Contracting Basics – What to Expect

Presentation for
Military Medicine Partnership Days
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Outline

- Overview of USAMRAA
- Acquisition Timelines
- Award Time Frames
- Impacts on Award Timelines
- Funding
- Unallowable Costs
- What You Can Do to Help

The views expressed in this presentation are those of the author(s) and may not reflect the official policy or position of the Department of the Army, Department of Defense, or the U.S. Government.
USAMRAA provides business advice and solutions to its customers by -

- Assisting Customers with Acquisition Strategy and Planning
- Being Integral in development of USAMRMC’s Program Announcements (PA) and Broad Agency Announcements (BAA)
- Negotiating Costs, Terms and Conditions
- Supporting Peer and Programmatic Reviews
- Participating in Advanced Development IPTs, Programmatic Support, and Providing Business Advice
- Preparing and issuing
  - Contracts, Purchase Orders, BPAs,
  - Assistance Agreements (Grants and Cooperative Agreements), Other Transactions
  - Modifications
- Conducting Award Administration
- Preparing Closeout and Deobligating Funds
Acquisition Lead Time as part of the Life Cycle

Acquisition Planning
(Customer Lead/USAMRAA Assist)

Concept Generation

Documents Prepared
- Purchase Request
- Quality Assurance Surveillance Plan
- Justification and Approval for Sole/Limited Source Justifications
- Evaluation Criteria
- IGCE
- PWS/SOW
- MEDCOM Approval

Requirements Definition

Contraction Submission

Contracting
(USAMRAA Lead/Customer Assist)

Contracting

Acquisition Time Line

Award

Post Award Administration
(Shared COR, USAMRAA)

Receipt Acceptance Payment (RAP)

Test, Evaluation and Fielding

Contract Closeout
(USAMRAA)

Documents Prepared

Contracting
- Draft/Issue RFQ
- Draft/Issue RFP
- 15-45 Day Wait for Proposals/Bids
- Solicitation Review Board
- Evaluate Offers
- Draft Award
- Contract Award Board
- Legal Review
- COR Appointment
- Issue Award
- Pre-Performance Conference

COR Duties
- Monitor Contractor Performance
- Understand Authority and be Current in Training
- PRS/COR Work Plan/QASP/Schedule
- Document the COR file
  - Designation Letter
  - Complete Contract w/ mods
  - Performance Requirements Summary
  - Contractor's QCP
  - DD 250's & Payment Vouchers
  - All Correspondence
  - COR Work Plan
  - QASP
  - Surveillance Schedule/Reviews

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Agreements Lead Time as part of the Life Cycle

Assistance Agreements Time Line

- **Assistance Agreements Planning** (Customer Lead/USAMRAA Assist)
- **Identify Research Topics/Scientific Gaps, Award Mechanisms are Developed**
- **Draft Announcement**
- **BAA/PA**
- **Document Submission**
- **Agreements**
  - Publish Announcement
  - Proposals Received via Grants.Gov
  - Peer Review
  - Programmatic Review
  - Assistance Review Board to DASA(P) if over $ Threshold
  - Award Recommendation
  - Legal Review
  - Cost Analysis
  - GOR Appointment
- **Award**
- **Post Award Administration** (Shared GOR, USAMRAA)
- **Receipt Acceptance Payment**
- **Agreement Closeout** (USAMRAA)
- **GOR Duties**
  - Monitor Performance
  - Receive Report
When to Expect an Award

After award notifications have been sent, the time needed to issue the award will take some time.

**Assistant Agreements**

- 90 – 150 days after receipt of the proposal and funds

**Sole Source Contract Award**

- 120 – 180 days

**Competed Contract**

- 1 – 3 days
What Can Impact Award Time Frame?

1. Complexity of the requirement.
2. The acquisition strategy.
   (i.e. sole source, competitive, etc.)
3. The Gov’t estimated value of the award.
4. Availability of funding.
5. The number of offerors being considered for award.
6. The number of potential awards.
7. Responsiveness of our customer.
8. Responsiveness of the offerors.
10. External coordination and/or approvals.
Awards may be:

1. Fully Funded

2. Incrementally Funded

   Award is partially funded, with remaining funds to be provided in accordance to the schedule in the award.

3. Or contain Options

   May be exercised at the Government’s discretion.
Unallowable Costs

The Federal Acquisition Regulations 31, Contract Cost Principles & Procedures and 2 CFR 200, Office of Management and Budget for Grants & Agreements contains guidance on what costs are specifically excluded from government reimbursement. Those costs, in general terms, are:

- Advertising
- Airfare Travel Costs in excess of the lowest available option
- Alcohol
- Automobile Costs for Personal Use
- Debt Service
- Donations and contributions
- Entertainment
- Goods and Services Cost for Personal Use
- Lobbying
- Personal Housing and Living Expenses
- Public Relations

For more information, check out the DCAA Resource Center http://www.DCAAPortal.com
What You Can Do To Help

- Read the funding opportunity and submit the best, most complete proposal package.
- Be patient and responsive to requests for information.
- Read the award.
- Ask questions.