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