



**DEFENSE LOGISTICS AGENCY  
DEFENSE ENERGY SUPPORT CENTER  
8725 JOHN J. KINGMAN ROAD, SUITE 4950  
FORT BELVOIR, VIRGINIA 22060-6222**

IN REPLY  
REFER TO

DEC 10 2003

DESC-CPA

CONTRACTING INSTRUCTION (CI): 03-25

Subject: DEPI PART 15.6, Unsolicited Proposals

This CI is to add DEPI coverage at 15.606 to identify the Agency procedures for receipt and processing of unsolicited proposals.

This instruction is effective immediately and will expire upon inclusion in the DEPI. Point of contact is Ms. Jannet Gray, at (703) 767-2399 or DSN 427-2399.

A handwritten signature in blue ink that reads "Gabriella M. Earhardt".

Gabriella M. Earhardt  
DESC Senior Procurement Official

Attachment  
DEPI coverage  
HQ Staff Instruction



#### 15.606 Agency Procedures

(101) Offerors are required to send unsolicited proposals to the Agency (DLA Headquarters, 8725 John J. Kingman Road, Fort Belvoir, VA 22060, and ATTN: Executive Director, Contracting. Unsolicited proposals sent directly to a DESC CBU must be forwarded to DLA within 1 working day.

(102) Upon DLA's determination, they will forward the unsolicited proposal to the appropriate Principal staff element for evaluation. If DESC receives the unsolicited proposal the CBU contracting officer assigned to review an unsolicited proposal shall assemble an evaluation team to review and process the proposal in accordance with FAR 15.6 "Unsolicited Proposals" and the attached DLA HQ Staff Instruction No. 4105.2.



DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
CAMERON STATION  
ALEXANDRIA, VIRGINIA 22304-6100

DLA-HSI 4105.2

DLA HQ STAFF INSTRUCTION  
NO. 4105.2

DLA-PP

11 Jul 88

UNSOLICITED PROPOSALS

I. REFERENCES. Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS).

II. PURPOSE AND SCOPE. To prescribe internal agency guidance for compliance with FAR/DFARS Subpart 15.5. This DLA-HSI is applicable to all HQ DLA principal staff elements (PSEs).

III. POLICY. As prescribed by FAR 15.502.

IV. DEFINITIONS. See FAR Subparts 6.003 and 15.501.

V. BACKGROUND. FAR 15.506 requires agencies to establish procedures, including assurance of accountability, for controlling the receipt, evaluation, and timely disposition of unsolicited proposals consistent with FAR/DFARS Subpart 15.5.

VI. SIGNIFICANT CHANGES. This regulation has been completely revised and should be reviewed in its entirety.

VII. RESPONSIBILITIES

- A. The Executive Director, Contracting, DLA (DLA-P) will:
1. Ensure that all unsolicited proposals submitted to HQ DLA are processed in accordance with the FAR/DFARS 15.506.
  2. Ensure that all unsolicited proposals received are forwarded within 5 workdays to the appropriate PSE for evaluation and are answered within 40 calendar days from date of receipt, and:
    - a. Provide the offeror a written acknowledgement substantially as shown in enclosure 1 within 5 workdays from receipt of an unsolicited proposal.
    - b. Route each unsolicited proposal to the appropriate PSE(s) by means of the applicable enclosure 2 cover sheet to maintain confidentiality.
    - c. For unsolicited proposals submitted without restrictive legends or markings by entities other than educational or nonprofit organizations, or for unsolicited proposals from any source which includes the restrictive legend(s), and which will be evaluated in whole, or in part, by individuals outside of the Government, shall prepare, send, and execute a letter of permission such as shown at enclosure 3.
    - d. Prepare, send, and execute the enclosure 4, Memorandum of Agreement (MOA), for each non-Government evaluator prior to disclosing any unsolicited proposal, in whole or in part, to such evaluator. The MOA is required whether or not the proposal is made on a restricted or nonrestricted basis, and is in addition to the permission to use non-Government evaluators received from the offeror.
  3. Maintain the following records:
    - a. An Unsolicited Proposal Log including the name of the offeror, proposal date, identification number (if any), PSE distribution, Office of Primary Interest (OPI), action officer, and date of final action.
    - b. A file of all technical reviews, comments, and final actions taken in the disposition of unsolicited proposals.

This DLA-HSI supersedes DLA-HSI 4105.2, 9 Jul 82.

ATCH#1

DLA-PP

Dear Sir:

Your unsolicited proposal identified as, \_\_\_\_\_,  
dated \_\_\_\_\_, and entitled \_\_\_\_\_,  
has been received by Headquarters, Defense Logistics Agency and will be routed to  
the appropriate office for evaluation.

Upon completion of the technical evaluation, your office will be notified of the  
results and advised whether the Agency intends to initiate procurement action as a  
result of your proposal.

Sincerely,

1. Use when evaluation will be performed only by  
in-house, Government personnel.

FAR 15.509 (d)  
(June 88 Edition)

UNSOLICITED PROPOSAL USE OF DATA LIMITED

All Government personnel handling this proposal shall exercise EXTREME CARE to ensure that the information contained herein is NOT DISCLOSED outside the Government and is NOT DUPLICATED, USED, OR DISCLOSED in whole or part for any purpose other than to evaluate the proposal, without the written permission of the offeror (except that if a contract is awarded on the basis of this proposal, the terms of the contract shall control disclosure and use).

This notice does not limit the Government's right to use information contained in the proposal if it is obtainable from another source without restriction.

This is a Government notice, and shall not by itself be construed to impose any liability upon the Government or Government personnel for any disclosure or use of data contained in this proposal.

DO NOT REMOVE THIS SHEET FROM PROPOSAL WITHOUT PERMISSION OF THE CONTRACTING OFFICER.

2. Use when evaluation will be performed totally, or  
in part, by individuals outside of the Government:

FAR 15.509(f)  
(June 88 Edition)

UNSOLICITED PROPOSAL USE OF DATA LIMITED

All Government and non-Government personnel shall exercise EXTREME CARE to ensure that the information in this proposal is NOT DUPLICATED, USED, OR DISCLOSED in whole or in part for any purpose other than to evaluate the proposal, without the written permission of the offeror (except that if a contract is awarded on the basis of this proposal the terms of the contract shall control disclosure and use).

This notice does not limit the Government's right to use information contained in the proposal if it is obtainable from another source without restriction.

This is a Government notice, and shall not by itself be construed to impose any liability upon the Government or Government personnel for any disclosure or use of data contained in this proposal.

DO NOT REMOVE THIS SHEET FROM PROPOSAL WITHOUT PERMISSION OF THE CONTRACTING OFFICER.

DLA-PPP

Dear Sir,

In order to adequately evaluate your unsolicited proposal identified as, \_\_\_\_\_, dated \_\_\_\_\_, and entitled \_\_\_\_\_, we are considering the use of non-Government employees as evaluators. However, in order to comply with the Federal Acquisition Regulation (FAR) Subpart 15.509, your permission must be received before we may disclose your proposal, in whole or in part, outside of the Government for evaluation purposes. Accordingly your permission is requested by signing and completing the statement below and returning same in the enclosed prepaid envelope at your earliest convenience.

Sincerely,

NOTE: The undersigned hereby grants permission to the Defense Logistics Agency to disclose all, or any necessary part, of the above described proposal to non-Government employees solely for the purpose of evaluation. Such disclosure will be contingent upon the execution of an agreement between DLA and each such non-Government written evaluator that no information from the proposal will be retained or disclosed to any organization or individual outside the Government and that access to the proposal, in whole or in part, is solely for providing evaluation, analysis, and/or recommendation to DLA.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Title or Position

\_\_\_\_\_  
Date

Letter of Permission

