Workshop #8 Acquisition Workshop

Program Manager Acquisition Plan, Program Plan changes from pre-award to post-award, number of interfaces changes, how do you characterize the interfaces,

PG Plan
Pre-contract award
Post-contract award
Size - $, Interfaces

Program office not constricted to software
PM Office, work on creating a user's requirement document more in terms of capabilities or operational concept, statement of objectives,

User Requirements Definition
Statement of Objectives
Operational Requirements Document
Operational Capability Document – coordinate the operational document and its input from all the user's, stakeholders
Performance Spec

Activities
- Coordination
- Solicitation

Model development is in three phases, General which includes the current AFMC Model, Intermediate which would be at the Program Office Level and Detailed which would include the process flow for each of the Program Office Elements.

Support staff is subsumed under each of the functions
Items can be considered both pre- and post-contract award unless denoted below
Could be sub-domains

Management
- Support
  - Admin
  - Data management
  - IT, computer network support
  - Security (clearances, documentation, information, visit request)
  - Access control, physical security
  - Acquisition master program schedule and lower level as required
- PM
  - Executive decision authority
  - Deputy (often tech director)
- Tech director

    - Coordinates technical activities
    - Allocates SME
    - Manages technical support budget
    - Technical liaison and interface to government agencies on technical issues
    - Technical decisions
    - Delegates decision authority to domain Leads
    - Reports technical progress to PM
    - Award fee criteria
- Domain leads (large projects) – live in PM shop (Could be sub-domains)
    - Subject matter experts
    - Report to tech director
    - Provide and/or review technical content of the RFP *
    - Review proposals *
    - Review ECPs
    - Program management reviews *
    - Milestone reviews *
    - Technical liaison to outside agencies
    - Coordinate technical staff
    - Review technical reports
    - Develop summary reports
    - IPT leads
    - Determine award fee
- User interface – user representative to program office
    - Identify/Clarify requirements
    - Member of IPTs (working groups)
    - Member of ALL Reviews
    - Liaison to using command (voice of the user)
- Public affairs
    - Interface to media
    - Interface to Congress
    - Interface to GAO, etc.
    - Program office publications
    - Program website content
    - Protocol

Technical

- Engineering
    - Provide technical content to RFP
    - Review technical proposals
    - Evaluate Technical alternatives for negotiations (pre- best and final offer/BAFO)
    - Monitor technical performance
    - Monitor technical results
    - Monitor award fee
    - Monitor risk reduction (technical risk)

    - Attend Technical Interchange Meetings TIMs/IPTs/Reviews
    - ECP reviews and recommendations
    - Participate in trade studies
    - Test and verification planning and reviews
- Scientists
    - Modeling and analysis
    - Research
    - Trade studies
    - Provide technology insertion recommendations
- Logistics
    - Integrated Logistics Support/ILS (all elements)
    - Participate in reviews/IPTs
    - Logistics inputs to RFP
    - Maintenance verification test
    - Initial provisioning
    - Provide maintainability inputs
    - Participate in source selection
    - Make recommendations for logistics concepts, e.g. CLS vs. organic
    - Obsolescence recommendations
    - Materiel release
- Configuration management Support
    - Configuration control program office work products
- Risk analysis
    - Funding
    - Resources (program office)
    - Internal risk management
    - Technical risk
    - Schedule risk
    - Quality risk
    - Performance risk
    - Cost risk
- Quality assurance
    - Process evaluation
    - Process capability
    - Process compliance
    - RFP input for QA
    - Source solicitation evaluation
    - Work product i.e., test evaluation, Requirements, design, test scripts
    - Interface with industry quality assurance groups

Financial

- Earned Value Management EVM
    - RFP inputs
    - Source selection

    - Monitoring and reporting
    - Program office EVM as required
- Budget
    - Budget preparation
    - Budget execution (fund obligation)
    - POM submission
    - Financial roadmap
- Cost estimating
    - Estimates (lifecycle, ICE, AOA, EA)
    - Provide input to budget
    - IV&V on industry estimate, proposals, ECPs
    - COEA
    - CARD
    - Source selection *
- Contracting (chief financial officer, PCO)
    - Final preparation for RFP
    - Receive proposals
    - Negotiations
    - Coordinate clarification for sponsors
    - ECPs (Class 1)
    - Formal award (administration)
    - Protest responses
    - Contract close out
    - Source selection plan
    - Authorize payments
    - Handle defaults
    - Handle performance wavers and deviations
    - Formal correspondence i.e., visits to contractor facilities, non-CDRLS, data, test results….

Legal

- Reviews
    - RFP
    - Draft contract development
    - Source selection
    - Documents to Congress
    - Negotiations
    - Intellectual and data rights
    - Protest responses
    - Sensitive correspondence
    - Deviations and defaults