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NASA - Manned Spacecraft Center  
Houston 1, Texas

NOV 16 1962

MEMORANDUM for Members, Source Evaluation Board, Integrated Mission Control  
Center Request for Proposal MSC-63-297P

Subject: Evaluation of Proposals

1. The proposals for implementation of the Integrated Mission Control Center (IMCC) and unification of the Ground Operational Support System (GOSS) will be evaluated at the Manned Spacecraft Center (MSC) between December 12, 1962 and January 14, 1963.

2. The organization of the Source Evaluation Board to evaluate these proposals is shown in the enclosure. Mr. Christopher C. Kraft is chairman. To assist the Board Members selected by the Associate Administrator, the evaluation group will include personnel selected by the Members of the Board.

3. The Program Management Committee is responsible for evaluating all business aspects of the proposals. The Committee consists of the following members, to be augmented as required by the full time assistance of other personnel:

Arthur E. Garrison, Chairman  
Charles F. Bingman  
A. E. Hyatt

4. The members of the Technical Evaluation Committee, listed below, will also utilize the full time help of other personnel in evaluating the technical soundness of all proposals.

Tecwyn Roberts, Chairman  
Stanley Faber  
Dennis E. Fielder  
Paul H. Vavra  
Eugene F. Kranz

5. The Performance Analysis Field Committee will be composed of members of the evaluation committees. This committee is responsible for obtaining past performance records of the companies submitting proposals. Field trips will be made to past customers and, if necessary, to the proposing companies' facilities.

6. The Coordination Group is responsible for coordinating the efforts of the Program Management and Technical Evaluation Committees. It is comprised as follows:

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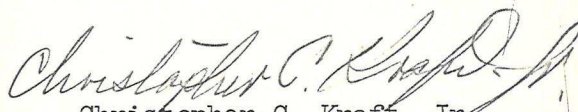
John D. Hodge  
Arthur E. Garrison  
Tecwyn Roberts

7. Mr. James Stroup heads the Administrative Services Group, and is assisted by Mr. Leslie J. Sullivan. Administrative services necessary to the work of the Source Evaluation Board will be provided by this Group.

8. The evaluation period will be from December 11, 1962 to January 25, 1963. The tentative working schedule is as follows:

|             |   |                                      |
|-------------|---|--------------------------------------|
| December 10 | - | Contractors' proposals arrive.       |
| December 11 | - | Evaluation committees meet.          |
| January 2   | - | Field visits start.                  |
| January 7   | - | Committees' reports finished.        |
| January 7   | - | Committees' presentation to SEB.     |
| January 7   | - | SEB's preliminary evaluation starts. |
| January 9   | - | Field committee's report to SEB.     |
| January 11  | - | SEB's evaluation finished.           |
| January 14  | - | SEB's preliminary report finished.   |
| January 14  | - | Preliminary report to Director, MSC. |
| January 18  | - | SEB report finished.                 |
| January 21  | - | SEB report to Director, MSC.         |
| January 25  | - | SEB presentation to Administrator.   |

9. A meeting of the SEB will be held on November 21, 1962, to finalize both the detailed evaluation criteria and the method of scoring to be used. This information will be promulgated to the Committees prior to receipt of the contractor's proposals.

  
Christopher C. Kraft, Jr.  
Chief, Flight Operations Division

Enc:-

Organization of the Source Evaluation Board

JBC:lah

JDH

SOURCE EVALUATION BOARD  
C. C. Kraft, Jr., Chairman

Administrative Services

Management - Technical  
Coordination

Program Management  
Committee  
A. E. Garrison, Chairman

Technical Evaluation  
Committee  
Tecwyn Roberts, Chairman

Performance Analysis  
Field Committee