**Contract Formation**

# Activity 9: Source Lists

*Techniques for developing a list of potential sources capable of meeting the acquisition need.*

**Related Flow Charts:** [Flow Chart 9](#)

**Related Tools:** [Acquisition Gateway Hallways](#), [GSA eLibrary](#), [GSA Advantage](#), [UNICOR](#), [AbilityOne, SAM](#)

| Tasks | FAR Reference(s) | Additional Information |
|---|---|---|
| 1. Use the results of market research to determine whether using an existing source list maintained by an agency or building a new source list is appropriate. | FAR 13.102 Source list [simplified acquisition procedures]. | A source list identifies sources capable of providing the goods and services needed. The source list may be used as the basis to ensure that small business concerns are provided the maximum practicable opportunities to respond to solicitations issued using simplified acquisition procedures. |
| 2. When building a new source list or verifying the currency of an existing agency source list, use the System for Award Management (SAM). | FAR Subpart 4.11 System for Award Management. FAR 13.102 Source list [simplified acquisition procedures]. | SAM is the official United States Government system that consolidated the capabilities of Central Contractor Registration (CCR), Federal Agency Registration (FedReg), Online Representations and Certifications Application (ORCA), and Excluded Parties List Systems (EPLS). Use the SAM database as the primary source of vendor information. Access the database via https://www.acquisition.gov. There is no fee to register for this site. Entities may register at no cost directly from this page. User guides and webinars are available under the Help tab. |
| 3. Using the results of market research, identify secondary sources of vendor information. | General Practice. | |

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| 3a. If appropriate, use information from catalogs, trade shows and expositions, periodicals, and Internet sources to build the source list. | General Practice. | Examples of useful information include:<br><br>• Product descriptions;<br>• Detailed specifications;<br>• Pictures;<br>• Prices and quantity discounts;<br>• Minimum order requirements;<br>• Delivery data; and<br>• Points of contact for quotes and orders. |
| 3b. If appropriate, use information from government buyers to build the source list. | General Practice. | Examples of useful information include:<br><br>• Information on similar purchases;<br>• Identification of potential sources;<br>• Capabilities of potential sources; and<br>• Performance assessments. |
| 3c. If appropriate, use information from industry buyers to build the source list. | General Practice. | Examples of useful information include:<br><br>• Identification of price drivers; and<br>• Information on production capabilities. |
| 3d. If appropriate, use information from suppliers to build the source list. | General Practice. | Examples of useful information include:<br><br>• The number of sellers in the market; and<br>• The number of buyers in the market. |
| 3e. If appropriate, use information from trade & professional organizations to build the source list. | General Practice. | Examples of useful information include:<br><br>• Strengths and weaknesses of products;<br>• Pricing; and<br>• Warranty provisions. |

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| 3f. If appropriate, use information from non-profit organizations to build the source list. | General Practice. | Non-profit organizations source list will list the results of product tests. |
| 4. Purge from the source list those sources listed on the List of Parties Excluded from Federal Procurement and Nonprocurement Programs. | FAR 9.404 System for Award Management Exclusions. | The General Services Administration (GSA) operates the web-based SAM Exclusions and provides technical assistance to federal agencies in the use of SAM. The SAM Exclusions contains the: <br><br>• Names and addresses of all contractors debarred, suspended, proposed for debarment, declared ineligible or excluded or disqualified under the nonprocurement common rule, with cross-references when more than one name is involved in a single action; <br><br>• Name of the agency or other authority taking the action; <br><br>• Cause for the action; <br><br>• Effect of the action; <br><br>• Termination date for each listing; <br><br>• Data Universal Numbering System (DUNS) number; <br><br>• Social Security Number (SSN), Employer Identification Number (EIN), or other Taxpayer Identification Number (TIN), if available; and <br><br>• Name and telephone number of the agency point of contact for the action. |
| 5. Distribute presolicitation notices when the source list is excessively long and the requirement merits the time and expense involved in doing so. | FAR 15.202(a) Advisory multi-step process [contracting by negotiation]. <br><br>FAR 5.204 Presolicitation notices [publicizing contract actions]. | The presolicitation notice should identify the information that must be submitted and the criteria that will be used in making the initial evaluation. At a minimum, the notice must contain sufficient information to permit a potential offeror to make an informed decision about whether to participate in the acquisition. <br><br>Contracting officers must provide access to presolicitation notices through the Governmentwide Point of Entry (GPE). |

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| 6. Include sources identified in response to the presolicitation notice and other specific requests for the solicitation. | FAR 15.202(b) Advisory multi-step process [contracting by negotiation]. | The agency must evaluate all responses in accordance with the criteria stated in the notice, and must advise each respondent in writing either that it will be invited to participate in the resultant acquisition or, based on the information submitted, that it is unlikely to be a viable competitor. |
| | | The agency must advise respondents of the general basis for that opinion and inform them that they may participate in the resultant acquisition. |