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### AFMC PGI 5315.3 (1.4.7.2) Source Selection Facility

(a) More complex and higher value source selections should be conducted in a local Source Selection Facility (SSF), if available. Other source selections may use the SSF on a space-available basis. If space is not available, the Wing, or requiring office should provide secured space to conduct the source selection.

(b) Notification to SSF. At Operating Locations or Centers that have a SSF, program offices should notify the SSF of forthcoming source selections to be held in the SSF as soon as the potential for the source selection action has been identified. Notification includes: program name, anticipated date of RFP release and proposal receipt, expected number of offerors, estimated dollar value of the acquisition, identification of the probable SSA, anticipated number of SSEB members and role in the source selection (e.g., past performance, technical, etc.), SSEB Chairperson and PCO (with office symbol and phone number/e-mail address) and desired date for occupancy in the SSF including designating whether the past performance team will arrive early.