**SEB COMMUNICATION GUIDELINES**

It is crucial that all NASA personnel adhere to the following guidance to ensure fair and equitable treatment of all prospective offerors. It is recognized that some NASA personnel have a need to communicate with prospective offerors relative to the conduct of ongoing contract work. However, in all phases described below, ALL communication is limited solely to ongoing contracts and not to be expanded into matters relating to the SEB level procurement.

1. **Communications before the Procurement Strategy Meeting (PSM)/Procurement Plan is approved are permissible and considered informal.** Informal meaning NASA personnel are permitted to exchange information with a potential offeror regarding current contract operations without the presence of the Contracting Officer and/or designee.

**Communications after the PSM/Procurement Plan is approved and before the final Request for Proposal is released are permissible and considered formal and restricted.** Formal and restricted meaning NASA personnel are permitted to exchange information with a potential offeror regarding current contract operations. The Contracting Officer must be informed of any communications/meetings in advance and the Contracting Officer will provide further guidance on communications procedures, including potential attendance at such meetings, when appropriate.

1. **Communications upon release of final RFP are formal and restricted.** Formal and restricted meaning NASA personnel, except the cognizant CO, are directed to refrain from formal and informal discussions with industry concerning the SEB procurement. All questions/inquiries must be directed to the CO.

At any time during any of the above phases, NASA personnel are strongly cautioned to defer any questions/inquiries that may in any way be construed as related to the SEB, to the CO.

The following summarizes permissible and non-permissible information exchange:

**Permissible:**

* Limited to on-going contract – how the contract operates; what is currently required in terms of the SOW, including technical and administrative requirements.

**Non-Permissible:**

* No discussion which may reveal the incumbent’s approach to fulfilling current contract requirements, such as proposed innovations and proposed technical enhancements.
* No release of any documents, unless approval by the CO. These documents may contain proprietary information.
* No advice or feedback on potential offeror’s ideas/approach for fulfilling future requirements.
* No discussion related to SEB matters, such as procurement strategies, solicitation structure, new SOW requirements, source selection approach (factors/subfactors, cost/pricing approach/structure, administrative/reporting approach, budget/funding).