



1. PURPOSE

The purpose of this document is to provide the policy and guidance for conducting a Procurement Planning and Strategy Meeting (PPSM) for contract actions conducted by SPAWAR 2.0 for SPAWAR Headquarters, SSC PAC, SSC LANT, and associated PEOs.

The PPSM is a formal meeting for all [Participants/Invitees \(stakeholders\)](#) to discuss the procurement approach and critical success factors for making the planned award on time. On-time award partly depends on submitting a Purchase Request (PR) through Navy Enterprise Resource Planning System (Navy ERP) that allows for the proper flow of information through the contract writing system, PD2.

One PPSM may suffice for a simple acquisition; PPSMs for more complicated acquisitions require multiple meetings that continue until the contract is awarded. A best practice is to hold a pre-PPSM 18–24 month prior to contract award in order to conduct early planning (evidence of a pre-PPSM can be documented by a simple memo, email, or formal template); a Post-PPSM is held to finalize the PR package.

Related guidance is available under CMPG sections [1.2.6 Hold Procurement Planning and Strategy Meeting](#), [1.2.1 Conduct Pre-PPSM](#), and [1.2.10 Finalize PR Package \(Post-PPSM\)](#).

2. POLICY

This Policy is applicable to contract actions above the Simplified Acquisition Threshold (SAT), including new contracts, out of scope modifications to existing contracts, SeaPort-e task or delivery orders, and orders placed with GSA or non-DoD contracts. This policy does not apply to incremental funding modifications *or actions where another agency issued the solicitations (e.g. Broad Agency Announcements (BAA), Rapid Innovation Fund (RIF), and Small Business Innovative Research (SBIR))* nor does it apply to cases related to Foreign Military Sales or the 2282 Security Assistance Program.



2.1 Scheduling

[PPSMs](#) are to be conducted *within 30 days* of the PM/APM identifying the requirement for supplies and services. Specifically for PEO C4I three PPSMs are held:

1. **Pre-PPSM** is held soon after requirements are identified to plan the PPSM;
2. **PPSM** is held *at least 12 months before* planned award; and
3. **Post-PPSM** is the final opportunity to stakeholders to review “final draft” PR documents and verify that they reflect the exit criteria.

The PPSM is held even if one of the participants is not in attendance.

2.2 Participants/Invitees

At minimum, the PPSM includes SPAWAR representatives from:

- ∇ APEO for Contracts (APEO-C) and/or DPEO Acquisition Management;
- ∇ SPAWAR 1.0 and/or Business Financial Manager (BFM);
- ∇ SPAWAR 2.0 Contracts Procurement Contracting Officer (PCO), Contracts Specialist, APM-C;
- ∇ SPAWAR 3.0 Legal;
- ∇ SPAWAR 4.3 Logistics, including the APEO-L and the APM-L;
- ∇ SPAWAR 4.3.2 Supply Chain Management (SCM);
- ∇ SPAWAR 5.0 Chief Engineer, including the APM-E and CSE representative;
- ∇ SPAWAR 8.2 CIO, IT Policy;
- ∇ SPAWAR 8.8 Small Business;
- ∇ SPAWAR HQ Foreign Disclosure Specialist Alicia Rhamy, alicia.rhamy@navy.mil; and



- ▽ Other Acquisition disciplines or SPAWAR Competencies as deemed necessary by the PM/APM and/or PCO (e.g., HSI, SE, T&E).

2.3 Goals

1. Recommend the method of acquisition, type of contract, basic format and scope of the acquisition package;
2. Determine the contract Section B Contract Line Item (CLIN) structure, [Product Service Codes \(PSC\)](#), and line item structure and contents of the [PR](#);
3. Define Operating Materials and Supplies (OM&S) or Property, Plant and Equipment (PP&E) which will either be retained by the Government or provided to the Contractor as either Government Furnished Material or Government Furnished Equipment (GFE) or procured by the contractor as Contractor Acquired Material or Contractor Acquired Equipment, and ensure both categories (retained and provided to the contractor) and **each item is "broken out" in Section B of the contract as a separate CLIN as per - DPAP Memorandum dated 14 Nov 2014 and titled 'Line Item Structure' requiring separate CLINS be established for items of supply, material, or hardware.**
4. Categorize to be procured assets of Property, Plant and Equipment as Military Equipment (ME), General Equipment (GE) or Internal Use Software (IUS) IAW [Asset and GFP Categorization](#);
5. Review the Acquisition Plan (AP) for currency, if the AP has already been approved;
6. Review early drafts of the PR related documentation such as specifications, Statement of Work (SOW), Justification and Approval (J&A), etc.;
7. Decide, address, and document applicable acquisition planning topics discussed in [FAR 7.105](#) "Contents of written acquisition plans," including Item Unique Identification (IUID), SPII, EVM, Open Systems Architecture, and OCI applicability (check [CMPG](#) and related SCPPMs);
8. Schedule events and reviews that will be required for the procurement;
9. Review the Acquisition Strategy (AS);
10. Review the Acquisition Strategy for Services (MOPAS); and
11. Review Small Business issues.

2.4 Products

The main products resulting from a PPSM are (1) a defined requirement, (2) line item structure, and (3) the attachments necessary for a PR to be developed.

3. RESPONSIBILITIES

3.1 Program Manager (PM)/Assistant PM (APM)

- Convenes and Chairs the [PPSM](#). For SSC PAC and LANT, the person maintaining technical cognizance of the requirement shall determine who should attend, schedule and invite participants.
- Documents the decisions made at the PPSM in the PPSM Baseline document.
- Maintains the PPSM Baseline document until the contract is awarded.
- Develops and releases the [PR](#) with the PCO.

3.2 Procurement Contracting Officer (PCO)

- Documents the decisions made at the PPSM in the PPSM Baseline document.
- Develops and releases the PR with PM/APM.

3.3 Contracts Specialist in SPAWAR 2.0

Works in close coordination with the PR developer to develop Section B, CLIN structure AND the Navy ERP PR line item structure.



3.4 PPSM Participant/Invitee

- Member of the Acquisition Coordination Team
- Participates in the PPSM; provides comments/input to the Baseline

4. PROCEDURE

4.1 Preparation

1. **PM/APM** identifies the requirement for supplies and services; PPSM is held *within 30 days* of the PM/APM identifying the requirement.
2. **PM/APM** sends a notice of the planned PPSM to all participants *at least 10 working days* before the event that includes:
 - a. PPSM Agenda;
 - b. Proposed list of supplies and services (in contract Section B format);
 - c. Executive Summary of the program or procurement;
 - d. A copy of the [SPAWAR PPSM Baseline document](#); and
 - e. PPSM Objectives and Key Issues to be resolved at the meeting.

4.2 Meeting and Documentation

1. **PPSM Participants** meet to:
 - a. Discuss/develop an appropriate Section B CLIN structure (see [DFARS 204.71](#) and [Purchase Request Process Guide Book \(APEO-C Guide\)](#));
 - b. Discuss/develop Navy ERP [PR](#) line item structure;
 - c. Discuss the method of procurement, type of contract, basic format and scope of the procurement package;
 - d. Determine any quality requirements or performance measures to be used to measure quality such as Earned Value Management applicability (see [Earned Value Management \(EVM\)](#) SCPPM);
 - e. Determine any delivery requirements;
 - f. All GPP&E assets /supply items greater than \$5,000 in value must be separately identified and a CLIN established for Military Equipment Valuation and IUID tracking procedures;
 - g. Discuss the need to provide GFP and document what items will be provided (see [Government Furnished Property](#) SCPPM);
 - h. Determine if the acquisition is an Information Technology National Security System (see [FAR Part 39](#));
 - i. Discuss the use of either performance/commercial specifications or military specifications and standards;
 - j. Determine whether or not options will be included and the applicability of variable quantity options (see [Use of Options](#));
 - k. Determine the applicability and approval of warranty provisions;
 - l. Determine the applicability of value engineering provisions;
 - m. Discuss the level of data rights, if any, to be obtained under the contract;
 - n. Determine the level of contractor cost reporting, if any, to be required and the applicable data items to be invoked;
 - o. Discuss the applicability of special performance incentives;
 - p. Determine if a list of spares for inclusion as priced option items has been developed;
 - q. Discuss small business/small disadvantaged business participation;
 - r. Review all items addressed on the SPAWAR PPSM Baseline document;
 - s. Consider pre-solicitation briefings/conferences and draft RFPs; and
 - t. Schedule the events and reviews that will be required for procurement.
2. **PM/APM** documents the deliberations of the PPSM including the names of each PPSM attendee.



3. **PM/APM** and **PCO** document the decisions made at the PPSM in the PPSM Baseline document.
4. **PM/APM** sends a copy of the meeting minutes (see [PEO C41 PPSM Minutes Template](#) in Toolbox), including the signed SPAWAR PPSM Baseline document, to all codes invited to the PPSM, whether they attended or not.
5. Any **Participant** may provide comments/input to the PPSM Baseline agreement, even if s/he was unable to attend the PPSM.
6. If the contents of a previously-submitted PPSM Baseline Document have changed, the **PM/APM and PCO** prepare and submit a revised document to the members of the PPSM. Changes should not be made without adequate written justification.

4.3 Purchase Request (PR)

A PR is submitted through [Navy ERP](#), which allows for the proper flow of information through the contract writing and entitlement systems.

1. **PM/APM** and **PCO** complete the PR package.
2. **PM/APM** and **PCO** include a copy of the approved PPSM Baseline or the signed waiver including rationale.

4.3.1 LINE ITEMS

1. **PM/APM** and **PCO** implement the **CLIN structure determined at the PPSM. The CLIN structure must allow data to flow through other automated systems without causing re-work, delays in awarding contracts and delays in vendors receiving payment.**
2. **PM/APM** and **PCO** categorize Navy ERP line items based on their use in the SPS award. See the [SPS PR User Guide \(ERP ZSPS PR USER GUIDE\)](#) (restricted access).

4.3.2 DOCUMENTATION

1. **PM/APM** and **PCO** develop the following documentation required for the Navy ERP PR to be accepted by the contract writing system, SPS PD²:
 - a. Statement of Work, Performance Work Statement for Services, Statement of Objectives, Specification for General Property, Plant and Equipment (GPP&E) assets/supplies or Technical Requirements Document, and Quality Assurance Surveillance Plan (QASP) for service contract actions;
 - b. Required data deliverables using Contract Data Requirements List (CDRL), [DD Form 1423](#);
 - c. Required IT approvals. See [ITPR Process](#).
2. **PM/APM** uploads Navy ERP PR and documentation to the document management system (DMS), links documents in the PR, and submits the package to workflow.
3. **SPAWAR 2.0** receives PR and determines whether any additional documents are required to award a Navy ERP PR in SPS, such as:
 - a. Justification for Other Than full and Open Competition (J&A);
 - b. Determination and Findings for Contract Type or for Single Award of an IDIQ contract;
 - c. Source Selection Plan;
 - d. Foreign Disclosure;
 - e. Acquisition Strategy (MOPAS);
 - f. Acquisition Plan;
 - g. COR nomination letter;
 - h. Government Furnished Property (GFP) listing by part number and NSN (if applicable);
 - i. Security clearance or access requirements in a [DD Form 254](#); or



- j. Independent Government Cost Estimate (IGCE) which serves as a guide to the estimated cost of the requirement.
- 4. **PM/APM** sends the above documents and any other procurement sensitive files to the **PCO** via WebEx or encrypted email, NOT via DMS.

5. APPROVALS

The Program Manager and the PCO sign the PPSM Baseline document.

6. TOOLBOX

1. [Purchase Request Process Guide Book \(APEO-C Guide\)](#) – restricted access
2. [SPS PR User Guide \(ERP ZSPS PR USER GUIDE\)](#)
3. [Contract Planning Policy](#) – PEO C4I and Space, Apr 2006
4. [ITPR Process](#)
5. [Linking Financial Data to Contract Documents](#) – OSD, Mar 2009
6. [Asset and GFP Categorization](#) – SPAWAR DRAFT, Sep 2010
7. [SPAWAR PPSM Baseline document](#)
8. [DD Form 1423](#)
9. [DD Form 254](#)
10. [Earned Value Management \(EVM\)](#)
11. [Government Furnished Property](#)
12. [Use of Options](#)
13. [DPAP Memorandum dated 14 Nov 2014 and titled 'Line Item Structure'](#)
14. [PEO C4I PPSM Minutes Template](#)

7. CHANGE HISTORY

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

Date	Description of Changes
December 2015 Rev 1	Updated Policy section to add additional exceptions.
December 2015	Updated Purpose and Policy sections, added PEO C4I PPSM Minutes Template to Toolbox, and updated links.
December 2014	Added Line Item Structure DPAP Memo to Toolbox.
September 2014	SCPPM reorganized and reformatted; links updated.
September 2011	No change notes available.