37.204 Guidelines for determining availability of personnel.

(a) The head of an agency *shall* determine, for each evaluation or analysis of proposals, if sufficient personnel with the requisite training and capabilities are available within the agency to perform the evaluation or analysis of proposals submitted for the *acquisition*.

(b) If, for a specific evaluation or analysis, such personnel are not available within the agency, the *head of the agency shall*-

(1) Determine which *Federal agencies may* have personnel with the required training and capabilities; and

(2) Consider the administrative cost and time associated with conducting the search, the dollar value of the *procurement*, other costs, such as travel costs involved in the use of such personnel, and the needs of the *Federal agencies* to make management decisions on the best use of available personnel in performing the agency's mission.

(c) If the supporting agency agrees to make the required personnel available, the agencies *shall* execute an agreement for the detail of the supporting agency's personnel to the *requesting agency*.

(d) If the *requesting agency*, after reasonable attempts to obtain personnel with the required training and capabilities, is unable to identify such personnel, the *head of the agency may* make the determination required by 37.203.

(e) An agency *may* make a determination regarding the availability of *covered personnel* for a class of proposals for which evaluation and analysis would require expertise so unique or specialized that it is not reasonable to expect such personnel to be available.

Parent topic: Subpart 37.2 - Advisory and Assistance Services