



TRICARE  
MANAGEMENT  
ACTIVITY

**OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE  
HEALTH AFFAIRS**

SKYLINE FIVE, SUITE 810, 5111 LEESBURG PIKE  
Falls Church, Virginia 22041-3206

**TRICARE ACQUISITION DIRECTIVE**

**TAD 15-03, Rev 000**  
November 30, 2011

**SUBJECT: SOURCE SELECTION**

References: See Enclosure 1

1. PURPOSE. This TRICARE Acquisition Directive (Directive) establishes TRICARE Management Activity (TMA) policy for conducting competitively negotiated source selections in accordance with References (a) through (d). Additionally, this Directive rescinds References (f) and (g), and mandates the use of Enclosure 2 (TMA Source Selection Plan Guide and Template) and the Debriefing Guide located in Reference (d).

2. APPLICABILITY. This Directive applies to all members of the TMA acquisition workforce that participate in the procurement of supplies and/or services under the authority of the Head of Contracting Activity.

3. DEFINITIONS.

3.1 See Reference (d).

4. POLICY. It is TMA policy that:

4.1 The TMA Source Selection Plan Guide and Template shall be used as the model for all best-value, negotiated, competitive acquisitions under Reference (b) and tailored as necessary to fit the individual acquisition.

4.2 The Contracting Officer shall use the Debriefing Guide located in Reference (d) to debrief offerors.

4.3 The Contracting Officer shall submit source selection related documents to the Board of Review and the TMA Office of General Counsel, in accordance with References (e) and (h).

4.4 All government personnel involved in the source selection process shall:

4.4.1 Complete and return TMA Form 821, Non-Disclosure Statement, as required by Reference (i),

4.4.2 Become familiar with the prohibitions and certification requirements set forth in References (j) and (k), and similar statutes and regulations pertaining to the specific acquisition, and

4.4.3 Consider source selection duties as their primary responsibility that takes precedence over all work assignments.

5. RESPONSIBILITIES.

5.1 See Reference (d)

6. EFFECTIVE DATE. This Directive is effective immediately.

A handwritten signature in dark ink, appearing to read "Michael P. Fischetti", with a long horizontal stroke extending to the right.

Michael P. Fischetti  
Head of Contracting Activity

Enclosure(s)

E.1 References

E.2 Source Selection Guide and Template

## E.1. ENCLOSURE 1

### REFERENCES

- (a) Federal Acquisition Regulation (FAR), [Subpart 2.101, "Definitions,"](#) current edition.
- (b) Federal Acquisition Regulation (FAR), [Part 15, "Contracting by Negotiation,"](#) current edition.
- (c) Defense Federal Acquisition Regulation Supplement (DFARS), [Part 215, "Contracting by Negotiation,"](#) current edition.
- (d) Director, [Defense Procurement and Acquisition Policy Memorandum, "Department of Defense Source Selection Procedures,"](#) March 4, 2011.
- (e) [TRICARE Acquisition Practice 01-04, "Board of Review,"](#) August 3, 2009.
- (f) TRICARE Acquisition Practice 07-01, "Acquisition and Source Selection Planning/Evaluation," June 28, 2011 (hereby rescinded).
- (g) TRICARE Acquisition Practice 15-07, "Debriefing Offerors," April 23, 2004 (hereby rescinded).
- (h) Acquisition Management & Support (AM&S) [Policy Alert 11-53, "Legal Review,"](#) July 22, 2011.
- (i) [TRICARE Acquisition Policy Letter 001, "Non-Disclosure Statement,"](#) June 23, 2005.
- (j) [Office Of Federal Procurement Policy Act, 41 U.S.C., Section 423, Subsection 27\(a\)](#)
- (k) Federal Acquisition Regulation (FAR), [Subpart 3.104, "Procurement Integrity,"](#) current edition.

E.2. ENCLOSURE 2

TMA SOURCE SELECTION PLAN GUIDE AND TEMPLATE