INTERNAL POLICY MEMORANDUM

IPM 10-002cCON DATE: AUG 20 2014

SUBJECT: ACTIONS REQUIRING DEPARTMENT HEAD REVIEW OR LOCAL PEER REVIEW (LPR) AND APPROVAL

ENCL: (1) List of Actions Requiring Department Head Review or LPR and Approval
(2) LPR/Department Head Review/Approval Form
(3) LPR Presentation Form
(4) Lessons Learned Form

POLICY: This IPM makes revisions to IPM 10-002bCON issued 14 March 2012.

PROCEDURES:

1. Enclosure (1) provides a listing of the procurement actions requiring review by the Department Head or LPR. Contract Specialists are responsible for ensuring compliance with all regulatory reviews. The focus of this review is to ensure proposed actions are consistent with current policies and procedures, based on sound business judgment, and in the best interest of the Government.

a. General Procedures/Submission Requirements: The Contract Specialists must prepare a review form, enclosure (2). The review form will accompany the package when submitted.

b. Waiver of Department Head Review or Local Peer Review (LPR): The requirement for Department Head review or LPR may be waived by the Department Head, Deputy Department Head or Head Policy Branch. Complete enclosure (2) for each procurement action for which a waiver is requested.

c. Procedures for Review by Department Head. Department Head review may be delegated to the Deputy Department Head or Head Policy Branch.

(1) Submission Requirements: To allow sufficient review time, email notification shall be given to the Department Head by 1200 three working days before the review is requested. A complete hard copy of the documents shall be provided concurrent with the email notice. A Review Form, enclosure (2), **MUST** be included with the top portion filled in by the Contract Specialist. This document will be used to summarize review comments. Subject line of the email shall read "Request for CCO Review (Contract/TO/Solicitation#)."

(2) Department Head Review Procedures: The documents will be reviewed within three working days of receipt and all substantive review comments will be documented on the review form. The completed form will be returned to the Specialist or a meeting will be

scheduled with the cognizant PCO and Specialist to discuss the comments.

d. Procedures for LPR Review

(1) LPR Scheduling. The cognizant branch head will coordinate the date and time for scheduling a LPR with the Chairperson. The cognizant branch head will forward an email to the LPR Chairperson with a copy to the Deputy for Operations and Department Assistant to request a LPR. The email request shall include the following information:

- Solicitation/Contract Number
- Title/Description of the Action
- Name of the Technical POC
- Name of the SSC PAC Counsel supporting the action

The LPR Chairperson is responsible for selecting the members to attend the LPR. The intent will be to rotate the supervisory PCO and senior contract specialist members. Once the members are selected, the department administrative assistant will be responsible for scheduling the LPR and notifying all respective parties. Upon notification of LPR scheduling, the contract specialist shall ensure that all members receive a copy of the package to be reviewed. The cognizant branch head or contract specialist must assign a LPR Serial Number from the log located at, N:\LOGS\LPR Log, and fill in the log accordingly and enter the names of the two LPR members (supervisory PCO and senior contract specialist).

The department assistant will also ensure the location (first priority is Conference Room 1601E) for the LPR is reserved and coordinate with ITAG who will ensure the keyboard is moved to the front of the table in 1601E. or that equivalent capability is set up in any alternate location used.

(2) Submission Requirements: To allow sufficient review time, the contract specialist must provide LPR members with a complete copy (with all required signatures) of the LPR package by 1200 hours three business days before the scheduled LPR, in the format preferred by each LPR member. For members preferring electronic copies, the specialist may provide copies via email or by identifying the location of files on a shared drive. In addition, the Contract Specialist must complete the top portion of the review form, enclosure (2) and provide it to each member with the package. This document will be used to summarize review comments. The Specialist's PCO will accompany them to the LPR.

(3) LPR Membership. The LPR shall be composed of the following personnel:

(a) Department Head. This individual shall serve as the Chair and will be a permanent voting member; Alternate Chair is the Deputy for Operations. If both the Department Head and the Deputy for Operations are absent, the Acting Department Head shall chair the LPR.

(b) Head Policy Branch. This individual shall serve as the deputy to the Chair, is a voting member, and is responsible for recording lessons learned for each LPR as applicable, using enclosure (4).

(c) A Supervisory PCO from a Team other than the Team presenting the action; voting member.

(d) A Senior Contract Specialist from a Team other than the Team presenting the action, voting member.

(e) Representative from Counsel. The legal advisor will not be a voting member but will consider the input of any recommendation on the legal sufficiency of the action. They will also be asked to sign the Review Form attesting to LPR participation.

(f) Customer Representative (to be invited, attendance is not mandatory.)

(g) Other Contract Specialists; Learning Experience. The cognizant PCO and Supervisory PCO LPR member are encouraged to invite junior contract specialists or interns to participate. While the participants will not be voting members, these contract specialists will be required to actively participate in the LPR (Learning experience invites shall not exceed one per PCO per LPR (two total per LPR), which at a minimum includes pre-review of the package and providing any comments, or questions, during the review.

(3) LPR Attendance

(a) If a designated LPR member is unable to attend a scheduled LPR meeting, he/she shall coordinate a replacement. In that capacity, this individual will be a voting member and must be either a supervisory PCO or a senior contract specialist

(b) Members of the technical community with direct involvement on a particular procurement are permitted to attend; however, attendance is not mandatory.

NOTE: All LPR members will attend LPR sessions to the maximum extent possible. Reminder: It is the responsibility of the individuals who are required to attend to ensure a back-up member is designated. The Chair must be notified via email that you will not be able to attend and provide the name of your replacement.

(4) LPR Meetings

(a) Conduct of LPR Sessions. The Specialist will present their action to the LPR membership. See enclosure (3) for presentation guidelines. This is intended to be a comprehensive presentation; however, preparation of a formal "brief' is not required. The purpose of the presentation is to give LPR members pertinent facts surrounding cases, to convey to the LPR members that the recommendations are based on sound business decisions, ensure members are provided a general understanding of the action and rationale for supporting strategy and decisions. For this reason, it is important that presenters do not diminish the importance of their presentations. It is also important that presenters be allowed to make presentations uninterrupted; questions will be held until completion of presentations. Lessons learned shall be recorded at each LPR and maintained by the Head of the Policy Branch. Lessons learned shall be posted to the SSC PAC 2.0 Website, SSC PAC 2.0 Blog and issued as an Internal Business

Bulletin (IBB). In addition, the Policy Branch Head shall draft an Internal Policy Memorandum (IPM) if there are key lessons learned or decisions that impact existing policies or a common accepted practice.

(b) LPR Discussions

(1) Upon completion of the Specialist's presentation, the Chair shall open discussions.

(2) A round table opportunity to ask questions, providerecommendations, and discuss any perceived issues will be conducted. In order to promote efficiency, during the round table discussion, the specialist will access and display the documents under review on the screen in conference room 1601E. In addition, enclosure (2) will be accessed and sustentative comments will be recorded real-time. The cognizant PCO is responsible for ensuring the adjudication of each comment is documented in a Memorandum for File.

(3) LPR members shall vote on the disposition of each case. One of three possible decisions shall be reached:

(a) Approved. The Specialist may proceed in accordance with the documentation.

(b) Conditionally Approved. The Specialist may proceed subject to agreed upon changes.

(c) Not Approved. The specialist may proceed with the action after having addressed specific issues raised by the LPR. The Specialist shall revise the document under review to incorporate items noted on the review form. Once the package is revised it will be resubmitted to the LPR (composed of the same board members) or the KPR Chair.

(d) Rejected. At the discretion of the LPR, a case may be rejected due to lack of information, required approvals note obtained, documents necessary for review or missing, or other instances that would render the case not suitable for review.

This policy will remain in effect until rescinded or terminated.

TAMMY SANCHEZ
Head, Contracts Department
SSC PAC 2.0 Competency

LIST OF ACTIONS REQUIRINGDEPARTMENT HEAD OR LPR REVIEW AND APPROVAL

LPR Approval:

- Solicitation and Source Selection Plan for solicitations for ALL procurements estimated to be in excess of $5M when use of Best Value Tradeoff process is proposed. Excluding task orders/delivery orders issued against SSC Pacific MACs.

- Any Action requiring Peer Review at a level higher than the Local Peer Review. (See SPAWAR Policy and Procedures Manual (SCPPM): Peer Reviews.

- Any Proposed CPAF Procurement (to include the Award Fee Plan.)

- Any Proposed Other Transaction (OT) or Technology Investment Agreement (TIA).

- Pre and Post-negotiation BCMs (including task orders/delivery orders) for awards where two or more offers are received and award is recommended to other than the Low cost, high technical offeror(s). Actions estimated to be >$50M.

Department Head or Delegate Approval:

- Proposed letter contracts and other undefinitized contract actions (DFARS 217.74).

- All documents requiring HQ or above approval; e.g., Acquisition Plans, J&As > $12.5M, etc.

- Approval to award or continue contract performance when a protest has been filed.

- Recommended terminations for default.

- Recommended terminations for convenience, including partial terminations. If there is no anticipated dispute for the termination, the PCO can review and approve. If there is a dispute anticipated, the action will require review and approval by the Department Head.

- Pre and Post-negotiation BCMs (including task orders/delivery orders) for awards where two or more offers are received and award is recommended to other than the Low cost, high technical offeror(s). Actions estimated to be in excess of $5M and < $50M.

- BCM anytime a MAC is solicited and only one award will be made.

- BCM on any CPFF where Fee will exceed 11% on experimental, developmental or research work and 6% on all others.

- Award Fee Determinations, prior to issuing to contractor

LPR PRESENTATION FORM

RFP/SSP

1. Provide an overview of the action, to include acquisition history.

2. Discuss rationale for selection of contract type.

3. Discuss rationale for the solicitation strategy chosen.

4. Discuss market research performed. Provide an explanation if none performed.

5. Discuss customer involvement in the selection of evaluation criteria.

6. Discuss if applicable: Industry Day, Benefit of Posting Draft RFP and/or PWS.

7. Discuss any other pertinent information you feel would be beneficial to the LPR.

8. Discuss any perceived areas of risk.

BCM

1. Discuss how the TEB convened; e.g., whether the TEB was sequestered, etc.

2. Discuss any challenges the TEB faced in coming to consensus. Discuss any documented or undocumented opinions.

3. Discuss any apparent risks associated with the recommendation.

4. Discuss the rationale for entering into discussions. Provide rationale if not entering into discussions.

5. Discuss any other pertinent information you feel would be beneficial to the LPR that's not already included in the BCM.