

MAR 27 1984

MEMORANDUM FOR: Pre-Award Survey Board:
John C. Hoyle, SECY
Charles J. Fitti, ASLBP
Austin L. Newsom, ACRS
John Cho, ASLAP
William M. Dorie, PSBR
Lewis Robertson, FSSB

FROM: Mary Jo Mattia, Chief
Administrative Contracts Branch
Division of Contracts
Office of Administration

SUBJECT: PRE-AWARD SURVEY OF SKS GROUP, LTD., 1341 G STREET, N.W.,
WASHINGTON, D.C. 20006

A pre-award survey of the facilities of SKS Group, Ltd., 1341 G Street, N.W., Washington, D.C., the low bidder under the subject solicitation, is tentatively scheduled for April 3, 1984. The pre-award survey is an evaluation of a prospective contractor's performance capability under the terms of a proposed contract. Such evaluation is used by the Contracting Officer as an aid in determining the prospective contractor's responsibility.

Enclosed for your use in the evaluation is a copy of SKS's submission (Enclosure 1) in response to my letter of March 21, 1984 (Enclosure 2). This information is forwarded for evaluation purposes only and shall not be duplicated, used, or disclosed in whole or in part for any other purpose. Care should be taken to assure that the confidentiality of the information submitted is maintained and that it is accessible only to those who need to see it in connection with the evaluation process. Every effort shall be made to protect the information which the bidder has submitted and no information regarding the bidder shall be made available to the public or to anyone within NRC not having a legitimate interest therein since disclosure may in some way prejudice the NRC's interest and the integrity of the competitive procurement system. The Certification Statement attached as Enclosure 3 should be completed and returned to me prior to review of the data.

A pre-award survey form will be furnished to each Board member prior to the survey. Your thoughtful completion of the form is critical in the responsibility determination process. Completed forms are required within five days following the survey.

OFFICE						
SURNAME						
DATE						

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PDR FOIA PDR
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Should you have any questions or need assistance, please contact
Kathryn Davis of my staff on 49-27125.

/s/

Mary Jo Mattia, Chief
Administrative Contracts Branch
Division of Contracts
Office of Administration

Enclosures:

1. SKS Data Package
2. Letter dated March 21, 1984
3. Certification Statement