PHASE I: CONTRACT FORMATION

Activity 9: Source Lists

Use the results of market research to determine if using an existing source list maintained by an agency is appropriate.

If yes, Using the System for Award Management (SAM) database, determine if the existing source list is current.

If yes, Use the existing source list to identify potential sources capable of meeting the acquisition need.

If no, Begin to build a new source list using the SAM database.

Use the results of market research to also identify secondary sources of vendor information.

Purge from the source list those sources listed on the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

Draft a presolicitation notice when the source list is excessively long and the requirement merits the time and expense involved in doing so.

Provide access to the presolicitation notice through the Governmentwide Point of Entry (GPE).

Evaluate all responses in accordance with the criteria stated in the presolicitation notice.

Advise each respondent in writing either that it will be invited to participate in the resultant acquisition, or that it is unlikely to be a viable competitor.

Use the existing source list to identify potential sources capable of meeting the acquisition need.

If yes, If no,