

Multiple Award Contract (MAC) Working Group Process Implementation Summary

FAR 16.505
&
DFARS
216.505-70

SPAWAR 2.0
SCPPM
Guidance

SPAWAR HQ 2.0
MAC Working
Group



Overarching Requirements

- PCO/Specialist ensures:
 - *Fair Opportunity* is provided for Task Orders (TO) over the Simplified Acquisition Threshold (SAT) except as provided in FAR 16.505(b)(2), and submits Exemption to Fair Opportunity to the appropriate official as needed.
 - Proper requirements documentation (Performance Work Statement (PWS) or Statement of Objectives (SOO) is drafted, and that a Quality Assurance Surveillance Plan (QASP) is submitted for all performance-based tasking.
 - Best Value criteria are appropriate for each order.
 - Ensure that all requirements for TO exceeding \$5M be satisfied per FAR 16.505(b)(1)(iv) including proper notice, response period, disclosure of evaluation factors/subfactors including order of importance, a written documentation for basis of award in Best Value situations, and opportunity for postaward debriefing.
- PCO Appoints a Contracting Officer's Representative (COR)/Technical Representative who is responsible for reviewing requirements packages for each TO to ensure completeness, accuracy and adherence to guidelines. The COR recommends whether a specific requirement should be awarded under an exception to fair opportunity.

Overarching Procedural Guidelines

- TO Planning Phase:
 - Issue advance notification of planned TO when the requirement has been agreed-upon with the Program/Technical Office.
 - Provide requirements documentation in advance for contractor comment, and add 2-3 days to proposal preparation for Q&A.
 - As schedule permits:
 - Consider holding Industry Day for complex/high dollar value TOs.
 - Allow 45 days proposal preparation period for complex/high dollar value TOs if there is significant benefit.
 - Work with requirement holder to draft a TO forecast to include timeline to award, and provide to the contractor(s).
 - PCO shall develop Ordering Guide
- TO Solicitation Phase:
 - COR and Contract Specialist ensure that the timelines specified within the SPAWAR 2.0 SCPPM Guidance are followed to allow for review of draft solicitation documents by the contractor(s) prior to issuance of a final solicitation.

Ordering Guide

- Scope
- Authority
- Guidance
- Considerations

TO Implementation Guidelines

- PCO shall ensure that the technical team is ready for the evaluation as soon as proposals are received.
 - Evaluators shall be trained prior to the evaluation period on topics to include ethics, procurement integrity, security, and how the evaluation will be conducted (including the format of the evaluation report).
- As time and circumstances permit, PCOs should consider doing the following:
 - Work with requestor/requirement holder to provide MAC holders (contractors) with a forecast including a pipeline prediction for projected TOs.
 - Ensure that the Request for Information (RFI) document issued in advance of the solicitation period contains as much of the acquisition strategy as is permissible/possible.
 - Work with technical team to implement an Integrated Master Schedule (IMS) to cover the procurement phase in order to ensure Government stakeholder buy-in.
 - PCO/technical team to track performance against the IMS and report to Government leadership.
 - Ensure adherence to the award/option exercise schedule set forth in the RFP to the maximum practicable degree.
 - Ensure that the milestone schedule for each TO allows for a minimum 30 day period for MAC holder responses and a 45 day period for complex requirements.
 - In cases where minimum thresholds are cited for past performance instances in a solicitation, carefully consider the size of the average TO expected on the contract, clearly define how dollars will be counted to meet the threshold, and consider if the threshold should be relative to the contract ceiling or to the anticipated average size of the TO. This ensures that past performance isn't applied in a manner that inadvertently limits competition.