

Contract Services Support



Process Asset Library

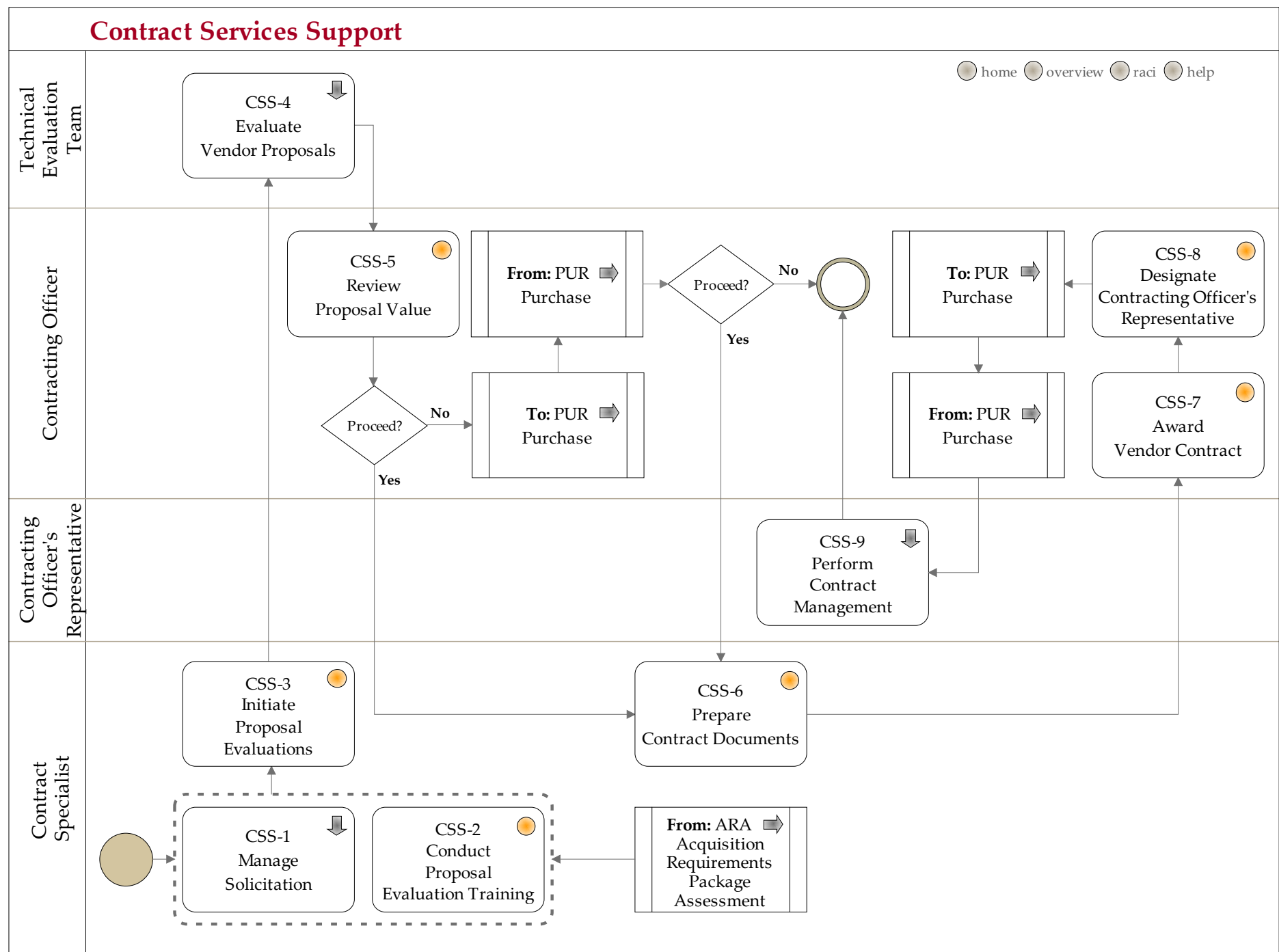
Office of Information and Technology

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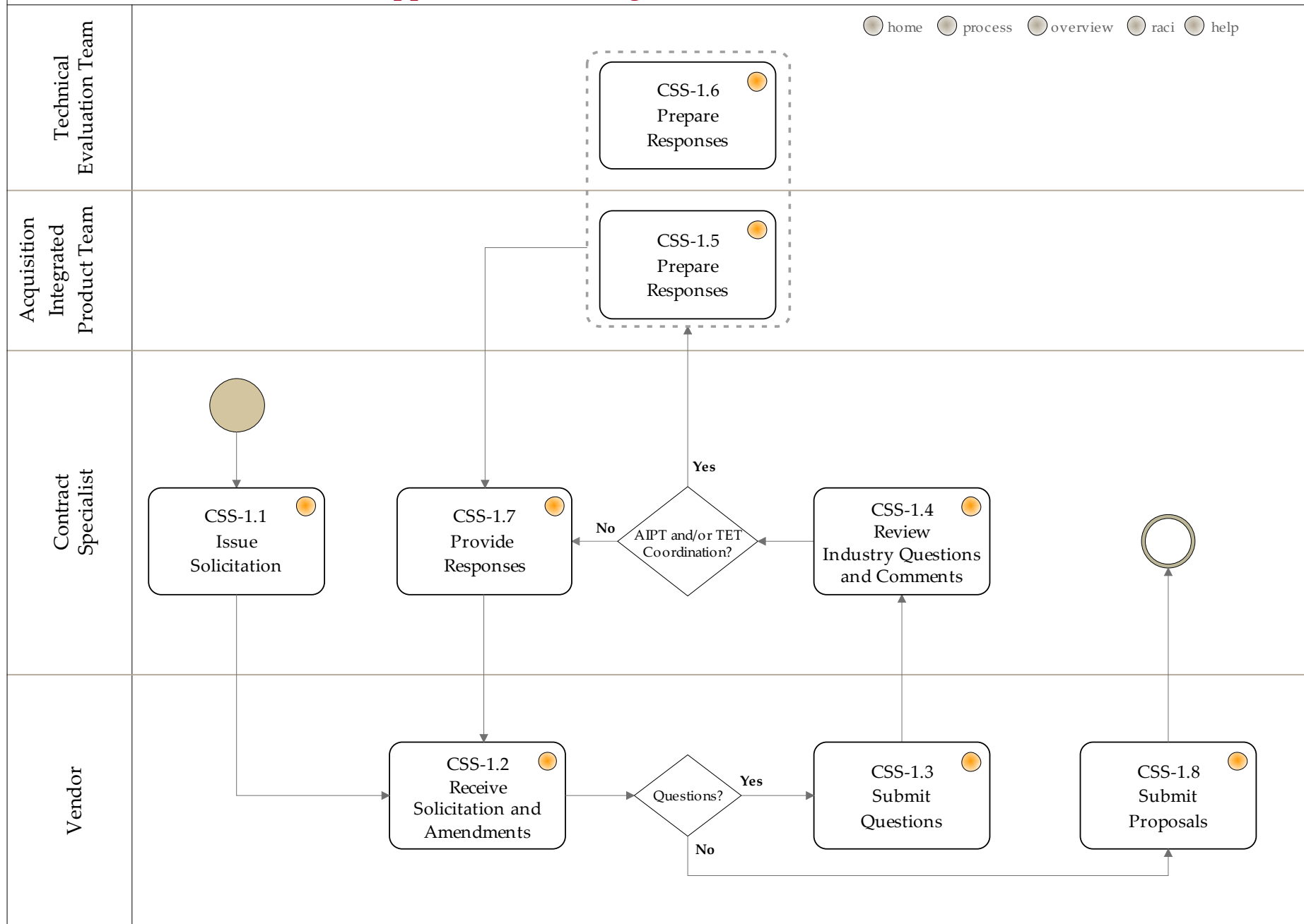
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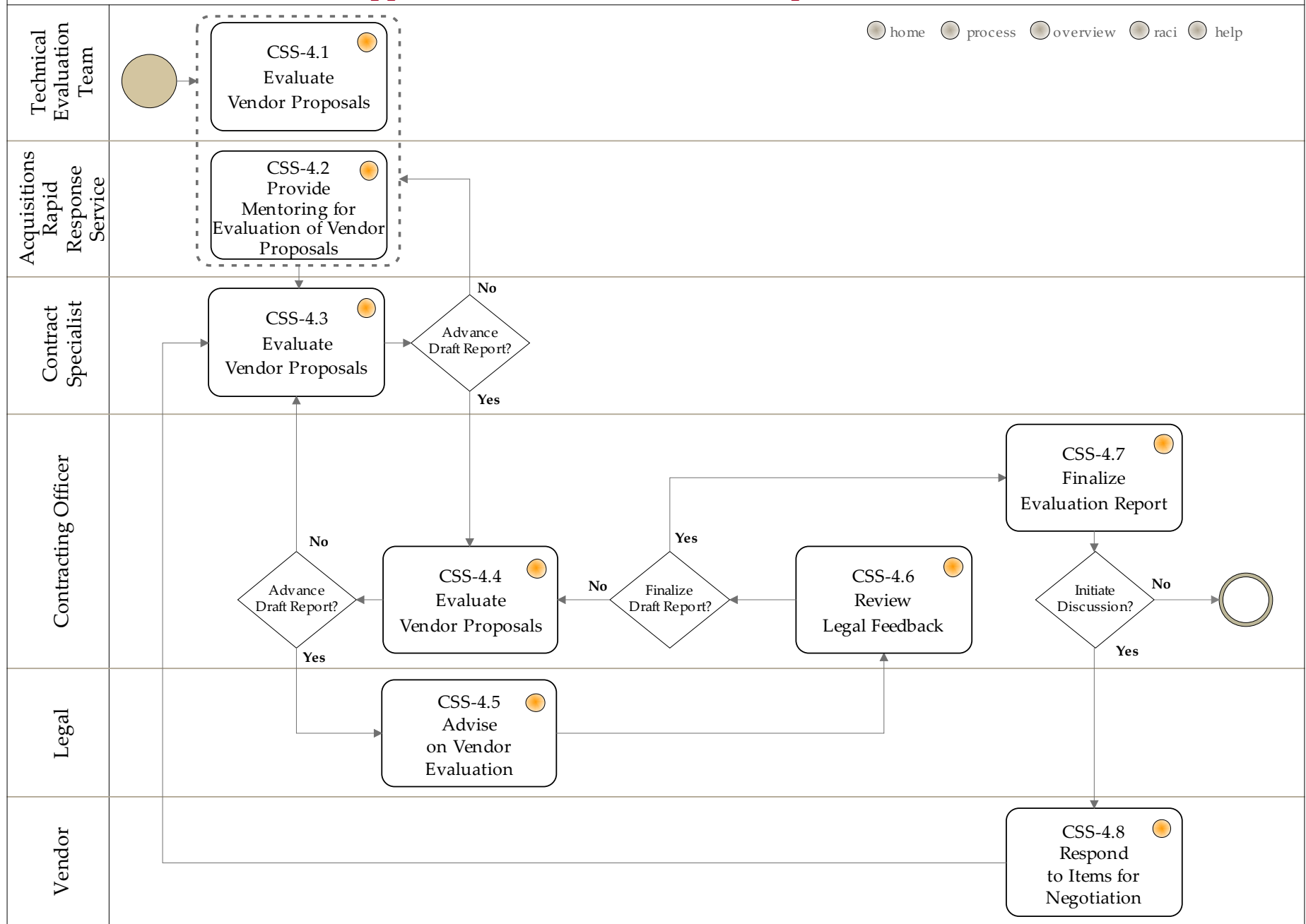
Contract Services Support Process Maps



Contract Services Support: CSS-1 Manage Solicitation



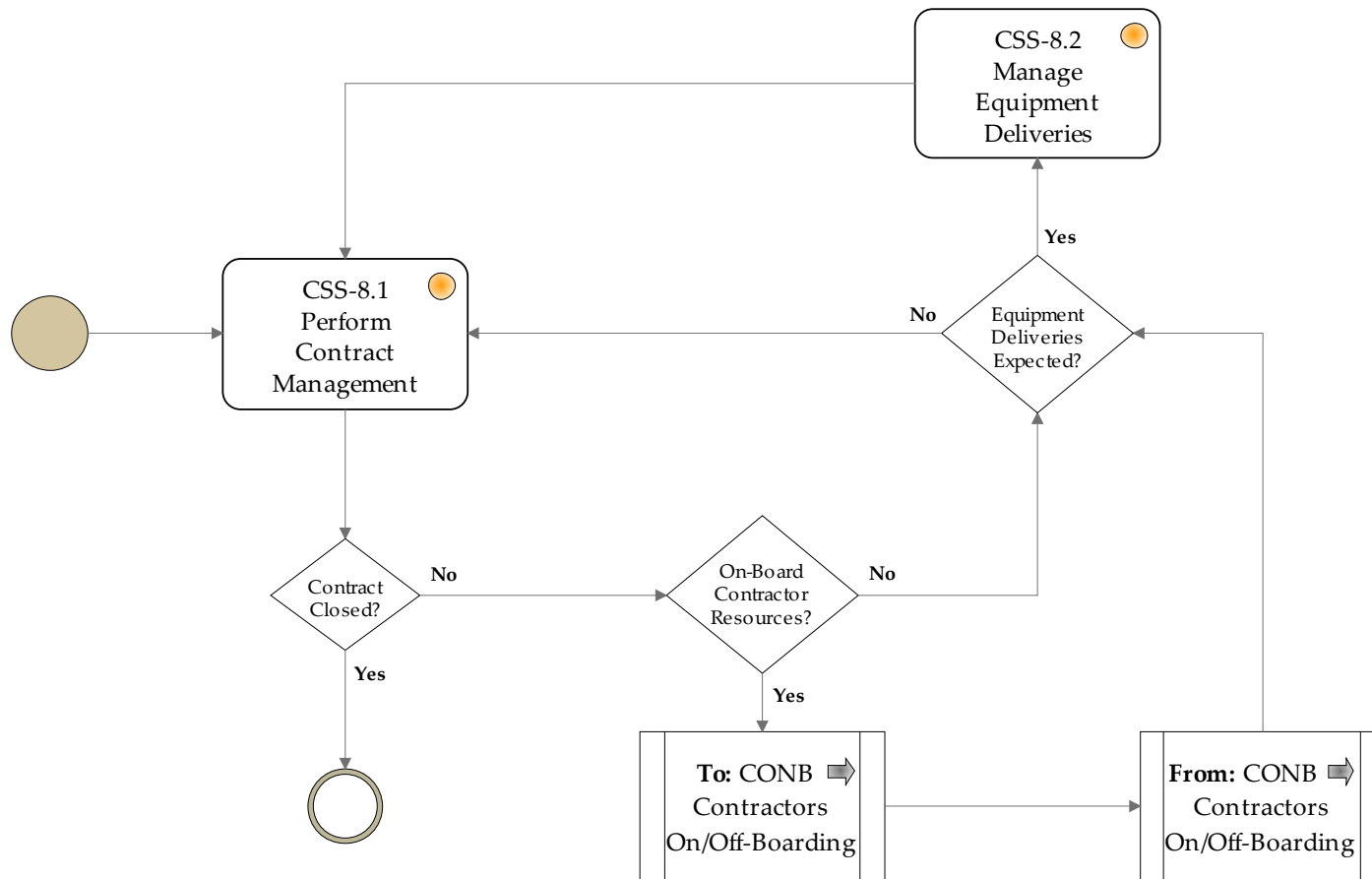
Contract Services Support: CSS-4 Evaluate Vendor Proposals



Contract Services Support: CSS-8 Perform Contract Management

home process overview raci help

Contracting Officer's Representative



Process: Contract Services Support

Overview: The process map for Contract Services Support cycles through the following process and review activities:

- CSS-1 Manage Solicitation
 - CSS-1.1 Issue Solicitation
 - CSS-1.2 Receive Solicitation and Amendments
 - CSS-1.2-DEC01 Questions?
 - CSS-1.3 Submit Questions
 - CSS-1.4 Review Industry Questions and Comments
 - CSS-1.4-DEC01 AIPT and/or TET Coordination?
 - CSS-1.5 Prepare Responses
 - CSS-1.6 Prepare Responses
 - CSS-1.7 Provide Responses
 - CSS-1.8 Submit Proposals
- CSS-2 Conduct Proposal Evaluation Training
- CSS-3 Initiate Proposal Evaluations
- CSS-4 Evaluate Vendor Proposals
 - CSS-4.1 Evaluate Vendor Proposals
 - CSS-4.2 Provide Mentoring for Evaluation of Vendor Proposals
 - CSS-4.3 Evaluate Vendor Proposals
 - CSS-4.3-DEC01 Advance Draft Report?
 - CSS-4.4 Evaluate Vendor Proposals
 - CSS-4.4-DEC01 Advance Draft Report?
 - CSS-4.5 Advise on Vendor Evaluation
 - CSS-4.6 Review Legal Feedback
 - CSS-4.6-DEC01 Finalize Draft Report?
 - CSS-4.7 Finalize Evaluation Report
 - CSS-4.7-DEC01 Initiate Discussion?
 - CSS-4.8 Respond to Items for Negotiation
- CSS-5 Review Proposal Value
 - CSS-5-DEC01 Proceed?
 - CSS-5-DEC02 Proceed?
- CSS-6 Prepare Contract Documents
- CSS-7 Award Vendor Contract
- CSS-8 Designate Contracting Officer's Representative
- CSS-9 Perform Contract Management
 - CSS-9.1 Perform Contract Management
 - CSS-9.1-DEC01 Contract Closed?
 - CSS-9.1-DEC02 On-Board Contractor Resources?
 - CSS-9.1-DEC03 Equipment Deliveries Expected?
 - CSS-9.2 Manage Equipment Deliveries

Contract Services Support Description and Goals

Description

The Contract Services Support (CSS) Process provides the procurement cycle from solicitation through and award of the contract, through contract management guided by the Federal Acquisition Regulation (FAR) and Veterans Affairs Acquisition Regulations (VAAR). The CSS Process outlines a high-level summary to provide a better understanding of what occurs when acquisition requirements are solicited and a contract is awarded.

Goals

The goals of this process are:

- Release the solicitation document
- Receive and evaluate proposals
- Award contracts
- Provide Contract Management post contract award

Contract Services Support RACI Information

The following describes the RACI information for this process:

CSS-1.1 Issue Solicitation

Responsible Role: Contract Specialist

Accountable Role: Contracting Officer

CSS-1.2 Receive Solicitation and Amendments

Responsible Role: Vendor

Accountable Role: None Listed

CSS-1.3 Submit Questions

Responsible Role: Vendor

Accountable Role: Unassigned

CSS-1.4 Review Industry Questions and Comments

Responsible Role: Contract Specialist

Accountable Role: Contracting Officer

CSS-1.5 Prepare Responses

Responsible Role: Acquisition Integrated Product Team

Accountable Role: Technical Evaluation Team

Consulted Role: Contract Specialist, Contracting Officer

CSS-1.6 Prepare Responses

Responsible Role: Technical Evaluation Team

Accountable Role: Acquisition Integrated Product Team

Consulted Role: Contract Specialist

Informed Role: Contracting Officer

CSS-1.7 Provide Responses

Responsible Role: Contract Specialist

Accountable Role: Contracting Officer

Consulted Role: Acquisition Integrated Product Team, Technical Evaluation Team

Informed Role: Vendor

CSS-1.8 Submit Proposals

Responsible Role: Vendor

Accountable Role: Unassigned

CSS-2 Conduct Proposal Evaluation Training

Responsible Role: Contract Specialist

Accountable Role: Technical Evaluation Team

Consulted Role: Contracting Officer

CSS-3 Initiate Proposal Evaluations

Responsible Role: Contract Specialist

Accountable Role: Technical Evaluation Team

Consulted Role: Requestor

Informed Role: Contracting Officer

CSS-4.1 Evaluate Vendor Proposals

Responsible Role: Technical Evaluation Team

Accountable Role: Contract Specialist

Consulted Role: Acquisitions Rapid Response Service, Contracting Officer's Representative, Project Manager

Informed Role: Contracting Officer, Facility Chief Information Officer, Logistics Officer

CSS-4.2 Provide Mentoring for Evaluation of Vendor Proposals

Responsible Role: Acquisitions Rapid Response Service

Accountable Role: Unassigned

CSS-4.3 Evaluate Vendor Proposals

Responsible Role: Contract Specialist

Accountable Role: Contracting Officer

CSS-4.4 Evaluate Vendor Proposals

Responsible Role: Contracting Officer

Accountable Role: Unassigned

CSS-4.5 Advise on Vendor Evaluation

Responsible Role: Legal

Accountable Role: Unassigned

CSS-4.6 Review Legal Feedback

Responsible Role: Contracting Officer

Accountable Role: Contract Specialist

Consulted Role: Legal

CSS-4.7 Finalize Evaluation Report

Responsible Role: Contracting Officer

Accountable Role: None Listed

CSS-4.8 Respond to Items for Negotiation

Responsible Role: Vendor

Accountable Role: Contracting Officer

Consulted Role: Contract Specialist

CSS-5 Review Proposal Value

Responsible Role: Contracting Officer

Accountable Role: Contract Specialist

CSS-6 Prepare Contract Documents

Responsible Role: Contract Specialist

Accountable Role: Contracting Officer

Consulted Role: Contracting Officer's Representative, Project Manager

CSS-7 Award Vendor Contract

Responsible Role: Contracting Officer

Accountable Role: Contract Specialist

Informed Role: Contracting Officer's Representative, Project Manager, Vendor

CSS-8 Designate Contracting Officer's Representative

Responsible Role: Contracting Officer

Accountable Role: Contracting Officer's Representative

Consulted Role: Contract Specialist

CSS-9.1 Perform Contract Management

Responsible Role: Contracting Officer's Representative

Accountable Role: Contracting Officer

Consulted Role: Contract Specialist

Informed Role: Contracting Officer's Representative Supervisor

CSS-9.2 Manage Equipment Deliveries

Responsible Role: Contracting Officer's Representative

Accountable Role: Contracting Officer

Consulted Role: Facility Chief Information Officer, Logistics Officer

Informed Role: Contracting Officer's Representative Supervisor

Contract Services Support Process

Process Activity Name: CSS-1 Manage Solicitation

Note: This activity is performed concurrently with the following activity:

CSS-2 Conduct Proposal Evaluation Training

Previous Process Activity

Note: There is a flow from the ARA Acquisition Requirements Package Assessment process into the CSS process.

Next Process Activity

CSS-1.1 Issue Solicitation

Description

Note: The process map for CSS-1 Manage Solicitation cycles through the following dependent activities:

CSS-1.1 Issue Solicitation

CSS-1.2 Receive Solicitation and Amendments

CSS-1.3 Submit Questions

CSS-1.4 Review Industry Questions and Comments

CSS-1.5 Prepare Responses

CSS-1.6 Prepare Responses

CSS-1.7 Provide Responses

CSS-1.8 Submit Proposals

Process Activity Name: CSS-1.1 Issue Solicitation

Previous Process Activity

CSS-1 Manage Solicitation

Next Process Activity

CSS-1.2 Receive Solicitation and Amendments

Description

The Contract Specialist releases the Solicitation Package to vendors for review and comment.

Artifacts Used

Acquisition Requirements Package (ARP)

Artifacts Created

Updated Acquisition Requirements Package (ARP)

Responsible Role

Contract Specialist

Tools and Websites

Electronic Contract Management System (eCMS)

Standards

Department of Veteran Affairs (VA) Acquisition Principles (VAIQ 7638597)

More Info

The VA Acquisition Guiding Principles (Department of Veterans Affairs (VA) Acquisition Principles (VAIQ 7638597)) provide a strong foundation so that the enterprise strategic vision is guided by sound business principles and is reflected in proper procurement execution. These Guiding Principles for VA represent a concise statement designed to be user-friendly for all participants in the VA acquisition community. All participants in the VA acquisition community have a responsibility to use these principles as we make decisions that lead to the delivery of products or services in the best interest of our Veterans, taxpayers, and our employees.

Process Activity Name: CSS-1.2 Receive Solicitation and Amendments**Previous Process Activity**

CSS-1.1 Issue Solicitation

Or

CSS-1.7 Provide Responses

Next Process Activity

CSS-1.2-DEC01 Questions?

Description

The Vendor receives the Solicitation Package and any Amended Solicitation Document for review followed by their submission of questions, answers, and proposals.

Artifacts Used

Amended Solicitation Documents

Solicitation Document

Vendor Question and Comment Document Response

Artifacts Created

Draft Vendor Proposal

Draft Vendor Question and Comment Document

Responsible Role

Vendor

Tools and Websites

Electronic Contract Management System (eCMS)

Standards

Department of Veteran Affairs (VA) Acquisition Principles (VAIQ 7638597)

More Info

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Process Activity Name: CSS-1.2-DEC01 Questions?**Previous Process Activity**

CSS-1.2 Receive Solicitation and Amendments

Next Process Activity

If yes, CSS-1.3 Submit Questions.

If no, CSS-1.8 Submit Proposals.

Description

If the vendor has questions, the next activity is CSS-1.3 Submit Questions.

If the vendor does not have questions, the next activity is CSS-1.8 Submit Proposals.

Responsible Role

Vendor

Process Activity Name: CSS-1.3 Submit Questions**Previous Process Activity**

CSS-1.2-DEC01 Questions?

Next Process Activity

CSS-1.4 Review Industry Questions and Comments

Description

The Vendor receives the Solicitation Package and reviews the requirements and conditions for proposal submission. The Vendor submits questions and comments as appropriate through the

method specified in the solicitation with respect to solicitation requirements, clauses, provisions, terms and conditions and provides questions and comments to VA for review, response and preparation of solicitation amendments as appropriate.

Artifacts Used

Draft Vendor Proposal
Draft Vendor Question and Comment Document
Solicitation Document

Artifacts Created

Vendor Question and Comment Document

Responsible Role

Vendor

Tools and Websites

None Listed

Standards

Federal Acquisition Regulation (FAR)
VA Acquisition Regulation (VAAR)
Department of Veteran Affairs (VA) Acquisition Principles (VAIQ 7638597)

More Info

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Process Activity Name: CSS-1.4 Review Industry Questions and Comments

Previous Process Activity

CSS-1.3 Submit Questions

Next Process Activity

CSS-1.4-DEC01 AIPT and/or TET Coordination?

Description

The Contract Specialist (CS) in coordination with the Contracting Officer (CO) receives Vendor questions and comments, and reviews and prepares responses as appropriate.

The CO/CS coordinates with the Acquisition IPT and/or the Technical Evaluation Team on responses as appropriate.

Artifacts Used

Solicitation Document
Vendor Question and Comment Document

Artifacts Created

Draft Answers/Responses Document
Solicitation Amendment

Responsible Role

Contract Specialist

Tools and Websites

None Listed

Standards

Federal Acquisition Regulation (FAR)
VA Acquisition Regulation (VAAR)
Department of Veteran Affairs (VA) Acquisition Principles (VAIQ 7638597)

More Info

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Process Activity Name: CSS-1.4-DEC01 AIPT and/or TET Coordination?

Previous Process Activity

CSS-1.4 Review Industry Questions and Comments

Next Process Activity

If yes, then the following activities are performed concurrently:

CSS-1.5 Prepare Responses

CSS-1.6 Prepare Responses

If no, CSS-1.7 Provide Responses

Description

Note: There is a decision dependency that determines the next activity to be performed.

If AIPT and/or TET is required, then the following activities are performed concurrently:

CSS-1.5 Prepare Responses

CSS-1.6 Prepare Responses

If AIPT and/or TET Coordination is not required, then the next activity is CSS-1.7 Provide Responses

Responsible Role

Contract Specialist

Process Activity Name: CSS-1.5 Prepare Responses

Note: This activity is performed concurrently with the following activity:

CSS-1.6 Prepare Responses

Previous Process Activity

CSS-1.4-DEC01 AIPT and/or TET Coordination?

Next Process Activity

CSS-1.7 Provide Responses

Description

The Acquisition Integrated Products Team (AIPT), in coordination with the Technical Evaluation Team (TET), prepares responses to Vendor Questions and Comments and provides them to the Contracting Officer/Contract Specialist.

The responses may result in changes to the supporting Acquisition Requirements Package documentation, including the Performance Work Statement (PWS), Evaluation Plan, and Evaluation Criteria which may also require a solicitation amendment.

Artifacts Used

Acquisition Requirements Package (ARP)

Vendor Question and Comment Document

Artifacts Created

Response to Vendor Questions and Comments
Updated Acquisition Requirements Package (ARP)

Responsible Role

Acquisition Integrated Product Team

Tools and Websites

None Listed

Standards

Federal Acquisition Regulation (FAR)
VA Acquisition Regulation (VAAR)
Department of Veteran Affairs (VA) Acquisition Principles (VAIQ 7638597)

More Info

The PWS, Evaluation Plan, and Evaluation Criteria are included in the Acquisition Requirements Package.

The VA Acquisition Guiding Principles (Department of Veterans Affairs (VA) Acquisition Principles (VAIQ 7638597)) provide a strong foundation so that the enterprise strategic vision is guided by sound business principles and is reflected in proper procurement execution. These Guiding Principles for VA represent a concise statement designed to be user-friendly for all participants in the VA acquisition community. All participants in the VA acquisition community have a responsibility to use these principles as we make decisions that lead to the delivery of products or services in the best interest of our Veterans, taxpayers, and our employees.

Process Activity Name: CSS-1.6 Prepare Responses

Note: This activity is performed concurrently with the following activity:

CSS-1.5 Prepare Responses

Previous Process Activity

CSS-1.4-DEC01 AIPT and/or TET Coordination?

Next Process Activity

CSS-1.7 Provide Responses

Description

The Technical Evaluation Team (TET), in coordination with the Acquisition Integrated Products Team (AIPT, if applicable), prepare responses to Vendor Questions and Comments and provides them to the Contract Specialist.

If the responses result in an amended Solicitation, supporting Acquisition Requirements Package documentation is revised as appropriate.

Artifacts Used

Acquisition Requirements Package (ARP)
Vendor Question and Comment Document

Artifacts Created

Response to Vendor Questions and Comments
Updated Acquisition Requirements Package (ARP)

Responsible Role

Technical Evaluation Team

Tools and Websites

None Listed

Standards

Federal Acquisition Regulation (FAR)
VA Acquisition Regulation (VAAR)
Department of Veteran Affairs (VA) Acquisition Principles (VAIQ 7638597)

More Info

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Process Activity Name: CSS-1.7 Provide Responses

Previous Process Activity

CSS-1.4-DEC01 AIPT and/or TET Coordination?

Or

Note: The following process activities are performed concurrently:

CSS-1.5 Prepare Responses

CSS-1.6 Prepare Responses

Next Process Activity

CSS-1.2 Receive Solicitation and Amendments

Description

The Contract Specialist, in coordination with the Contracting Officer, reviews the Vendor Question and Comment Document drafting the Vendor Question and Comment Document responses and/or any necessary amendments to the Solicitation Document.

Artifacts Used

Acquisition Requirements Package (ARP)
Vendor Question and Comment Document

Artifacts Created

Amended Solicitation Documents
Updated Acquisition Requirements Package (ARP)
Vendor Question and Comment Document Response

Responsible Role

Contract Specialist

Tools and Websites

None Listed

Standards

Federal Acquisition Regulation (FAR)
VA Acquisition Regulation (VAAR)
Department of Veteran Affairs (VA) Acquisition Principles (VAIQ 7638597)

More Info

The VA Acquisition Guiding Principles (Department of Veterans Affairs (VA) Acquisition Principles (VAIQ 7638597)) provide a strong foundation so that the enterprise strategic vision is guided by sound business principles and is reflected in proper procurement execution. These Guiding Principles for VA represent a concise statement designed to be user-friendly for all participants in the VA acquisition community. All participants in the VA acquisition community have a responsibility to use these principles as we make decisions that lead to the delivery of products or services in the best interest of our Veterans, taxpayers, and our employees.

Process Activity Name: CSS-1.8 Submit Proposals

Previous Process Activity

CSS-1.2 DEC01 Questions?

Next Process Activity

CSS-3 Initiate Proposal Evaluations

Description

The Vendor submits proposals to the VA through a specified method stated in the solicitation.

Artifacts Used

Amended Solicitation Documents

Draft Vendor Proposal

Solicitation Document

Vendor Question and Comment Document Response

Artifacts Created

Vendor Proposal

Responsible Role

Vendor

Tools and Websites

None Listed

Standards

Federal Acquisition Regulation (FAR)

VA Acquisition Regulation (VAAR)

Department of Veteran Affairs (VA) Acquisition Principles (VAIQ 7638597)

More Info

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Process Activity Name: CSS-2 Conduct Proposal Evaluation Training

Note: This activity is performed concurrently with the following activity:

CSS-1 Manage Solicitation

Previous Process Activity

Note: There is a flow from the Acquisition Requirements Package Assessment Process into the Contract Services Support Process.

Next Process Activity

CSS-3 Initiate Proposal Evaluations

Description

The Contract Specialist conducts proposal evaluation training for the Technical Evaluation Team. Proposal Evaluation Training is tailored to the specifics of the individual acquisition and covers rules of engagement, process overview, evaluation criteria, and approach.

Artifacts Used

Training Brief
Training Schedule

Artifacts Created

Completed Training

Responsible Role

Contract Specialist

Tools and Websites

None Listed

Standards

Department of Veteran Affairs (VA) Acquisition Principles (VAIQ 7638597)

More Info

The VA Acquisition Guiding Principles (Department of Veterans Affairs (VA) Acquisition Principles (VAIQ 7638597)) provide a strong foundation so that the enterprise strategic vision is guided by sound business principles and is reflected in proper procurement execution. These Guiding Principles for VA represent a concise statement designed to be user-friendly for all participants in the VA acquisition community. All participants in the VA acquisition community have a responsibility to use these principles as we make decisions that lead to the delivery of products or services in the best interest of our Veterans, taxpayers, and our employees.

Process Activity Name: CSS-3 Initiate Proposal Evaluations

Previous Process Activity

Note: The following process activities are performed concurrently:

CSS-1 Manage Solicitation

CSS-2 Conduct Proposal Evaluation Training

Next Process Activity

CSS-4 Evaluate Vendor Proposals

Description

The Contract Specialist (CS) initiates proposal evaluations with the Technical Evaluation Team identifying the process that is to be used.

The CS reviews evaluation time frames with the Requestor and renegotiates as needed based on the number of proposals received.

Artifacts Used

ECMS Record
Evaluation Plan
Independent Government Cost Estimate (IGCE)
Performance Work Statement (PWS)
Requirements Document
Vendor Proposal Documents

Artifacts Created

Updated ECMS Record
Updated VOA

Responsible Role

Contract Specialist

Tools and Websites

Electronic Contract Management System (eCMS)
Virtual Office of Acquisition (VOA), Customer Acquisition Portal (CAP)

Standards

Federal Acquisition Regulation (FAR)
VA Acquisition Regulation (VAAR)
Department of Veteran Affairs (VA) Acquisition Principles (VAIQ 7638597)

More Info

The VA Acquisition Guiding Principles (Department of Veterans Affairs (VA) Acquisition Principles (VAIQ 7638597)) provide a strong foundation so that the enterprise strategic vision is guided by sound business principles and is reflected in proper procurement execution. These Guiding Principles for VA represent a concise statement designed to be user-friendly for all participants in the VA acquisition community. All participants in the VA acquisition community have a responsibility to use these principles as we make decisions that lead to the delivery of products or services in the best interest of our Veterans, taxpayers, and our employees.

Process Activity Name: CSS-4 Evaluate Vendor Proposals

Previous Process Activity

CSS-3 Initiate Proposal Evaluations

Next Process Activity

Note: The following process activities are performed concurrently:

CSS-4.1 Evaluate Vendor Proposals

CSS-4.2 Provide Mentoring for Evaluation of Vendor Proposals

Description

Note: The process map for CSS-4 Evaluate Vendor Proposals cycles through the following dependent activities:

CSS-4.1 Evaluate Vendor Proposals

CSS-4.2 Provide Mentoring for Evaluation of Vendor Proposals

CSS-4.3 Evaluate Vendor Proposals

CSS-4.4 Evaluate Vendor Proposals

CSS-4.5 Advise on Vendor Evaluation

CSS-4.6 Review Legal Feedback

CSS-4.7 Finalize Evaluation Report

CSS-4.8 Respond to Items for Negotiation

Process Activity Name: CSS-4.1 Evaluate Vendor Proposals

Note: This activity is performed concurrently with:

CSS-4.2 Provide Mentoring for Evaluation of Vendor Proposals

Previous Process Activity

CSS-4 Evaluate Vendor Proposals

Or

CSS-4.3 DEC01 Advance Draft Report?

Next Process Activity

CSS-4.3 Evaluate Vendor Proposals

Description

The Technical Evaluation Team (TET) reviews the Vendor Proposal Documents and any Items-for-Negotiation responses. The TET evaluates the level of compliance with all technical requirements contained in the Acquisition Requirements Package (ARP) and derives a rating for the solution.

An Initial Technical Factor Report is completed and forwarded to the Contract Specialist (CS) to begin review and feedback received will provide acceptable format and level of detail for remaining Technical Factor Reports. The Initial Technical Factor Report is updated based on direction by the CS however, if the updates to the Initial Technical Factor Report are due to discussions with the Vendor and Items-for-Negotiation, the Initial Technical Factor Report is then renamed to Interim Technical Factor Report until the time it is finalized by the Contracting Officer.

Based on the progress of the TET, TAC CS may request mentoring by the Acquisitions Rapid Response Service (ARRS); a request must be submitted by the CS to the ARRS Director.

Artifacts Used

Acquisition Requirements Package (ARP)
Evaluation Plan
Independent Government Cost Estimate (IGCE)
Initial Technical Factor Report
Interim Technical Factor Report
Items for Negotiation
Performance Work Statement (PWS)
Requirements Document
Vendor Proposal Documents

Artifacts Created

Initial Technical Factor Report
Interim Technical Factor Report
Updated Acquisition Requirements Package (ARP)
Updated Initial Technical Factor Report
Updated Interim Technical Factor Report

Responsible Role

Technical Evaluation Team

Tools and Websites

None Listed

Standards

Federal Acquisition Regulation (FAR)
VA Acquisition Regulation (VAAR)
Department of Veteran Affairs (VA) Acquisition Principles (VAIQ 7638597)

More Info

By engaging OI&T Logistics personnel early in the procurement process, input on a feasible deployment plan can be incorporated into the contract requirements. Additionally, a determination can be made about the classification of the equipment being supplied as either expendable or non-expendable. Only non-expendable equipment is required to be added to the property records.

NOTE: The activities listed in CSS-4.0 Evaluate Vendor Proposals are performed iteratively as required and as a result, some artifacts appear as both inputs and outputs. For example, Initial Technical Factor Report is an output during the first iteration through the process, but would be an input to the second iteration of the process.

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Process Activity Name: CSS-4.2 Provide Mentoring for Evaluation of Vendor Proposals

Note: This activity is performed concurrently with:

CSS-4.1 Evaluate Vendor Proposals

Previous Process Activity

CSS-4 Evaluate Vendor Proposals

Or

CSS-4.3 DEC01 Advance Draft Report?

Next Process Activity

CSS-4.3 Evaluate Vendor Proposals

Description

The Acquisition Rapid Response Service works with the Technical Evaluation Team, when requested, to mentor and guide the Technical Evaluation Team through the complete evaluation of the vendor proposals.

Artifacts Used

Evaluation Plan

Independent Government Cost Estimate (IGCE)

Initial Technical Factor Report

Interim Technical Factor Report

Performance Work Statement (PWS)
Requirements Document
Vendor Proposal Documents

Artifacts Created

Updated Initial Technical Factor Report
Updated Interim Technical Factor Report

Responsible Role

Acquisitions Rapid Response Service

Tools and Websites

None Listed

Standards

Federal Acquisition Regulation (FAR)
Department of Veteran Affairs (VA) Acquisition Principles (VAIQ 7638597)

More Info

The VA Acquisition Guiding Principles (Department of Veterans Affairs (VA) Acquisition Principles (VAIQ 7638597)) provide a strong foundation so that the enterprise strategic vision is guided by sound business principles and is reflected in proper procurement execution. These Guiding Principles for VA represent a concise statement designed to be user-friendly for all participants in the VA acquisition community. All participants in the VA acquisition community have a responsibility to use these principles as we make decisions that lead to the delivery of products or services in the best interest of our Veterans, taxpayers, and our employees.

Process Activity Name: CSS-4.3 Evaluate Vendor Proposals

Previous Process Activity

CSS-4.8 Respond to Items for Negotiation

Or

Note: The following activities are performed concurrently:

CSS-4.1 Evaluate vendor Proposals

CSS-4.2 Provide Mentoring for Evaluation of Vendor Proposals

Next Process Activity

CSS-4.3-DEC01 Advance Draft Report?

Description

The Contract Specialist (CS) reviews the Initial or Interim Technical Factor Report and provides feedback and corrections to the Technical Evaluation Team (TET). The CS is also conducting evaluations of the other evaluation factors such as cost/price, past performance, and Veterans involvement for the Factor Evaluation Report. The CS reviews and resolves all terms and conditions proposed by the Vendor.

The CS will review all Items-for-Negotiation responses and Revised Vendor Proposal Documents as required. Technical Items-for-Negotiation will be returned to the TET for review.

The Initial Factor Evaluation Report is updated based on direction by the Contracting Officer (CO) however, if the updates to the Initial Factor Evaluation Report are due to discussions with the Vendor and Items-for-Negotiation, the Initial Factor Evaluation Report is then renamed to Interim Factor Evaluation Report until the time it is finalized by the CO.

Artifacts Used

Acquisition Requirements Package (ARP)
Initial Factor Evaluation Report
Initial Technical Factor Report
Interim Factor Evaluation Report
Interim Technical Factor Report
Items for Negotiation
Revised Vendor Proposal Documents
Vendor Proposal Documents

Artifacts Created

Initial Factor Evaluation Report
Interim Factor Evaluation Report
Updated ECMS record
Updated Initial Technical Factor Report
Updated Interim Factor Evaluation Report
Updated Interim Technical Factor Report
Updated VOA

Responsible Role

Contract Specialist

Tools and Websites

Virtual Office of Acquisition (VOA), Customer Acquisition Portal (CAP)

Standards

Federal Acquisition Regulation (FAR)

VA Acquisition Regulation (VAAR)

Department of Veteran Affairs (VA) Acquisition Principles (VAIQ 7638597)

More Info

The Initial and Interim Factor Evaluation Reports contain non-technical evaluation factors.

NOTE: The activities listed in CSS-4.0 Evaluate Vendor Proposals are performed iteratively as required and as a result, some artifacts appear as both inputs and outputs. For example, Initial Factor Evaluation Report is an output during the first iteration through the process, but would be an input to the second iteration of the process.

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Process Activity Name: CSS-4.3-DEC01 Advance Draft Report?

Previous Process Activity

CSS-4.3 Evaluate Vendor Proposals

Next Process Activity

If yes, CSS-4.4 Evaluate Vendor Proposals

If no, the next activities are performed concurrently:

CSS-4.1 Evaluate Vendor Proposals

CSS-4.2 Provide Mentoring for Evaluation of Vendor Proposals.

Description

Note: There is a decision dependency that determines the next activity to be performed.

If after review the Contract Specialist decides to Advance Draft Report, then the next activity is CSS-4.4 Evaluate Vendor Proposals

If after review the Contract Specialist decides not to Advance Draft Report, then the next activities are performed concurrently:

CSS-4.1 Evaluate Vendor Proposals

CSS-4.2 Provide Mentoring for Evaluation of Vendor Proposals.

Responsible Role

Contract Specialist

Process Activity Name: CSS-4.4 Evaluate Vendor Proposals

Previous Process Activity

CSS-4.3-DEC01 Advance Draft Report?

Or

CSS-4.6-DEC01 Finalize Draft Report?

Next Process Activity

CSS-4.4-DEC01 Advance Draft Report?

Description

The Contracting Officer (CO) reviews the Initial or Interim Technical Factor Report and provides feedback and corrections to the Contract Specialist. The CO is also conducting evaluations of the other evaluation factors such as cost/price, past performance, and Veterans involvement. The CO is also reviewing and resolving all terms and conditions proposed by the Vendor.

Artifacts Used

Acquisition Requirements Package (ARP)
Initial Factor Evaluation Report
Initial Technical Factor Report
Interim Factor Evaluation Report
Interim Technical Factor Report
Vendor Proposal Documents

Artifacts Created

Updated Acquisition Requirements Package (ARP)
Updated Initial Factor Evaluation Report
Updated Initial Technical Factor Report
Updated Interim Factor Evaluation Report
Updated Interim Technical Factor Report

Responsible Role

Contracting Officer

Tools and Websites

System for Award Management (SAM)

Standards

Federal Acquisition Regulation (FAR)
VA Acquisition Regulation (VAAR)
Department of Veteran Affairs (VA) Acquisition Principles (VAIQ 7638597)

More Info

The VA Acquisition Guiding Principles (Department of Veterans Affairs (VA) Acquisition Principles (VAIQ 7638597)) provide a strong foundation so that the enterprise strategic vision is guided by sound business principles and is reflected in proper procurement execution. These Guiding Principles for VA represent a concise statement designed to be user-friendly for all participants in the VA acquisition community. All participants in the VA acquisition community have a responsibility to use these principles as we make decisions that lead to the delivery of products or services in the best interest of our Veterans, taxpayers, and our employees.

Process Activity Name: CSS-4.4-DEC01 Advance Draft Report?

Previous Process Activity

CSS-4.4 Evaluate Vendor Proposals

Next Process Activity

If yes, CSS-4.5 Advise on Vendor Evaluation

If no, CSS-4.3 Evaluate Vendor Proposals

Description

If after review the Contracting Officer decides to Advance Draft Report, then the next activity is CSS-4.5 Advise on Vendor Evaluation.

If after review the Contracting Officer decides not to Advance Draft Report, then the next activity is CSS-4.3 Evaluate Vendor Proposals.

Responsible Role

Contracting Officer

Process Activity Name: CSS-4.5 Advise on Vendor Evaluation

Previous Process Activity

CSS-4.4-DEC01 Advance Draft Report?

Next Process Activity

CSS-4.6 Review Legal Feedback

Description

Legal reviews the Initial or Interim Technical Factor Report and the Initial or Interim Factor Evaluation Report then advises on the level of compliance with all requirements contained in the Solicitation Package and advises on any issues related to competitive fairness and compliance with all legal requirements.

Artifacts Used

Acquisition Requirements Package (ARP)

Initial Factor Evaluation Report

Initial Technical Factor Report

Interim Factor Evaluation Report

Interim Technical Factor Report
Solicitation Package

Artifacts Created

Updated Initial Factor Evaluation Report
Updated Initial Technical Factor Report
Updated Interim Factor Evaluation Report
Updated Interim Technical Factor Report

Responsible Role

Legal

Tools and Websites

None Listed

Standards

Federal Acquisition Regulation (FAR)
VA Acquisition Regulation (VAAR)
Department of Veteran Affairs (VA) Acquisition Principles (VAIQ 7638597)

More Info

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Process Activity Name: CSS-4.6 Review Legal Feedback

Previous Process Activity

CSS-4.5 Advise on Vendor Evaluation

Next Process Activity

CSS-4.6-DEC01 Finalize Draft Report?

Description

The Contracting Officer reviews returned reports from Legal and modifies for resubmission to Legal or returns to Contract Specialist for modification.

Artifacts Used

Acquisition Requirements Package (ARP)
Initial Factor Evaluation Report
Initial Technical Factor Report
Interim Factor Evaluation Report
Interim Technical Factor Report
Vendor Proposal Documents

Artifacts Created

Updated Initial Factor Evaluation Report
Updated Initial Technical Factor Report
Updated Interim Factor Evaluation Report
Updated Interim Technical Factor Report

Responsible Role

Contracting Officer

Tools and Websites

None Listed

Standards

Federal Acquisition Regulation (FAR)
VA Acquisition Regulation (VAAR)
Department of Veteran Affairs (VA) Acquisition Principles (VAIQ 7638597)

More Info

The VA Acquisition Guiding Principles (Department of Veterans Affairs (VA) Acquisition Principles (VAIQ 7638597)) provide a strong foundation so that the enterprise strategic vision is guided by sound business principles and is reflected in proper procurement execution. These Guiding Principles for VA represent a concise statement designed to be user-friendly for all participants in the VA acquisition community. All participants in the VA acquisition community have a responsibility to use these principles as we make decisions that lead to the delivery of products or services in the best interest of our Veterans, taxpayers, and our employees.

Process Activity Name: CSS-4.6-DEC01 Finalize Draft Report?

Previous Process Activity

CSS-4.6 Review Legal Feedback

Next Process Activity

If yes, CSS-4.7 Finalize Evaluation Report

If no, CSS-4.4 Evaluate Vendor Proposals

Description

If after review the Contracting Officer decides to Finalize Draft Report, then the next activity is CSS-4.7 Finalize Evaluation Report.

If after review the Contracting Officer decides not to Finalize Draft Report, then the next activity is CSS-4.4 Evaluate Vendor Proposals.

Responsible Role

Contracting Officer

Process Activity Name: CSS-4.7 Finalize Evaluation Report**Previous Process Activity**

CSS-4.6-DEC01 Finalize Draft Report?

Next Process Activity

CSS-4.7-DEC01 Initiate Discussion?

Description

The Contracting Officer (CO) reviews the initial reports, if discussion with the Vendor is required, items for negotiation (IFN) will be issued and the modified reports will return for review as interim reports.

If no discussion with the Vendor is required, the CO finalizes the reports with their signature, source selection proceeds, and contract documents are prepared for award.

Artifacts Used

Acquisition Requirements Package (ARP)
Initial Factor Evaluation Report
Initial Technical Factor Report
Interim Factor Evaluation Report
Interim Technical Factor Report
Vendor Proposal Documents

Artifacts Created

Final Factor Evaluation Report
Final Technical Factor Report
Items for Negotiation

Responsible Role

Contracting Officer

Tools and Websites

None Listed

Standards

Federal Acquisition Regulation (FAR)

VA Acquisition Regulation (VAAR)

Department of Veteran Affairs (VA) Acquisition Principles (VAIQ 7638597)

More Info

Note: The CO provides the Vendor with the IFCAP PO and stresses that this must be included in the materials packing slips to ensure timely payment and inventory tracking. The Vendor provides an electronic list of all delivered equipment by serial number, noting delivery location, Purchase Order number and individual that signs for the equipment. Delivery location will include the Region number, VISN number, station number, street address, city and state. The electronic list will be provided in a file with one serial number per line in a standard format such as excel, or quote and comma delimited format. Vendor will provide the list via electronic mail after receipt of the equipment by the site. The list will be sent to the site POC and additional VA staff identified at the time the order is placed.

The VA Acquisition Guiding Principles (Department of Veterans Affairs (VA) Acquisition Principles (VAIQ 7638597)) provide a strong foundation so that the enterprise strategic vision is guided by sound business principles and is reflected in proper procurement execution. These Guiding Principles for VA represent a concise statement designed to be user-friendly for all participants in the VA acquisition community. All participants in the VA acquisition community have a responsibility to use these principles as we make decisions that lead to the delivery of products or services in the best interest of our Veterans, taxpayers, and our employees.

Process Activity Name: CSS-4.7-DEC01 Initiate Discussion?

Previous Process Activity

CSS-4.7 Finalize Evaluation Report

Next Process Activity

If yes, CSS-4.8 Respond to Items for Negotiation.

If no, CSS-5 Review Proposal Value.

Description

Note: There is a decision dependency that determines the next activity to be performed.

If discussion with Vendor is required, then the next activity is CSS-4.8 Respond to Items for Negotiation.

If discussion with Vendor is not required, then the next activity is CSS-5 Review Proposal Value.

Responsible Role

Contracting Officer

Process Activity Name: CSS-4.8 Respond to Items for Negotiation**Previous Process Activity**

CSS-4.7-DEC01 Initiate Discussion?

Next Process Activity

CSS-4.3 Evaluate Vendor Proposals

Description

The Vendor receives items for negotiation (IFN) from the Contracting Officer and responds to IFNs.

Artifacts Used

Items for Negotiation

Artifacts Created

Response to Items for Negotiation
Revised Proposal

Responsible Role

Vendor

Tools and Websites

None Listed

Standards

Federal Acquisition Regulation (FAR)
VA Acquisition Regulation (VAAR)
Department of Veteran Affairs (VA) Acquisition Principles (VAIQ 7638597)

More Info

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Process Activity Name: CSS-5 Review Proposal Value

Previous Process Activity

CSS-4 Evaluate Vendor Proposals

Next Process Activity

CSS-5-DEC01 Proceed?

Description

The Contracting Officer reviews the Cost/Price Proposal(s), the Cost/Price Evaluation Factor Report(s) and documents the price reasonableness determination. The Contracting Officer/Contract Specialist reviews the final proposal value to determine if funds provided on the VA Form 2237-Request Turn-In and Receipt for Property or Services (2237) are sufficient. If not, the 2237 is returned to the customer budget from eCMS to the Integrated Funds Distribution, Control Point Activity, Accounting and Procurement (IFCAP) system to increase funds to align with contract award price.

Artifacts Used

Acquisition Requirements Package (ARP)
Cost/Price Evaluation Factor Report(s)
Independent Government Cost Estimate (IGCE)
Performance Work Statement (PWS)
Price Negotiation Memorandums
Vendor Proposal Documents

Artifacts Created

Price Reasonableness Determination Memorandum
Updated VA Form 2237-Request Turn-In and Receipt for Property or Services

Responsible Role

Contracting Officer

Tools and Websites

Electronic Contract Management System (eCMS)
Integrated Funds Distribution, Control Point Activity, Accounting and Procurement (IFCAP)
Virtual Office of Acquisition (VOA), Customer Acquisition Portal (CAP)

Standards

Federal Acquisition Regulation (FAR)
VA Acquisition Regulation (VAAR)
Department of Veteran Affairs (VA) Acquisition Principles (VAIQ 7638597)

More Info

Cost/Price Evaluation Factor Report(s) and Price Negotiation Memorandum are maintained by the Contracting Officer in the eCMS briefcase.

Cost/Price Proposal(s) are located within the Vendor Proposal Documents.

The VA Acquisition Guiding Principles (Department of Veterans Affairs (VA) Acquisition Principles (VAIQ 7638597)) provide a strong foundation so that the enterprise strategic vision is guided by sound business principles and is reflected in proper procurement execution. These Guiding Principles for VA represent a concise statement designed to be user-friendly for all participants in the VA acquisition community. All participants in the VA acquisition community have a responsibility to use these principles as we make decisions that lead to the delivery of products or services in the best interest of our Veterans, taxpayers, and our employees.

Process Activity Name: CSS-5-DEC01 Proceed?

Previous Process Activity

CSS-5 Review Proposal Value

Next Process Activity

If yes, CSS-6 Award Vendor Contract.

If no, then there is a flow from the Contract Services Support Process into the Purchase Process.

Description

Note: There is a decision dependency that determines the next activity to be performed.

If funds provided on the VA Form 2237 are sufficient, then the next activity is CSS-6 Award Vendor Contract.

If funds provided on the VA Form 2237 are not sufficient, then there is a flow from the Contract Services Support Process into the Purchase Process.

Responsible Role

Contracting Officer

Process Activity Name: CSS-5-DEC02 Proceed?

Previous Process Activity

Note: There is a flow from the Purchase Process into the Contract Services Support Process.

Next Process Activity

If yes, CSS-6 Award Vendor Contract

If no, None

Description

Note: There is a decision dependency that determines the next activity to be performed.

If funds were increased to align with the contract award price, the next activity is CSS-6 Award Vendor Contract.

If funds were not increased to align with the contract award price, proceed to the end of Contract Services Support Process.

Responsible Role

Contracting Officer

Process Activity Name: CSS-6 Prepare Contract Documents**Previous Process Activity**

CSS-5-DEC01 Proceed?

Or

CSS-5-DEC02 Proceed?

Next Process Activity

CSS-7 Award Vendor Contract

Description

The Contract Specialist prepares the Contract Award Document with the selected Vendor.

Artifacts Used

Acquisition Requirements Package

Initial Factor Evaluation Report

Proposal

Artifacts Created

Contract Award Document (Located in eCMS)

Purchase Order (in IFCAP)

Responsible Role

Contract Specialist

Tools and Websites

Electronic Contract Management System (eCMS)

Integrated Funds Distribution, Control Point Activity, Accounting and Procurement (IFCAP)

System for Award Management (SAM)

Virtual Office of Acquisition (VOA), Customer Acquisition Portal (CAP)

Standards

Change to Project Management Accountability System (PMAS) Guide V5.0 (VAIQ 7606746)

Project Management Accountability System (PMAS) Guide

Department of Veteran Affairs (VA) Acquisition Principles (VAIQ 7638597)

More Info

IFCAP can only be reached through the VistA software suite and can only be reached through terminal emulation.

The VA Acquisition Guiding Principles (Department of Veterans Affairs (VA) Acquisition Principles (VAIQ 7638597)) provide a strong foundation so that the enterprise strategic vision is guided by sound business principles and is reflected in proper procurement execution. These Guiding Principles for VA represent a concise statement designed to be user-friendly for all participants in the VA acquisition community. All participants in the VA acquisition community have a responsibility to use these principles as we make decisions that lead to the delivery of products or services in the best interest of our Veterans, taxpayers, and our employees.

Process Activity Name: CSS-7 Award Vendor Contract

Previous Process Activity

CSS-6 Prepare Contract Documents

Next Process Activity

CSS-8 Designate Contracting Officer's Representative

Description

The Contracting Officer executes the Contract Award Document with the selected Vendor. Copies of the executed Contract Award Document are forwarded to the Contract Officer's Representative and the Project Manager.

Artifacts Used

Contract Award Document (Located in eCMS)

Purchase Order (in IFCAP)

Artifacts Created

Executed Contract Award Document (Located in eCMS)

Responsible Role

Contracting Officer

Tools and Websites

Electronic Contract Management System (eCMS)

Integrated Funds Distribution, Control Point Activity, Accounting and Procurement (IFCAP)
System for Award Management (SAM)
Virtual Office of Acquisition (VOA), Customer Acquisition Portal (CAP)

Standards

Change to Project Management Accountability System (PMAS) Guide V5.0 (VAIQ 7606746)
Project Management Accountability System (PMAS) Guide
Department of Veteran Affairs (VA) Acquisition Principles (VAIQ 7638597)

More Info

IFCAP can only be reached through the VistA software suite and can only be reached through terminal emulation.

The VA Acquisition Guiding Principles (Department of Veterans Affairs (VA) Acquisition Principles (VAIQ 7638597)) provide a strong foundation so that the enterprise strategic vision is guided by sound business principles and is reflected in proper procurement execution. These Guiding Principles for VA represent a concise statement designed to be user-friendly for all participants in the VA acquisition community. All participants in the VA acquisition community have a responsibility to use these principles as we make decisions that lead to the delivery of products or services in the best interest of our Veterans, taxpayers, and our employees.

Process Activity Name: CSS-8 Designate Contracting Officer's Representative

Previous Process Activity

CSS-7 Award Vendor Contract

Next Process Activity

Note: There is a flow from the Contract Services Support Process into the Purchase Process.

Description

If not already completed, the Contracting Officer (CO) prepares the Contracting Officer's Representative (COR) Delegation Letter to include the applicable duties and responsibilities of the COR under the resulting contract. The CO emails the COR Delegation Letter to the nominated COR and copies the Vendor.

Artifacts Used

COR Certificate
COR Nomination Letter

Artifacts Created

COR Delegation Letter
Contract Award Document

Responsible Role

Contracting Officer

Tools and Websites

Electronic Contract Management System (eCMS)

Standards

Federal Acquisition Regulation (FAR)

VA Acquisition Regulation (VAAR)

More Info

COR Nomination Letter and COR Certificate are documents within the Acquisition Requirements Package.

Process Activity Name: CSS-9 Perform Contract Management**Previous Process Activity**

Note: There is a flow from the Purchase Process into the Contract Services Support Process.

Next Process Activity

CSS-9.1 Perform Contract Management

Description

Note: The process map for CSS-8 Perform Contract Management cycles through the following dependent activities:

CSS-9.1 Perform Contract Management

CSS-9.2 Manage Equipment Deliveries

Process Activity Name: CSS-9.1 Perform Contract Management**Previous Process Activity**

CSS-9 Perform Contract Management

Or

CSS-9.1 DEC03 Equipment Deliveries Expected?

Or

CSS-9.2 Manage Equipment Deliveries

Next Process Activity

CSS-9-DEC01 Contract Closed?

Description

The Contracting Officer's Representative (COR) receives a COR Delegation Letter through email and reads the contract in its entirety to ensure complete understanding of the tasks, milestones, clauses, and other terms and conditions of the contract.

- Post Award Conferences (aka kick-off meetings) must include a representative from logistics when equipment is a part of the solution.
- The COR on-boards contractors as required and begins managing the contract as outlined in the Contracting Officer's Representative (COR) Handbook & Checklist.

The COR continues communications with the contract team and project team throughout the management of the contract.

Artifacts Used

COR Certificate
COR Delegation Letter
COR Nomination Letter
Contract Award Document
Quality Assurance Surveillance Plan (QASP)

Artifacts Created

Signed COR Delegation Letter

Responsible Role

Contracting Officer's Representative

Tools and Websites

Contracting Officer's Representative (COR) - Toolkit
Virtual Office of Acquisition

Standards

Change to Project Management Accountability System (PMAS) Guide V5.0 (VAIQ 7606746)
Contracting Officer's Representative (COR) Handbook & Checklist
Federal Acquisition Regulation (FAR)
Project Management Accountability System (PMAS) Guide
VA Acquisition Regulation (VAAR)

More Info

The QASP, COR Nomination Letter and COR Certificate are documents within the Acquisition Requirements Package.

Training on the Post Award Phase is available in the Virtual Office of Acquisition (VOA)/CAP Template Library/(OAO Customer Training/TAC Customer Training).

Process Activity Name: CSS-9.1-DEC01 Contract Closed?

Previous Process Activity

CSS-9.1 Perform Contract Management

Next Process Activity

If yes, proceed to the end of Contract Services Support process.

If no, CSS-9-DEC02 On-Board Contractor Resources?

Description

Note: There is a decision dependency that determines the next activity to be performed.

If Contract is Closed, then proceed to the end of Contract Services Support process.

If Contract is not Closed, then proceed to another decision dependency, CSS-9 DEC02 On-Board Contractor Resources?

Responsible Role

Contracting Officer's Representative

Process Activity Name: CSS-9.1-DEC02 On-Board Contractor Resources?

Previous Process Activity

CSS-9.1-DEC01 Contract Closed?

Next Process Activity

If yes, there is a flow from the Contract Services Support Process into the Contractors On/Off-Boarding Process.

If no, CSS-9.1-DEC03 Equipment Deliveries Expected?

Description

Note: There is a decision dependency that determines the next activity to be performed.

If On-Board Contractor Resources is needed, then there is a flow from the Contract Services Support Process into the Contractors On/Off-Boarding Process.

If On-Board Contractor Resources is not needed, then the next decision is CSS-9.1 DEC03 Equipment Deliveries Expected?

Responsible Role

Contracting Officer's Representative

Process Activity Name: CSS-9.1-DEC03 Equipment Deliveries Expected?

Previous Process Activity

There is a flow from the Contractors On/Off-Boarding Process into the Contract Services Support Process.

Or

CSS-9.1-DEC02 On-Board Contractor Resources?

Next Process Activity

If yes, CSS-9.2 Manage Equipment Deliveries.

If no, CSS-9.1 Perform Contract Management.

Description

Note: There is a decision dependency that determines the next activity to be performed.

If Equipment Deliveries are Expected, then the next activity is CSS-9.2 Manage Equipment Deliveries.

If Equipment Deliveries are not Expected, then the next activity is CSS-9.1 Perform Contract Management.

Responsible Role

Contracting Officer's Representative

Process Activity Name: CSS-9.2 Manage Equipment Deliveries

Previous Process Activity

CSS-9.1-DEC03 Equipment Deliveries Expected?

Next Process Activity

CSS-9.1 Perform Contract Management

Description

The Contracting Officer's Representative (COR), in coordination with the Contracting Officer, and the Project Manager, works with the Vendor regarding the shipment of equipment to ensure that they provide a Master Delivery Schedule in advance of each batch of equipment being delivered and a summary Master Delivery Schedule at the conclusion of the contract – including any equipment warranty swaps encountered during roll-out. At a minimum the Vendor must include the following on the Master Delivery Schedule: IFCAP purchase order (PO) number, CLIN, station number, serial number, manufacturer, model number, total cost of each item, delivery date, and warranty end date.

The COR shall work with the Vendor to ensure the IFCAP PO number is included on all shipping labels and that facility POCs are contacted before each delivery.

With this detailed list of information on the Master Delivery Schedule and shipping labels, invoices and property records can be easily validated after each batch is shipped. At the conclusion of the project, the COR can ensure that all non-expendable property has been entered correctly.

It is essential that the CORs and Project Managers, for centralized procurements (i.e., lifecycle replacement procurements), publish and update a summary Master Delivery Schedule that includes the number of items of equipment that will be delivered to each Facility. This will also help with the receiving process and invoice certification.

- COR coordinates the Master Delivery Schedule with IT Logistics
- COR coordinates with facility points of contact (POC) for all hardware deliveries

Artifacts Used

Contract Award Document
IT Logistics Report
Master Delivery Schedule

Artifacts Created

Updated Master Delivery Schedule

Responsible Role

Contracting Officer's Representative

Tools and Websites

Contracting Officer's Representative (COR) - Toolkit
Virtual Office of Acquisition
Virtual Office of Acquisition (VOA), Customer Acquisition Portal (CAP)

Standards

Contracting Officer's Representative (COR) Handbook & Checklist
Federal Acquisition Regulation (FAR)
Project Management Accountability System (PMAS) Database - Quick Start Guide
VA Acquisition Regulation (VAAR)

More Info

Note: If the acquisition includes equipment as part of the solution or is an equipment procurement, the Master Delivery Schedule shall be coordinated with OI&T Logistics during the Post Award Conference (aka kick off meeting) and throughout the life of the contract.

Each new centralized IT procurement contract needs to implement a phased delivery mechanism that is managed by the Vendor awarded the contract and controlled by input from the Facility, Service Line, or Program Office personnel directly involved with implementation. This necessarily includes the ability to set an initial delivery date and subsequent delivery dates for each batch of equipment.

Please do not confuse this phased delivery requirement with the need for Vendors to be restricted from making partial shipments.

- The VA does want complete batches of equipment delivered. However, the VA generally does not want all of the equipment from a purchase order delivered all at once – without prior coordination.
- The VA does not want partial shipments of the line items in a given batch of equipment (or worse, multiple shipments from various subcontractors or component suppliers).

The IT Logistics Report is hosted in the IT Logistics Report Library on the VOA CAP.

The COR Toolkit is accessed by selecting it from the left side of the Welcome page for the Enterprise Program/Project Management Manual (EP/PMM) and the supporting toolkit.

END OF PROCESS.