (including information technology security), environmental, property, quality assurance, export control, and/or other programmatic risk issues associated with performance of the work.

The acquisition planning schedule is structured to provide adequate time for issuance of the draft RFP, prospective offeror review and comment, and NASA evaluation and disposition of the comments. The RFP may be modified as a result of Industry questions and comments provided in response to the draft RFP.

G. Pre-proposal Conferences and Site Tours

NASA hosts conferences and site tours to facilitate the early exchange of information with prospective offerors before receiving proposals, in accordance with FAR 15.201. Such events provide a means of exchanging information to improve

potential offerors' understanding of the Agency's requirements, enhance the government's ability to obtain quality supplies/ services, and increase efficiency in proposal preparation, evaluation, negotiation, and award.

A pre-proposal conference to brief prospective offerors may be conducted after a solicitation has been issued, but before proposals are received, in accordance with FAR 15.201. NASA contracting officers, in coordination with management and the Source Evaluation Board (SEB), decide, prior to issuance of the RFP, whether a pre-proposal conference is required. These conferences benefit both the government and prospective offerors in acquisitions where it is necessary to explain or clarify specifications and requirements. Prospective offerors have expressed appreciation for the opportunity to network with other Industry representatives.

H. Regional Outreach Events

The Office of Procurement and the Office of Small Business Programs hosts conferences to promote Industry awareness of upcoming Agency programs and requirements. Participants can

leverage the opportunity to network, exchange innovative ideas, and benefit from the discussion of contracting best practices.

V. DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY OUTREACH

NASA promotes diversity in contracting efforts with the following activities highlighted that specifically seek to expand opportunities for underrepresented and underserved communities consistent with current Executive Orders, listed below and/or other federal guidance. Office of Procurement Industry Liaisons also partner with NASA mission directorates to support program and project outreach initiatives as appropriate.

The NASA Administrator's forward in NASA's Equity Action Plan (EAP) states:

"... I am pleased to present NASA's Equity Action Plan, which outlines and reaffirms our Agency's strategy to successfully mitigate systemic barriers to equity". NASA must ingrain the lessons learned from our nation's storied "Hidden Figures" in all of our endeavors today.

Agency-wide DEIA Initiatives

Internal	Internal & External		External
<p>EO13985 Advancing Racial Equity and Support for Underserved Communities Equity Action Plan</p>	<p>EO14020 Gender Policy Council Gender Equity Plan</p>	<p>EO14069 Advancing Economy, Efficiency, and Effectiveness in Federal Contracting by Promoting Pay Equity and Transparency</p>	<p>EO14035 DEIA in the Federal Workforce DEIA Strategic Plan</p>
<p>EO14050 Advancing Educational Equity, Excellence, and Economic Opportunity Through Historically Black Colleges and Universities</p>	<p>EO14031 Advancing Equity, Justice, and Opportunity for Asian Americans, Native Hawaiians, and Pacific Islanders</p>	<p>EO14049 Advancing Educational Equity, Excellence, and Opportunity for Native Americans and Strengthening Tribal Colleges and Universities</p>	<p>EO13988 Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation</p>
<p>OMB Memo 22-03 Advancing Equity in Federal Procurement</p>	<p>EO14041 Advancing Educational Equity, Excellence, and Opportunity for Black Americans</p>	<p>EO13175 Consultation and Coordination with Indian Tribal Governments</p>	
	<p>EO14045 Advancing Educational Equity, Excellence, and Opportunity for Hispanics</p>	<p>Presidential Memorandum Tribal Consultation Plan</p>	

This plan seeks to further identify and remove the barriers that limit opportunity in historically underserved and underrepresented communities and anchor equity as a core component in every NASA mission to inspire a new, more inclusive generation.

The plan discusses OP's efforts to increase engagement in underserved communities in contracts and grants as follows:

Contracts: To increase engagement events in underserved communities for contracts, NASA is committed to increase engagement with stakeholders in underserved communities, particularly those in HUBZone (Historically Underutilized Business Zones), Small Businesses, Small Disadvantaged Businesses, Women-Owned, and Service-Disabled Veteran Owned Small Businesses; Ability One Contractors, and new and recent entrants.

Grants: A key to increasing the participation of small and minority businesses in NASA grants and cooperative agreements lies in (1) making them aware of the opportunities and (2) providing the tools, resources, training, and knowledge needed to partner with the Agency. NASA awards about 3,000 grants and cooperative agreements each year, the majority across a range of science disciplines.

A. Increased Subcontracting Opportunities

NASA continually works to encourage and ensure that large vendors team with and mentor a diverse population of small vendors for subcontracting opportunities. NASA has a long-standing practice of promoting equal employment opportunity and diversity and will continue to foster diversity in procurement, with a focus on minority-owned and women-owned businesses.

B. Excellence and Innovations at Historically Black Colleges and Universities (HBCU), Minority Serving Institutions and Science, Technology, Engineering and Mathematics (STEM) organizations

NASA maintains a goal of one percent of total contract value of prime and subcontracting awards to HBCU and MSI, pursuant to 51 U.S.C. 30304 (Pub. L.111-314). To accomplish this goal, NASA:

1. Hosts Technology Infusion Road Tours three times a year to discuss upcoming requirements and share information on how to do business with the Agency;
2. Participates in targeted small group virtual forums with MIs/HBCUs; and meets with various minority-based associations and organizations, such as the National Society of Black Physicists (NSBP), National Society of Black Engineers (NSBE), American Indian Science and Engineering Society (AISES), American Indian Higher Education Consortium (AIHEC), Great Minds in STEM, Society of Hispanic Profession Engineers (SHPE),

Society for Advancement of Chicanos/Hispanics and Native Americans in Space (SACNAS), Society of Asian Scientists and Engineers (SASE), Women of Color, and Society of Women Engineers.

3. Participates in the Department of Education's National HBCU Week, an annual event providing a forum to exchange information and share innovations among and between institutions. NASA specifically seeks to increase the understanding of federal policies that support higher education institution participation in federal acquisition.

NASA has seen increasing numbers of minority institutions doing business with the Agency as a result of outreach efforts. Thirteen federal Agencies/Departments have accepted NASA's invitation to participate at Technology Infusion Road Tour events further expanding opportunities for these educational institutions.

C. Inclusion Summit

NASA OP participates in the Agency's Inclusion Summits and related activities. Past events have included speakers from industry and Agency leadership, breakout sessions, sharing of best practices and lessons learned, networking, and more.

D. NASA OSBP Meetings

The OSBP hosts outreach events aimed at engaging and communicating with industry to ensure the Agency has access to new entrants, innovative contractors, and members of the underserved and underrepresented communities. OP will continue to support OSBP meetings to share information on how to do business with the agency, the current Acquisition Forecast, how to comply with new acquisition practices, and so on.

E. NASA's Mission Equity Website

The Mission Equity website (<https://www.nasa.gov/mission-equity>) shares information with industry about all of NASA's efforts underway to advance equity under programs, projects, contracts and grants, such as the Request for Information on Advancing Racial Equity and Support for Underserved Communities in NASA Programs, Contracts and Grants Process, also known as the NASA Equity Request for Information, issued in June 2021. The site also has the Administration's Equity Agenda and a link to learn more about government-wide equity efforts.

F. Meetings with AbilityOne

NASA OP's AbilityOne Representative (ABOR) meets biweekly with SourceAmerica, one of the Central Non-Profit Agencies supporting the U.S. AbilityOne Commission, to discuss and collaborate on opportunities for NASA to expand contracts awarded to non-profit agencies employing individuals with disabilities. NASA pledges a targeted percentage of our total obligations for AbilityOne Program awards (to include subcontracting opportunities) based on a detailed analysis of upcoming acquisitions.

VI. KEY RESOURCE LINKS

Listed below are websites available to the Vendor community to learn about engagement events and opportunities to support NASA and other federal agencies:

- Doing Business with NASA: <https://www.nasa.gov/office/procurement/doingbusiness>
- NASA Annual Procurement Reports: NASA Annual Procurement Reports: <https://www.nasa.gov/office/procurement/annual-procurement-reports>
- NASA Mission Equity: <https://www.nasa.gov/mission-equity>
- NASA Office of Small Business Programs: <https://www.nasa.gov/osbp>
- NASA SBIR/STTR: <https://sbir.gsfc.nasa.gov>
- NASA Solicitation and Proposal Integrated Review and Evaluation System: <https://nspires.nasaprs.com/external>
- NASA Vendor Database: <https://www.nasa.gov/osbp/nasa-vendor-database>
- NASA OSBP Mobile: <https://www.nasa.gov/osbp/mobile>
- US Small Business Administration: <https://www.sba.gov>

- Small Business Innovation Research (SBIR); <https://www.sbir.gov>
- System for Awards Management: <https://sam.gov/content/home>
- Portal for Federal Grants: <https://www.grants.gov>

VII. CONTACT INFORMATION

Questions regarding this plan or related topics may be directed to the HQ OP Industry Liaison, Ms. Cheryl Robertson at hq-procurement@mail.nasa.gov. To ensure that inquiries are properly routed, please include "Vendor Communications Inquiry" in the subject line.





APPENDIX - NASA INDUSTRY AND VENDOR COMMUNICATION PRIMER

NASA Mission Directorate, Center Leadership and other staff are encouraged to talk with representatives of both large and small business so that our acquisitions reflect an understanding of the commercial marketplace and the business environment of the contractors' supporting programs and projects. This exchange of information must take place within a framework that treats all current and potential contractors fairly and impartially. This document provides helpful information to prepare you to meet with industry representatives.

Depending on the nature of the prospective meeting, you should coordinate with the Procurement Office or the Contracting Officer (CO) before meeting with industry. The CO may be able to provide information about their current contracts with NASA, or if they are an offeror on a current solicitation. If the company seeks to meet with staff involved in an ongoing acquisition or to discuss the status of an ongoing acquisition, no communication can occur without the permission and presence of the CO.

Common rules for these meeting include the following:

- When meeting with contractors, prepare and follow an agenda. This allows NASA to identify specific information to be addressed or discussed. When possible, confirm in advance the number of attendees and the mix of contractor staff attending (e.g., business development or technical staff).
- NASA must conduct its business with integrity, fairness, and openness. Not only must the acquisition process have integrity, but the action of each employee must reflect integrity, fairness, and openness. NASA employees should avoid organizational conflicts of interest or even the appearance of a conflict.
- To the extent practicable, provide a standard information package that provides accurate information about the mission and requirements. Provide information that could be posted publicly on a NASA website or on SAM.gov and avoid discussions about a contractor's business relationship with NASA. You should not provide other-than-public information without prior approval of the CO, in consultation with the Office of General Counsel.
- You should not accept preferential treatment from any party and if you experience concerns related to procurement integrity or ethical conduct, consult with the CO or the Office of General Counsel Acquisition Integrity Program.
- Meeting with Industry "Do's":
 - Emphasize that the primary purpose of the meeting is to learn about the industry and marketplace.
 - Ask questions to get an understanding of the advantages or issues associated with a particular approach or business practice.
 - Provide general information about our mission needs to seek an understanding of the types of supplies or services the company provides.

- Provide information on how the company can be made aware of upcoming procurement actions through the Doing Business with NASA website or through monitoring synopses or other announcements made through SAM.gov.
- Meeting with Industry “Don’ts”:
 - Discuss a NASA or other federal agency procurement action that is active (e.g., after final solicitation release during the “blackout period” through proposal evaluation and award).
 - Discuss contract administration matters involving the administration of any current NASA contract.
 - Nothing in the meeting should be construed to authorize the contractor to work or bill for work. Changes to contracts should be coordinated with the contracting office and only made by the cognizant CO.
 - Discuss the cost or price of supplies or services.
 - Discuss any matter regarding potential claims or litigation (pending or threatened), protests, audits, or similar actions.
 - Accept or exchange gifts.
 - Accept unsolicited proposals, articles of equipment, material, or written information during informational meetings.
 - Disclose or discuss sensitive classes of Information including the following:
 - Sensitive procurement information, including contractor bid or proposal information and source selection information;
 - Trade secrets or other proprietary information;
 - Information about a procurement before solicitation is issued; information relating to pending procurement processes;
 - Release of any information that would create an unfair competitive advantage, or the appearance of preferential treatment;
 - Information otherwise requiring protection under FOIA or the Privacy Act;
 - Other controlled, unclassified information.
- Clarifying questions can be asked, but you should avoid expressing opinions or preferences.
- The results of the meeting should be documented by a designated note taker and provided in support of the market research effort. The document should include the date, place, and the names, affiliations, and contact information of all meeting participants.

Please note:

Market research generally consists of two phases: (1) market surveillance; and (2) market investigation. Market surveillance is not tied to a specific acquisition (and not discussed in the Federal Acquisition Regulation) but generally consists of an on-going process used by the Government to surveil and keep up with advances in services, technology, product development, and/or other areas.

By contrast, market investigation involves more specific and comprehensive research in response to definite Government requirements, triggered by the initial description of the Government’s needs in terms that are sufficient to allow procurement officials to conduct market research. As a matter of procurement policy, once this occurs, no communications with industry and potential vendors shall occur after coordination with the cognizant CO.

After the release of a solicitation, the CO is the focal point of all exchanges with potential offerors. No information shall be released after the issuance of the solicitation, except by the CO.

