



DCAA Small Business Initiative

**Carol Sexton, Chief Audit Liaison Division
NDIA Small Business Conference
September 10, 2014**

Background

- 2013 National Defense Authorization Act
 - Secretary of Defense designated a Small Business Ombudsman (focal point) within DCAA and DCMA
- Strategic Plan Goal 4 - Effective working relationships with DCAA external stakeholders
 - Appointed a Small Business Focal Point and implemented a Small Business Outreach Program

Small Business Focal Point

- Duties segregated from ongoing audits so as to avoid compromising independence
- Working with DoD Offices of Small Business Programs
- Responsible for seminars for small business contractors

Initiatives Affecting Small Business

- Incurred cost Inventory
 - Dedicated audit teams
 - Low risk sampling
- Preaward Accounting System Checklist implementation

Small Business Outreach

- Web site tools (Checklists, ICE, etc.)
- Coordination w/small business offices at major buying commands (FLAs)
- Presentations at seminars/workshops
- Presentations for small business on Web site
- NDIA/SBTC joint DCAA/DCMA committee meetings quarterly to discuss small business issues
- Mandatory auditor small business training

Preaward Accounting Systems

- FLA Recommended Approach
 - PCO sends a letter to the contractor explaining the FAR/DFARS requirements for an acceptable system, and has contractor complete and return a Preaward Survey of Prospective Contractor Accounting System Checklist
 - PCO provides the contractor's completed checklist to DCAA with the request for audit
- Benefits:
 - Contractor is aware of the requirements of an acceptable accounting system and has asserted it complies with them
 - Contractor is prepared for the audit
 - Faster turn around
 - Less rework by contractor and auditor
 - Quicker contract award

DCAA Outreach Seminars

- Regional Innovation Clusters (RIC's)
 - Huntsville, San Diego & Minneapolis
- Procurement Technical Assistance Centers (PTACs)
- US Women's Chamber of Commerce
- Small Business Administration (SBA)
- Commands' Office of Small Business Programs (OSBP)

DCAA Outreach Seminars

- Coordinated by Financial Liaison Advisors with participation by supervisors and managers from local audit office
- Seminar-type events
 - 57 completed
 - 17 planned in next few months

DCAA Seminars for Small Business Contractors

- Introduction and DCAA Overview (20 minutes)
- Accounting System Requirements (120 minutes)
- Contract Briefs (30 minutes)
- Provisional Billing Rates (30 minutes)
- Public Vouchers (30 minutes)
- Incurred Cost Submissions (120 minutes)
- Real-time Labor Evaluations (45 minutes)
- Monitoring Subcontracts (45 minutes)
- Proposal Adequacy (120 minutes)

Important Tools for New Contractors

- Information for Contractors Manual
- Contract Audit Manual (CAM)
- Standard Audit Programs
- Preadward Checklist
- Proposal Checklist
- Seminar training materials designed for small businesses

www.dcaa.mil



DCAA reviewed \$9B for DoD to acquire 580 UH-60 Black Hawks

- Request An Audit
- Audit Process Overview – Information For Contractors
- Directory Of Audit Programs
- CAM – Contract Audit Manual
- MRDs – Audit Guidance Memos
- CAS – Cost Accounting Standards
- FAR – Federal Acquisition Regulation
- FAR Cost Principles Guide
- DFARS – Defense Federal Acquisition Regulation Supplement
- GAGAS/Yellow Book – Generally Accepted Government Auditing Standards
- FAQs



ABOUT DCAA ▶

Learn about DCAA's mission, services, and value to the warfighter and taxpayer with the Strategic Plan, Year in Review, and Report to Congress. Get



GUIDANCE ▶

Access current DCAA, DoD, and federal acquisition regulations and requirements for government contracting and auditing, including CAM, CAS, FAR,



CHECKLISTS & TOOLS ▶

Prepare for a DCAA Preaward Accounting System, Contract Pricing Proposal, Forward Pricing Rate Proposal, and Incurred Cost audits using DCAA



Learn about DCAA's mission, services, and value to the warfighter and taxpayer with the Strategic Plan, Year in Review, and Report to Congress. Get



Access current DCAA, DoD, and federal acquisition regulations and requirements for government contracting and auditing, including CAM, CAS, FAR,



Prepare for a DCAA Preaward Accounting System, Contract Pricing Proposal, Forward Pricing Rate Proposal, and Incurred Cost audits using DCAA



DCAA assisted the Army and Marine Corps in reducing the unit price for nearly 12,000 Humvees



ABOUT DCAA ▶

Learn about DCAA's mission, services, and value to the warfighter and taxpayer with the Strategic Plan, Year in Review, and Report to Congress. Get information on career opportunities. Find out how to request an audit.



GUIDANCE ▶

Access current DCAA, DoD, and federal acquisition regulations and requirements for government contracting and auditing, including CAM, CAS, FAR, DFARS, GAGAS and other guidance. Find answers to Frequently Asked Question.

Help for Small Business



CHECKLISTS & TOOLS ▶

Prepare for a DCAA Preaward Accounting System, Contract Pricing Proposal, Forward Pricing Rate Proposal, and Incurred Cost audits using DCAA checklists. Access ICE Model and EZ-Quant applications.



AUDIT PROCESS OVERVIEW

Useful information to assist contractors understand DCAA audit processes

Information for Contractors

A helpful guide that provides an overview of the types of audits DCAA conducts, links to checklists, and what you can expect in a DCAA audit.

- [Information for Contractors](#)

Help for Small Business Contractors

DCAA Small Business Focal Point (703) 767-2271

DCAA-OAL-SmallBusinessFocalPoint@dcaa.mil

In addition to the [Information for Contractors](#) guide, DCAA offers targeted information to assist with audit issues that relate to small businesses. Access presentations below for help on specific topics important for smaller contractors:

- [Accounting System Requirements](#)
- [Contract Briefs](#)
- [Incurred Cost Submissions](#)
- [Real-time Labor Evaluations](#)
- [Monitoring Subcontracts](#)
- [Provisional Billing Rates](#)
- [Public Vouchers](#)

DCAA and DCMA Support Responsibilities

- Two different DoD organizations
- Missions:
 - DCAA-Perform all necessary contract audits for DoD and provide accounting and financial advisory services regarding contracts and subcontracts to all DoD Components
 - DCMA-Provide contract administration services to DoD to ensure delivery of quality products and services to the warfighter
- DCAA provides advice to the contracting officer
- DCMA makes final decisions based on DCAA advice

Contact Information

- DoD Office of Small Business Programs
 - www.acq.osd.mil/OSBP
- DCAA
 - www.dcaa.mil
 - DCAA-OAL-SmallBusinessFocalPoint@dcaa.mil