



Acquisition Process from Requirement Identification to Contract Award

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NAWCAD Industry Day

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Overview – FAR 15 Services Competition



- Historically, FAR 15 Competitive source selections for services display the longest procurement administrative lead time (PALT)
- NAWCAD PG has been tracking Average Actual PALT for both FAR 15 and FAR 16.505 competitive actions since 2015 and baselined its metrics process via SWP00AD001 in 2018 timeframe
- SWP00AA001 established a goal to award FAR 15 Competitive actions within 12 months of PPC completion date
- Average Actual Cycle Time:

FY18 <u>RFP to Award</u> : <u>234 days</u>	FY18 <u>PPC to Award</u> : <u>677 days</u>
FY19 <u>RFP to Award</u> : <u>223 days</u>	FY19 <u>PPC to Award</u> : <u>623 days</u>
FY20 <u>RFP to Award</u> : <u>234 days</u>	FY20 <u>PPC to Award</u> : <u>522 days</u>
FY21 <u>RFP to Award</u> : <u>267 days</u>	FY21 <u>PPC to Award</u> : <u>471 days</u>
FY22 <u>RFP to Award</u> : <u>187 days</u>	FY22 <u>PPC to Award</u> : <u>395 days</u>
FY23 <u>RFP to Award</u> : <u>224 days</u>	FY23 <u>PPC to Award</u> : <u>453 days</u>
- Although the Evaluation/Award phases (RFP Release to Award) did not show an improvement since 2018 and little variance, the PPC to Award trended down until last year
- BUT, the question we hear from industry and some Govt customers is: Why does it take so long to negotiate and award these contracts?**



Overview - Contract File Checklist



Part A: Planning & Requirements

- A1** Acquisition Planning Documentation (STRAP or MOPAS)
- A2** Security Requirements (DD Form 254)
- A3** Small Business Coordination Record (DD Form 2579)
- A5** Procurement Initiation Document(PID)
- A8** Source Selection Plan (SSP) & Criteria (FAR 15)
- A9** Draft Solicitation & Offerors Comments & Government Response to Offerors
- A11** NAVAIR COR Nomination Checklist
- A12** Organizational Conflict of Interest Analysis and Approval
- A13** Wage Rate Determination SF-98/98A (*as applicable*)
- A18** Market Research Documentation (SSN & MRC)
- A19** Quality Assurance Surveillance Plan or Contract Surveillance Plan
- A21** Certificates of Non-Disclosure and Financial Interest
- A24** Independent Government Cost Estimate (IGCE)
- A25** Basis for Decision to Provide Government Property
- A26** OSD PIEE Government-Furnished Property Attachment
- A** Other – Procurement Planning Agreement

Part B: Approvals & Determinations

- B5** D&F, Determination, or Other Approval for Contract Type (*as applicable*)
- B8** Justification for Use and Evaluation of Options
- B10** D&F for Personal Services OR Certification of Nonpersonal Services
- B14** Approval of New or Revised Supplementing Contract Language
- B18** D&F for Contract Consolidation (*as applicable*)
- B19** Retain Contract Administration Functions
- B20** D&F for Single Source Task/Delivery Order Contracts
- B26** Determination Regarding Inherently Government Functions (IGF) AND Determination Regarding Closely (CL) Associated with Inherently Governmental Functions
- B30** Finding to Support Contractor Use of Gov't Supply Sources
- B35** D&F Negating the Reqt. to Consider SeaPort (*as applicable*)
- B** Other – Determination for Utilization of Overtime (*as applicable*)



Overview - Contract File Checklist



Part C: Solicitation Phase

- C2** Synopsis of Proposed Contract Action or Waiver
- C3** Pre-Proposal Conference (i.e. Industry Day)
- C4** Legal Review of Pre-Award/Planning Documents
- C5** Request for Proposal (RFP)
- C6** Amendments to RFP
- C7** Record of Proposals Received
- C8** Record of Offer Letters
- C10** Peer Review Documentation / PPRB

Part D: Evaluation Phase

- D1** Successful Offeror's Proposal
- D4** Subcontracting Plan Determined Adequate & Approved
- D6** Pre-Award Survey Documentation (*as applicable*)
- D7** SBA Certification of Competency or Denial (*as applicable*)
- D8** DCMA/DCAA Field Pricing Reports/Audits
- D9** Evaluation Documentation
- D10** Source Selection Documentation
- D12** Cost Accounting Standards Waivers
- D13** Approved Pre-Negotiation Business Clearance Memo
- D14** Unsuccessful Proposals
- D16** Pre-Award Contract Debriefing Documentation
- D21** EEO Compliance Request & Approval
- D22** Responsibility or Non-Responsibility Determination
- D27** Contractor's Approved Property Management System Compliance
- D28** Other Payment Instructions/Information
- D30** Compliance with FAR Subpart 4.21 and DFARS 204.21
- D31** Assessing Contractor Implementation of Cybersecurity Requirements (NIST SP 800-171 DoD Assessment)



Overview - Contract File Checklist



Part E: Award Phase

- E2** Post-Negotiation Business Clearance Memo
- E3** Notification to Unsuccessful Offeror(s)
- E4** Notification to Successful Offeror(s)
- E5** Congressional Notification/Public Announcement
- E7** Final Contract Action Report (CAR)
- E8** Legal Review of Award/Post Award and Other Documents
- E9** Protest Documentation
- E10** Challenge to Small Business Status (Size/NAICS Code)
- E11** COR Designation
- E19** Afghanistan Theater Business Clearance (TBC) *(as required)*
- E20** Written Funds Validation *(as required)*
- E21** SPS Integrity Check Documentation
- E22** SBA Determination of 8(a) Eligibility (Competitive)

Part F: Contract

- F1** Contract Award



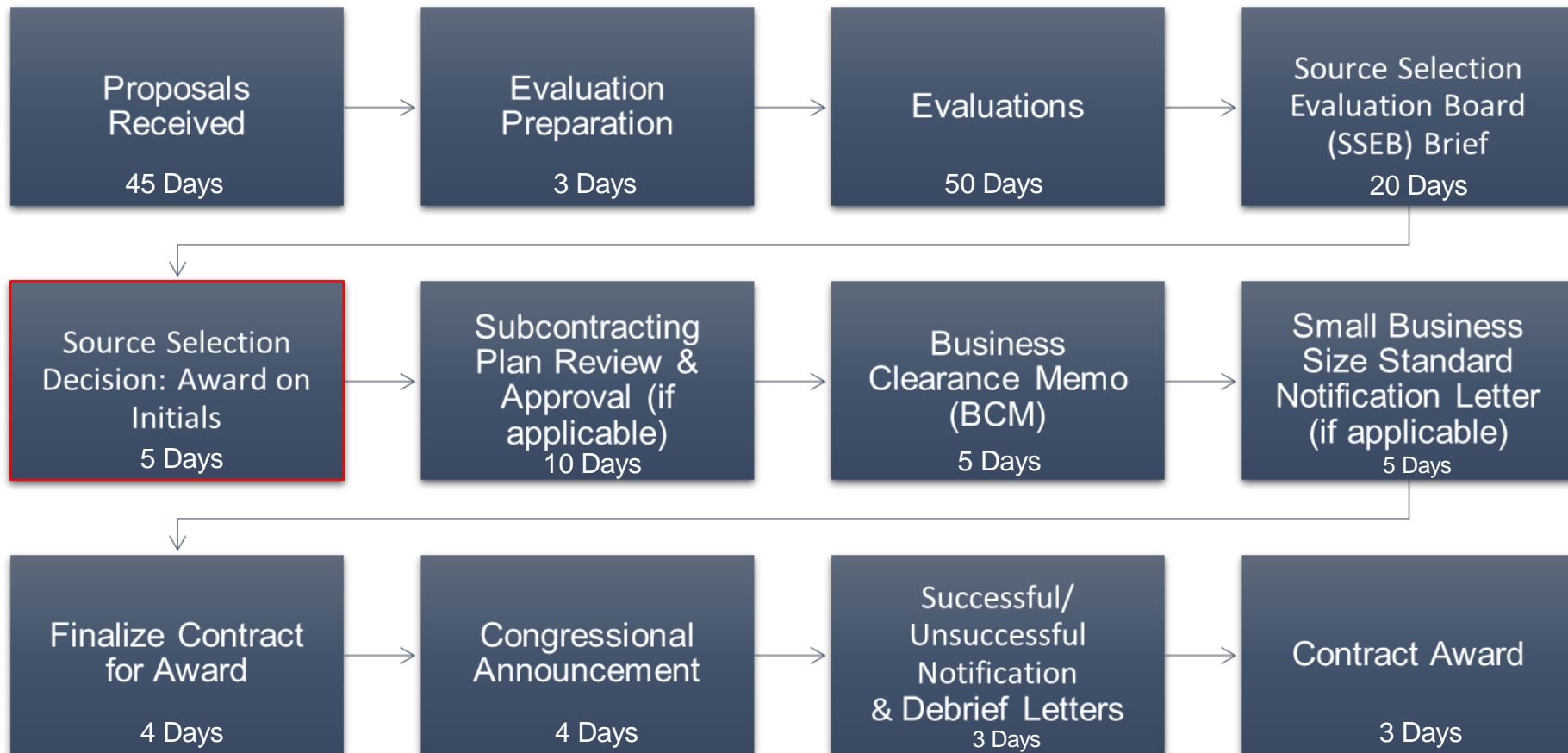
Requirement ID to RFP Release



**Average Duration
260 days**



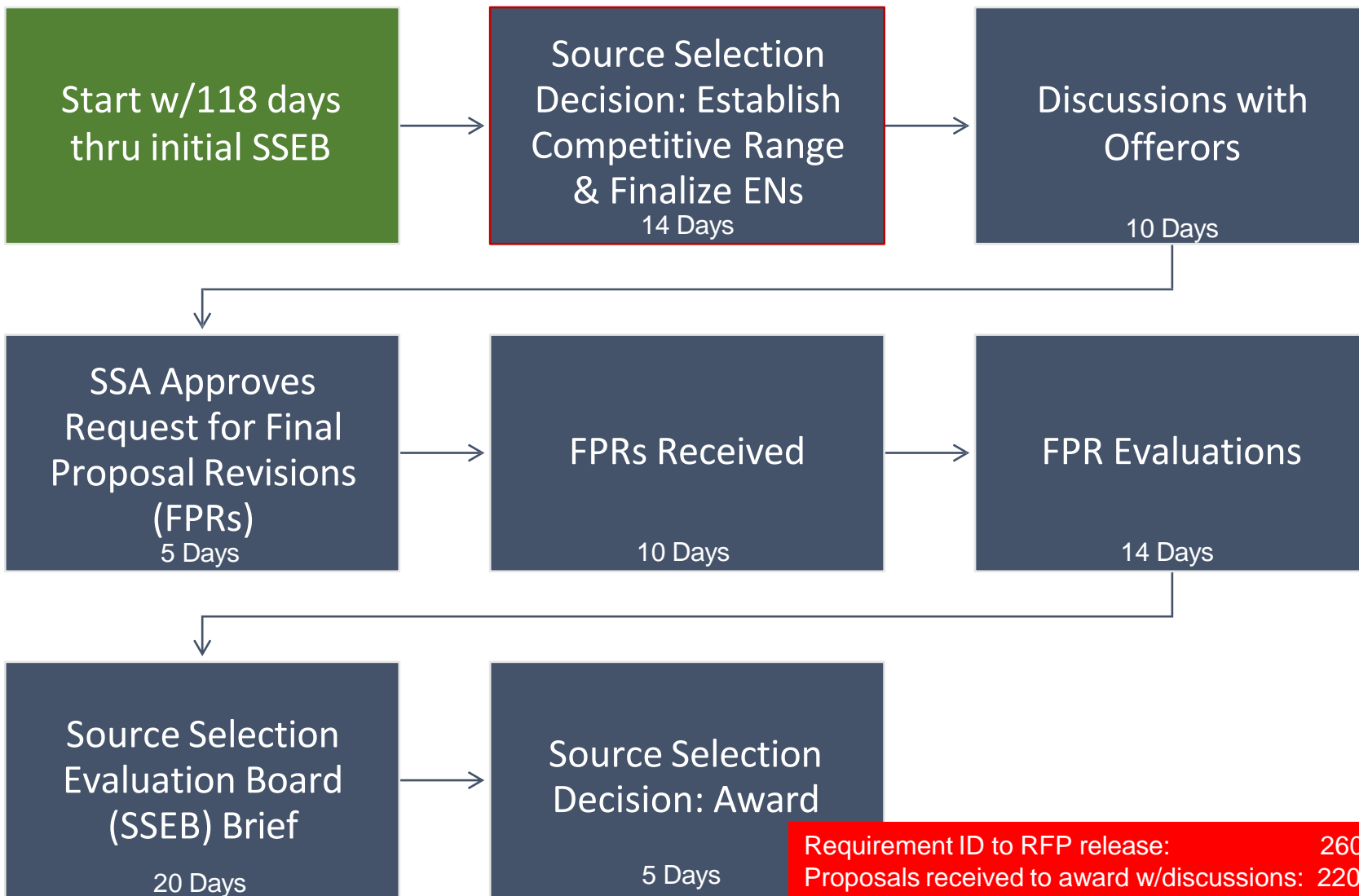
Proposals Received to Award on Initials



Requirement ID to RFP release: 260 Days
Proposal received to award: 142 Days
Total duration Award on Initials: 402 Days



Proposals Received to Award w/ Discussions



Requirement ID to RFP release: 260 Days
Proposals received to award w/discussions: 220 Days
Total duration Award with discussions: 480 Days