

## 15.207 Handling proposals and information.

(a) Upon receipt at the location specified in the *solicitation*, proposals and information received in response to a request for information (RFI) *shall* be marked with the date and time of receipt and *shall* be transmitted to the designated officials.

(b) Proposals *shall* be safeguarded from unauthorized disclosure throughout the source selection process. (See [3.104](#) regarding the disclosure of *source selection information* (41 U.S.C. chapter 21, Restrictions on Obtaining and Disclosing Certain Information). Information received in response to an RFI *shall* be safeguarded adequately from unauthorized disclosure.

(c) If any portion of a proposal received by the *contracting officer* electronically or by facsimile is unreadable, the *contracting officer* immediately *shall* notify the *offeror* and permit the *offeror* to resubmit the unreadable portion of the proposal. The method and time for resubmission *shall* be prescribed by the *contracting officer* after consultation with the *offeror*, and documented in the file. The resubmission *shall* be considered as if it were received at the date and time of the original unreadable submission for the purpose of determining timeliness under [15.208\(a\)](#), provided the *offeror* complies with the time and format requirements for resubmission prescribed by the *contracting officer*.

**Parent topic:** [Subpart 15.2 - Solicitation and Receipt of Proposals and Information](#)