



## 1. PURPOSE

The purpose of this document is to provide SPAWAR Claimancy-wide policy and guidance for distributing/submitting new contract award surveys required by the Procurement Performance Management and Assessment Program (PPMAP).

Related guidance is available under CMPG Process Guide [5.2.3.2 PPMAP](#) and [5.2.3.3.3 Contract File Oversight](#).

## 2. POLICY

SPAWAR policy requires that a Contract Award Survey be completed for all new “C” and “D” contract awards exceeding \$100,000 (including all options), no later than 30 days after award.

## 3. RESPONSIBILITIES

### 3.1 The SPAWAR 2.0 Contract Specialist:

1. Requests, via email, completion of the survey from their technical point of contact (TPOC).
  - a. The survey web link will be attached to the e-mail provided by the Policy Branch monthly.

### 3.2 SPAWAR 2.0 Policy Branch:

1. Notifies SPAWAR 2.0 Contract Specialists if their surveys have not been received within 30 days.
2. Tabulates and rates surveys and provides information to senior management.

### 3.3 The Technical Point of Contact (TPOC):

Completes the survey utilizing the web link provided by the Policy Branch.

### 3.4 The Procuring Contracting Officer:

1. Ensures the surveys have been submitted within the allotted time-frame (30 days after award).

## 4. APPROVALS

N/A

## 5. PROCEDURES

### 5.1 Contract Award Surveys:

1. Shall be used for each new “C” and “D” procurement exceeding \$100,000 (including all options).
  - a. The Contract Specialist will send the survey web link to the cognizant TPOC and request that it be completed.
  - b. If the survey is not submitted within 30 days after contract award, the appropriate member of the [SPAWAR 2.0 Policy](#) staff will notify the cognizant PCO, and the PCO shall follow up with the TPOC.
  - c. Survey must be maintained by the Policy Branch for PPMAP review.
  - d. When requesting said survey, please ensure that the appropriate member of the [SPAWAR 2.0 Policy](#) is copied.

### 5.2 Site-Specific Procedures:

1. SSC-Atlantic: TBD
2. SSC-Pacific: TBD



## 6. TOOLBOX

N/A

## 7. CHANGE HISTORY

Updated material is highlighted by *purple text* and an Alert/New  icon.

Date	Description of Changes
May 2016	Content reformatted and reorganized. Added reference to CMPG 5.2.3.2 and 5.2.3.3.3
August 2011	Last version created in old format. No change notes available.