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IN REPLY REFER TO
ACQ 021
18 Nov 99

MEMORANDUM FOR NAVFAC ACQUISITION PERSONNEL

Subj: COMMERCE BUSINESS DAILY ANNOUNCEMENTS (99-43)

Encl: (1) OASN (RD&A) ABM memo of 3 Nov 99

1. Enclosure (1) is furnished for your information.
2. Please ensure that Quality Management Plans (QMPs) contain appropriate procedures to ensure the accuracy of Commerce Business Daily (CBD) announcements and internal checks and balances are in place for the review of announcements before they are sent to the CBD.
3. CBD announcements will be included in the review process during Performance Measurement and Assistance Program (PMAP) on-site visits.

A handwritten signature in black ink, appearing to read "Michael F. Howard".

MICHAEL F. HOWARD
Director, Strategic Management/
Community Management Section

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OFFICE OF THE ASSISTANT SECRETARY
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abm
online
ASN-RDA:
[1999] [98] [97] [96]
OSD + Other:
[97] [96]

3 November 1999

MEMORANDUM FOR DISTRIBUTION

Subj: COMMERCE BUSINESS DAILY ANNOUNCEMENTS

Encl: (1)  OUSD memo dtd September 21, 1999

Enclosure (1) is forwarded for your information. The Director of Defense Procurement (DDP) has requested that all DOD contracting activities ensure that the information being sent to the Commerce Business Daily (CBD) is accurate and current and that there are no obvious contradictions in the body of the announcement. In addition, DDP has requested that the quality of CBD announcements be made a special-interest item on internal review programs (e.g., Procurement Performance Management Assessment Program).



Paul P. Buonaccorsi
Executive Director
Acquisition & Business
Management

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ACQUISITION AND
TECHNOLOGY

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
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September 21, 1999

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 R. Spector
Director of Defense Procurement

