

SECRET

DD/S&T-1804-66

24 June 1966

ADM-10.7

MEMORANDUM FOR: All Office Directors

SUBJECT: Review of Proposed RFP/Q's by DD/S&T

25X1A

1. Routine proposed RFP/Q actions for R&D Programs which are expected to result in an expenditure of \$ [redacted] or more of Agency funds will be reviewed by the DD/S&T on Tuesday afternoon at 1600 beginning 28 June. Since this review will be held on a regular weekly basis, priority will be given to those RFP/Q's which are to be issued in the following week.

2. The following items should be presented:

a. Brief explicit description of the requirement or need to which the proposed work relates.

b. Brief description of the proposed project.

c. Contractor(s) to be solicited.

d. Method of solicitation, i.e., written, informal oral briefing, etc.

e. Schedule for solicitation, evaluation, and selection of contractor.

f. Project officer.

3. Any pending contract approval items which may require discussion will also be considered during these reviews if time permits. 25X1A

4. Please let Mr. [redacted] know what items will be reviewed by 1200 on Monday beginning 27 June.

25X1A

[redacted signature block]

ALBERT D. WHEELON
Deputy Director
for
Science and Technology

25X1A

cc: R. [redacted]
P. [redacted]
W. [redacted]

SECRET

DD/S&T
FILE COPY

SEARCHED
SERIALIZED
INDEXED
FILED