Purchase Request (PR) Process Guide Book

Step by Step Instructions for Prime Mission Product or PMP-Related Services Contracts

Version 1.0

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This table is used to record document control information for this document. This document can be found at the location indicated in the “Stored” column. Any comments or suggestions relating to it should be directed to the Document Owner. Cite the Document ID in all correspondence.

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REFERENCE TABLE

This table is used to record references related to this document.

Date	Reference
05/16/2011	Federal Acquisition Regulation (FAR): https://www.acquisition.gov/far/
06/08/2011	Defense Federal Acquisition Regulation Supplement (DFARS): http://farsite.hill.af.mil/VFDFARA.HTM
12/06/2010	Navy/Marine Corps Federal Acquisition Regulation Supplement (NMCARS): http://farsite.hill.af.mil/VFNAPS1.htm

QUICK START GUIDE

This guide serves as a ready reference for SPAWAR staff and its customers (PEO C4I, PEO EIS, JPEO JTRS, and others) to conduct the PR Process. **Table 1** summarizes major actions included in this document. It is intended to be used as a memory jogger for experienced users. Detailed flowcharts and process instructions can be found in Section 2. The table on the following page shows the symbols used in process flow charts within this document. For a visual display of this process summary, see Figure 1.

Table 1: Process Summary

Step Number	Action	Competency/Role
1	Identify Contract Requirement	Program office
2	Receive Demand Signal	APM-C
3	Initiate Pre-PPSM	APM-C
4	Distribute PR Strategic Outline	APM-C
4a	Conduct Market Research	Program office
5	Conduct Procurement Strategy Discussions	Program office
6	Approve Procurement Approach	SPAWAR 2.0/PCO
7	Conduct PPSM	Program office
8	Determine Whether Competency Stakeholders Agree to Strategy	Program office
9	Create PR Documentation	Program office
10	Assess When the PR Documentation Meets Final Quality Standards	APM-C
11	Conduct Post PPSM	Program office
12	Obtain Agreement from Competency Stakeholders on Final PR Documents	Program office
13	Determine if External Review is Required	Program office
14	Submit Final PR into Navy ERP	Program office

Predefined Process	A step in the process that has underlying procedures defined for the actions that need to take place to complete the step
Process Activity	A step that takes place within the process but requires no underlying procedures to define the action
Decision	Represents a decision or "switching function" that dictates the direction to continue through the flow based on the answer to the question within the symbol
Document	Depicts human, readable data such as printed output
Off Page Reference (Exit)	A cross reference to a flow on a different page *(Output to another process)*
Off Page Reference (Entrance)	A cross reference from a flow on a different page *(Input from another process)*
On Page Reference	A cross reference within the same page defined by lettering the output and the input alike
Tool	Represents any type of tool that requires direct input/ output with the process flow to assure its successful completion
Begin/ Terminate	Represents absolute beginning or end of the process flow
Connector	Directs the sequence of actions through the process flow

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INTRODUCTION

1.1 PURPOSE

This SPAWAR Purchase Request (PR) Process Guide Book provides guidance and procedures for overall planning, individual procurement action responsibilities, and the processing of PR documentation to support a contract award for Prime Mission Products (PMP) or services related to PMP within SPAWAR Headquarters (HQ) as it is related to PEO C4I. This document can be tailored to support other Program Executive Offices (PEOs) and corporate activities; however, in order for the process to be successful, the roles and responsibilities described in Table 2, below, must be identified and assigned. For organizations that do not currently have these roles in place, other resources may fulfill the function. For example, the Assistant Program Manager for Contracts (APM-C) function may be fulfilled by a program office or contracting office resource.

This guide book also incorporates SPAWAR HQ competency stakeholder highly recommended suggestions that a program office must address when providing PR documentation for review, concurrence, or approval in order to execute this process efficiently. These suggestions, provided by competency stakeholders, can be found in the entry/exit criteria in the toolkit. This guide book is intended as instructional material for program office staff as well as members of the SPAWAR competencies.

1.2 SCOPE

This guide book is designed to describe the PR process, which commences with the identification of a new contract requirement, and is complete after submission of the final PR package to SPAWAR 2.0. It encompasses requirement definition, contract planning, PR documentation development, the approval process, and submission to SPAWAR 2.0. This guide book is intended for contracts to award PMP or services related to PMP. This guide book does not apply to support services, or task/delivery order solicitation processes (e.g., Seaport-e, CALI, C2 MAC). To access specific delivery/task order processes, contact the APM-C representative for each PMW. This guide book is not applicable to SPAWAR Government Purchase Card (GPC) holders creating PRs for micro-purchases or to the Simplified Acquisition Process performed by SSC Pacific IAW with the current SPAWAR Support Agreement. For these processes, please contact your SPAWAR GPC holder, or the SSC Pacific Simplified Acquisition Branch respectively.

Although the PR process described herein is complete after submission of the final PR package to SPAWAR 2.0, there are many processes that occur after submission that are not addressed in the guide book. These processes, many of which apply to post award management, can have downstream financial impact and should be managed with continuous communication and collaboration between the program offices and the SPAWAR competency stakeholders.

1.3 GOVERNING POLICY

1.3.1 Assumptions

The processes outlined in this guide book follow all Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation Supplement (DFARS) and Navy Marine Corps Acquisition Regulation Supplement (NMCARS) sections and subsections applicable at the time of its creation as well as relevant SPAWAR and PEO C4I policies. Reasonable efforts will be undertaken to update this guide book regularly to incorporate regulatory and policy changes.

1.3.2 Business Rules

- The PR process should be initiated in the program office approximately 18 months in advance of the required contract award date to allow adequate time for soliciting data, obtaining key decisions, coordinating competency reviews and obtaining external/internal approvals.

- The acquisition process involves all activities associated with identifying and justifying a mission need, formulating an acquisition strategy to meet this need, and implementing the strategy by means of a contractual relationship with industry. The process is a joint effort by the PM and PCO. Thus, establishing and maintaining a good working relationship between the PM and the PCO early in the cycle is a key element to the success of the acquisition. Anything short of close teamwork could result in failure of the process to function properly and cause delays in the award of contracts.

- Even though it is the PM and the PCO who are primarily responsible for executing procurement actions, there is a comprehensive group that rounds out the competency authorities and support for executing the acquisition strategy and plan. The acquisition team primarily consists of the PM and/or his/her delegates from the program office and SPAWAR competency areas. The program office representatives (i.e., Deputy Program Manager (DPM), Principal Assistant Program Manager (PAPM), Principal Integration Program Manager (PIPM), and/or Assistant Program Manager (APM)) will develop and define the requirements, where the competency Subject Matter Experts (SMEs) will analyze and ensure that the requirements are communicated through the requisite documentation and are in compliance with competency bound regulation stemming from law and best practices. This balanced approach to acquisition is reflective of procurement discipline. The processes contained herein ensure that the discipline has rigor and can meet the standards of a quality procurement.

- Having APM-Cs allows both the program office and SPAWAR 2.0 to not only meet but exceed the Competency Alignment Organization (CAO) concept by having embedded personnel working with the program office daily and fully integrated into its internal teams responsible for developing quality PR documentation. It is incumbent upon the APM-C to ensure that its PEO goals are met within context of the PR by implementing, measuring/analyzing, planning, assisting, coordinating, collaborating, and training related topics throughout the procurement process. It is the APM-C's key tasking to standardize best practices across the program offices such that contributions are made to increase quality and speed to warfighter capability. The APM-Cs assist both the PCO and PM as required, ensuring that the PR is representative of the PPSM Baseline agreement and Acquisition Strategy/Plan. The APM-C is focused on the planning Procurement Action Lead Time (PALT) where the PM is responsible and metrics are counted as how long the procurement planning takes (from communication of contract demand signal to PR Acceptance by SPAWAR 2.0). Therefore, having standardized business practices, socialized agreements, and templates where possible can help achieve the PEO goals for planning PALT.

- SPAWAR competency representatives represent their respective organization and its interests in all work product reviews, votes and decisions.
- SPAWAR competency representatives shall ensure proceedings from meetings are communicated to the representative organization, its staff, and other related SPAWAR enterprise groups and initiatives.
- As competency requirements change for the entry/exit criteria, contact the APEO-C branch for updates.
- Briefs, POA&Ms, and PR documentation shall be created using templates and references found in the Toolkit in Section 3.

1.4 ROLES & RESPONSIBILITIES

Table 2 lists the roles and responsibilities that are attributed to individuals or entities that participate within the documented processes while **Table 3** lists the responsibilities of all process stakeholders in the SPAWAR Competency areas as well as the program offices.

Table 2: Process Participants

Team/Individual	Responsibility
APM/PAPM	• Coordinate PR working groups • Review and approve PR documentation
APM-C	• Update Contract Information System (CIS) at various stages in the process • Coordinate all aspects of the Pre-PPSM • Assist with market research • Review PPSM brief and meeting invite list • Participate in PR documentation working groups • Coordinate Post-PPSM
APEO-C	• Issue CDS report to SPAWAR competency stakeholders
SPAWAR 2.0/PCO	• Provide input and guidance during Pre-PPSM • Issue RFIs as related to market research • Approve procurement approach • Approve PPSM Baseline document
Competency stakeholders (SPAWAR 1.0 through 8.8)	• Plan workload based on CDS • Provide input and guidance during Pre-PPSM • Provide input and guidance during procurement strategy Discussions as needed • Prove input and guidance to PPSM • Review PR documentation • Provide concurrence on Post-PPSM
Program office	• Conduct market research • Provide input and guidance during Pre-PPSM • Conduct procurement strategy discussions • Coordinate PPSM • Submit PR into Navy ERP
Document Lead (An assigned representative from the program office or the SPAWAR competencies)	• Coordinate completion of the PR documentation that is assigned.
PR Working Group members (Members from the program office and/or the SPAWAR competencies)	• Obtain guidance and templates, develop, and distribute PR documentation
Navy ERP reviewers	• Review and approve PR

108 **Table 3: List of All Process Stakeholders**

Role	Responsibility									
	Demand Signal	Pre-PPSM	Market Research	PR Strategic Outline	Procurement Approach	PPSM	PR Docs /Verify		Navy ERP	Award Phase
PAPM/APM		Initiate planning	Plan approach		Engage Codes	Guide discussion	Doc dev	Review	Input	2.0
APM-C	Receive CDS	Initiate planning	Plan approach	Develop outline	Assist APM	Guide discussion	Assist	Review		
1.0					Provide guidance	Provide guidance	Provide guidance	Review		Review
2.0		Initiate planning	Plan approach		Provide guidance	Provide guidance	Provide guidance	Review		RFP
3.0					Provide guidance	Provide guidance	Provide guidance	Review		
4.0					Provide guidance	Provide guidance	Provide guidance	Review		
5.0					Provide guidance	Provide guidance	Provide guidance	Review		
6.0					Provide guidance	Provide guidance	Provide guidance	Review		
7.0					Provide guidance	Provide guidance	Provide guidance	Review		
8.0					Provide guidance	Provide guidance	Provide guidance	Review		

2. PURCHASE REQUEST PROCESS

The primary purpose of the PR is to provide to SPAWAR 2.0 the technical requirements (description, quantity, Statement of Work (SOW)/Performance Work Statement (PWS)/Statement of Objectives (SOO), specification, delivery schedule, inspection and acceptance, etc.) to be incorporated into planned Request for Proposals (RFPs) and contracts for supplies and services. It is a SPAWAR requirement that PRs provided to SPAWAR 2.0 be clear, complete, and comprehensive in content and be in a written format that can be readily transformed into solicitations and contracts. To help ensure the success of this requirement, APM-Cs are embedded into the program offices (currently PEO C4I) in order to ensure that PR documentation submitted to SPAWAR 2.0 minimizes schedule impacts and represent the discipline and rigor required for successful preparation of solicitations and contracts.

The preparation of a PR for procurement should be initiated in the program office approximately 18 months in advance of the required contract award date to allow adequate time for soliciting data, obtaining key decisions, coordinating competency reviews and obtaining external/internal approvals. The foregoing considerations make it imperative that the program office adhere to the PPSM Baseline agreement made with the PM and PCO to ensure that the PR is staffed, approved and forwarded to SPAWAR 2.0 in sufficient time to enable the contract negotiator to meet the required contract award date.

The PR documentation is critical input to the RFP that SPAWAR 2.0 PCOs will issue to obtain a new requirement on behalf of the program office. Only PCOs have the authority to bind the Government and enter into contracts to procure the necessary requirements for a program office. PCOs are also stewards of extensive policies in which a contract is used as the vehicle to achieve the objectives of those policies. In order to properly carry out this task, PCOs must ensure that all requirements of law, executive orders, regulations, and other procedures are met. For this reason, it is essential that the program office involves the PCO early and provides the necessary documentation fully describing and supporting their procurement need. The PR process is the disciplined approach to ensure that both the PCO and PM’s requirements are met with the level of quality required. Having a process that describes expectations for documentation type, when it is required, who approves and the actions required; sets the entire acquisition team on a path for successful procurement completion.

Figure 1 depicts the end-to-end PR Process.

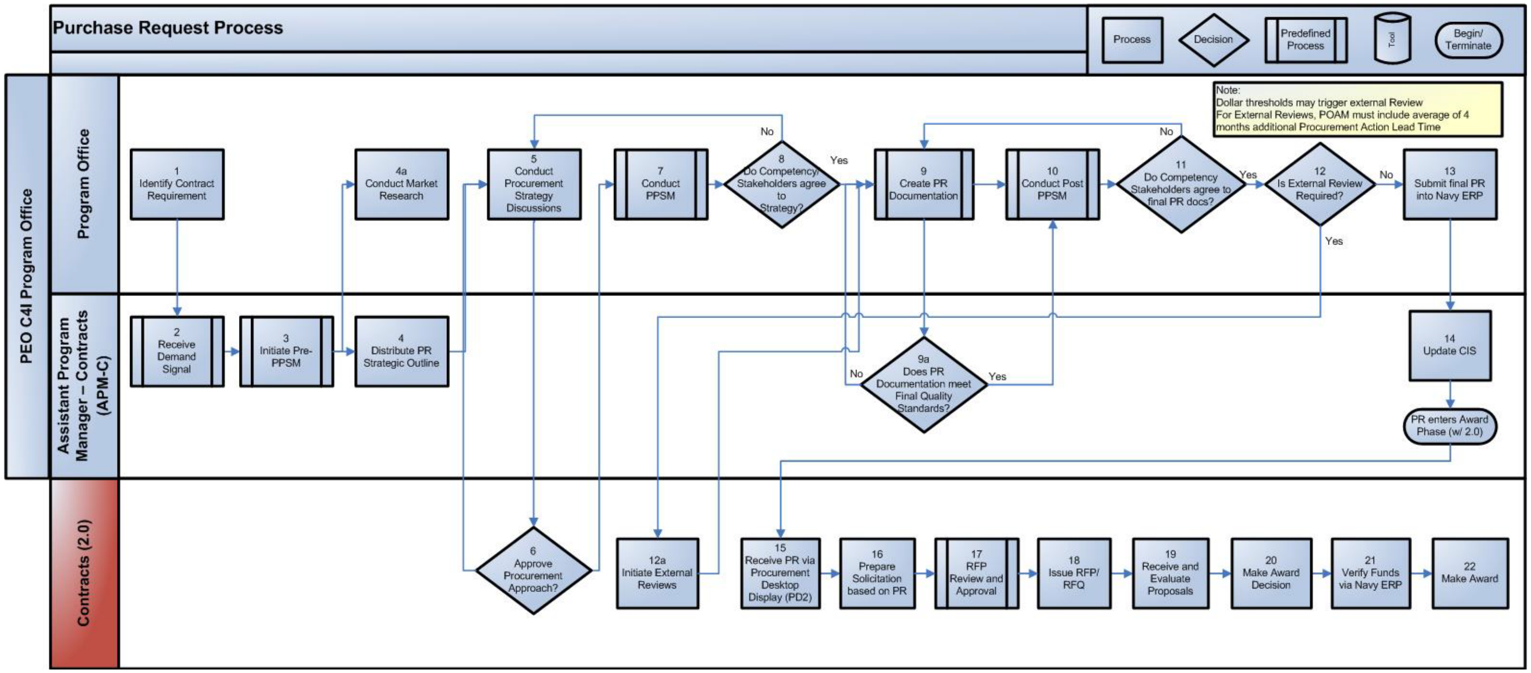
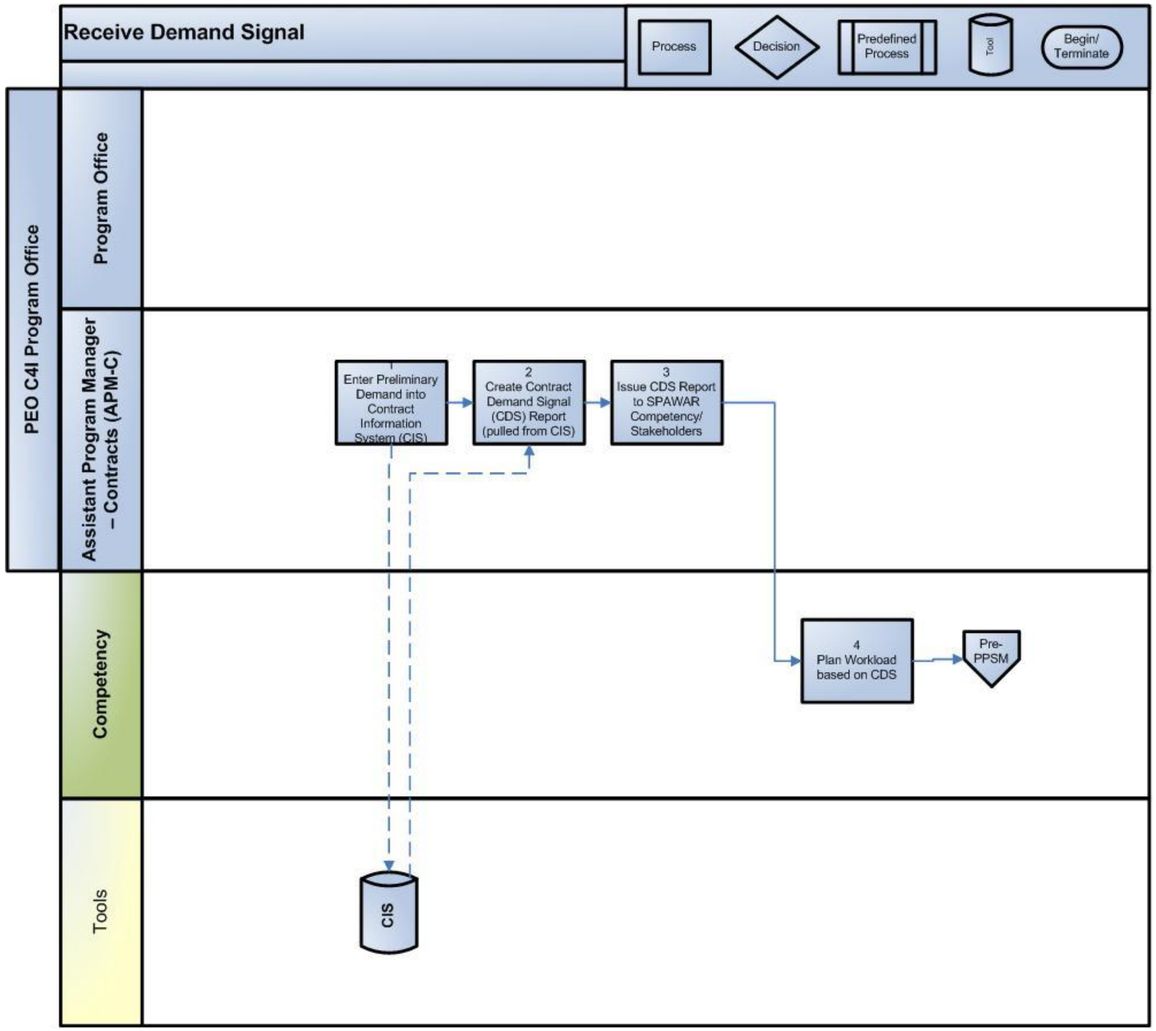


Figure 1: Purchase Request Process Flowchart

2.1 RECEIVE DEMAND SIGNAL (FIGURE 1, BLOCK 2)

The PR process commences with program office’s receipt of a demand signal, indicating that a contract action will be necessary for a particular requirement or group of requirements. Requirements that create a demand signal can come from various sources such as notification of expiring contracts via tools such as the Master Contract List (MCL) Bellringer, program milestones, new programs, congressional plus-up, etc. The PEO C4I Contract Information System (CIS) database provides a repository for information regarding planned upcoming contract action. Upon the identification of a requirement for a new contract action (Figure 1, Block 1) and confirmation by the PM or designated representative, preliminary information of the planned procurement is loaded into the CIS by the APM-C. The APEO-C Branch then uses the information in the CIS to develop the Contract Demand Signal (CDS) report which is then released to SPAWAR competencies and contracts process stakeholders to allow these organizations and individuals to plan for proper allocation of resources.

Figure 2 depicts the Process by which the Demand Signal is received.



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148 **Figure 2 – Receive Demand Signal**

2.1.1 Receive Demand Signal Process Components

The following tables provide details on the Receive Demand Signal actions steps, inputs and outputs. The input and output tables capture only those items that enter and exit the phase. Additional inputs and outputs identified in the action step table are those that are internal to the processes within the Receive Demand Signal phase.

Table 4: Receive Demand Signal Inputs

Input	Description	Source
Existing programmatic information that describes requirement	Any existing acquisition or technical information (e.g. briefing material, Technical Authority reviews, Gate reviews, Milestone Decision Authority (MDA) reviews, etc.) that may help describe the requirement, scope and/or schedule.	Government personnel, e.g. PMs, APMs, functional leads, Business and Financial Managers (BFMs), Contracting Officer Representatives (CORs), etc.

Table 5: Receive Demand Signal Action Steps

Role	Step #	Action Description	Outputs
APM-C	1.	**Enter preliminary demand into Contract Information System (CIS)** The program office contacts APM-C to discuss requirement. The APM-C then enters the preliminary contract information into the CIS database.	Populated CIS entry
APEO-C	2.	**Create Contract Demand Signal (CDS) report (pulled from CIS)** The APEO-C branch assists the APM-Cs by creating the CDS report from the data entered by the APM-Cs.	CDS Report
APEO-C	3.	**Issue CDS report to SPAWAR competencies/stakeholders** The CDS is sent out for the purpose of workload planning.	
SPAWAR Competencies	4.	**Plan workload based on CDS** The competencies reference the CDS in order to plan workload required to support the demand requirements.	
	End	The process ends here	

Table 6: Receive Demand Signal Outputs

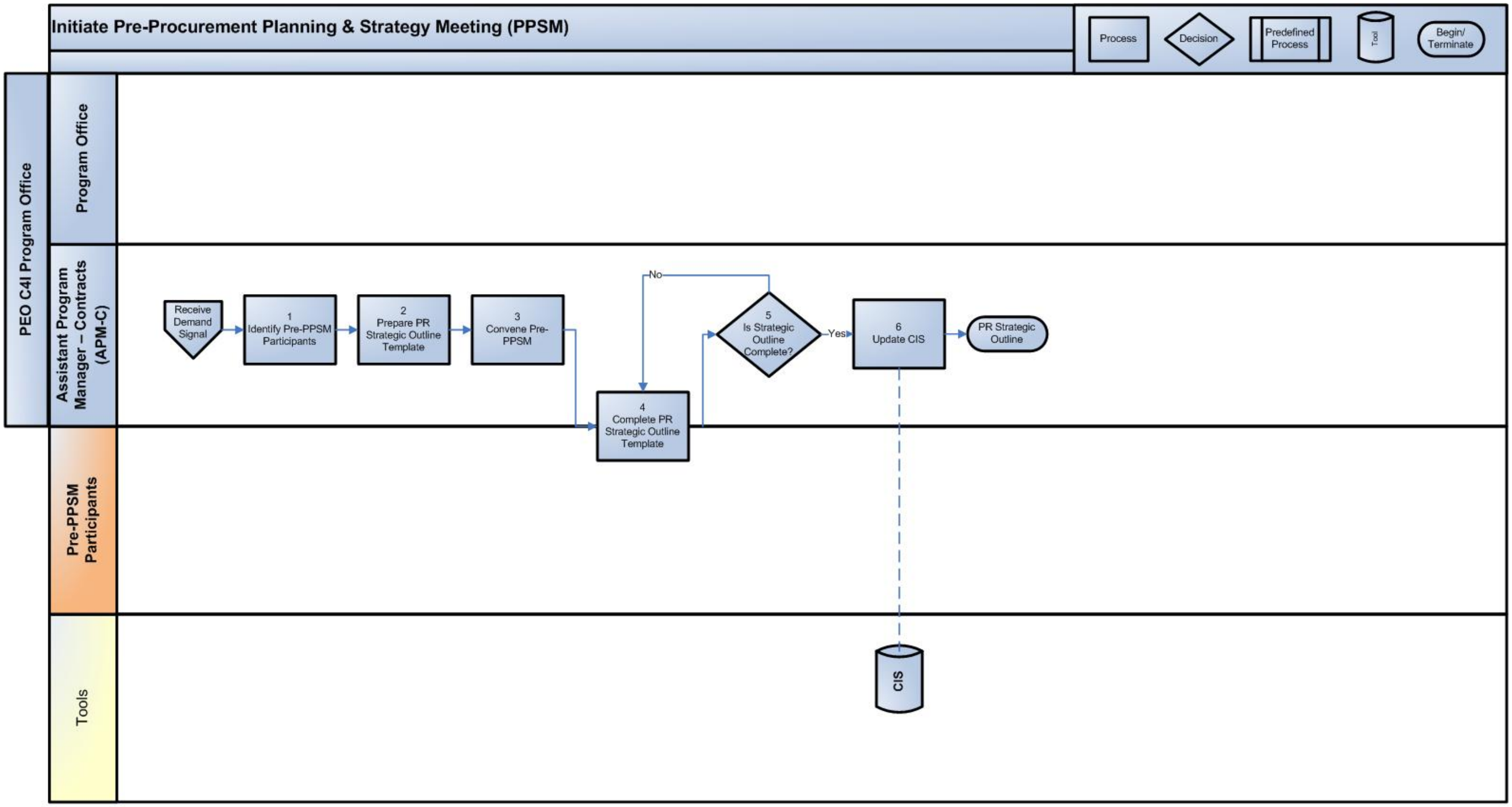
Output	Description	Primary Customer(s)
CDS Report	The CDS Report provides SPAWAR competencies with a PEO C4I program office forecast of upcoming contract actions. This report is distributed monthly.	SPAWAR competencies and PEO C4I program offices.

2.2 INITIATE PRE-PROCUREMENT PLANNING AND STRATEGY MEETING (PRE-PPSM) (FIGURE 1, BLOCK 3)

The Pre-PPSM is initiated by the APM-C once the program office staff, including the APM for the program or project, has decided to commence planning a procurement action. The purpose of the Pre-PPSM is to plan a roadmap to enter and exit the PPSM successfully. Therefore the Pre-PPSM is absolutely critical to formulating a contract strategy which will be successfully applied. The Pre-PPSM ideally should be conducted approximately 12-18 months prior to contract award for new contract actions.

During the Pre-PPSM, the APM-C meets with the APM, PCO, and program office to discuss the notional procurement objectives, scope, dollar amount, and contracting framework. The APM-C will review these plans and provide comments designed to further the programmatic goals. This documents information necessary for the team to begin planning their contract strategy with a focus on the requisite PR process discipline. The APM-C will guide the APM and procurement team through the PR process early in the process so that SPAWAR stakeholders (to include the PCO) will have detailed information necessary to make decisions. Early involvement from stakeholders identified above will assist in having a successful PPSM. The Pre-PPSM will also help the APM to determine which type(s) of market research to conduct before beginning to assemble PR documentation. The Pre-PPSM culminates with the distribution of the PR Strategic Outline to the Program Office and the PCO as reference in Figure 1, Block 4. The PR Strategic Outline contains the information discussed during the Pre-PPSM and helps guide procurement strategy discussions.

Figure 3 depicts the Initiate Pre-PPSM Process.



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178 **Figure 3 – Initiate Pre-PPSM**

2.2.1 Initiate Pre-PPSM Process Components

The following tables provide details on the Initiate Pre-PPSM actions steps, inputs and outputs. The input and output tables capture only those items that enter and exit the phase. Additional inputs and outputs identified in the action step table are those that are internal to the processes within the Initiate Pre-PPSM phase.

Table 7: Initiate Pre-PPSM Inputs

Input	Description	Source
Receipt of the demand signal	See Section 2.1.	Requirements that create the demand signal can come from various sources such as notification of expiring contracts via tools such as the MCL Bellringer, program milestones, new programs, congressional plus-up, etc.

Table 8: Initiate Pre-PPSM Action Steps

Role	Step	Action Description	Outputs
APM-C	1.	**<u>Identify Pre-PPSM meeting participants</u>** The APM-C recommends a list of program office key stakeholders who can advise on major milestones and key policies that will have impact to schedule and drafting of RFP documents. Core attendees should include APM, PCO, BFM, and AM. Additional attendees could include 3.0 representatives, 5.0 representatives, 4.0 representatives, etc.	A meeting invite is sent to all participants
APM-C	2.	**<u>Prepare PR Strategic Outline</u>** The PR Strategic Outline is created using the Pre-PPSM brief template and can serve as the agenda for discussions and will assist in the preparation of the PPSM brief. Outline is prepared based on preliminary information in order to facilitate discussions.	PR Strategic Outline

Role	Step	Action Description	Outputs
APM-C	3.	**Convene Pre-PPSM Meeting** The purpose of the meeting is to engage the program office staff in discussions to assist in defining the scope of the procurement action and potential procurement strategies. The final outcome should be a general roadmap for the procurement strategy discussions and PR development, along with associated timelines. At a minimum, the following items need to be discussed regarding the procurement: history of the program, purpose of the upcoming contract action, scope of the potential contract, POAM, market research strategy, planned contract type, Government Furnished Property (GFP), CORs, data rights, cost, Organizational Conflicts of Interest (OCI), handling of sensitive data, no-bids and Non-Disclosure Agreements (NDA), and Source Selection Authority (SSA) considerations.	PR Strategic Outline
APM-C	4.	**Complete PR Strategic Outline** The PR Strategic Outline is updated and finalized based on the outcome of the meeting. This document can serve as the beginning template for the PPSM. A draft POAM is prepared to guide the PR process. Careful coordination between the program office and PCO is necessary to ensure agreement on timeline to award.	Completed PR Strategic Outline and POAM
APM-C	5.	**Decision Point: Is Strategic Outline Complete?** The draft PR Strategic Outline will be reviewed by the PAPM, APM and PCO. If the outline is not complete and comments/updates are provided, the PR Strategic Outline and POAM will need to be revised to incorporate changes (return to Step 4). If the outline is complete and no changes are necessary, the APM-C can move forward with distribution of the strategic outline. The strategic outline will serve as a guide to the team and can be used to update stakeholder management on the way forward (continue to Step 6).	Final PR Strategic Outline and POAM
APM-C	6.	**Update CIS** The APM-C will update the CIS record with dates from the POAM. The CIS will serve as a workload planning device and metrics tracker.	Updated CIS record
	End	The process ends here	

Table 9: Initiate Pre-PPSM Outputs

Output	Description	Primary Customer(s)
PR Strategic Outline and POAM	The PR Strategic Outline, described above in the action table, will be populated from discussions during the Pre-PPSM meeting. This outline will serve as a guide for the procurement strategy discussions and will be used to populate the PPSM brief.	The program office and PCO

2.3 CONDUCT MARKET RESEARCH (FIGURE 1, BLOCK 4A)

After an initial approach to procurement has been defined in the Pre-PPSM, and before initiating procurement strategy discussions, the program office and PCO research the market availability of products or services and their manufacturers or providers. FAR 8.002 provides a list, in descending order of priority, of federally mandated sources for satisfying a Government requirement, while FAR Part 10 prescribes policies and procedures for conducting market research.

The program office should work with SPAWAR 2.0 and/or 8.8 to draft a description of their needs, using their requirements and information from the PR Strategic Outline. The description should be stated in terms sufficient to allow for market research to be conducted. The program office and SPAWAR 2.0 then use the techniques listed in the table below to conduct internal and external market research. The data collected during this research is carefully documented in the market research template for use as justification during the procurement strategy discussions, and in the PPSM. Techniques for conducting market research may include any or all of the following:

	Market Research Activity	Techniques	FAR Citation
Internal Research	Contact knowledgeable individuals within the Government to determine market capabilities	• Leverage SPAWAR competency representatives as related to the programmatic information that describes requirement (i.e. contact SPAWAR 5.0 when requirements exist for technical and engineering development) • Interviews • Visitations to other Government offices • Attendance at technical conferences	10.002(b)(2)(i)
	Review the results of recent market research efforts which have been conducted to meet similar or identical requirements	• Interviews • Studies • Internet-based research	10.002(b)(2)(ii)
	Query Government and commercial databases to determine whether contracts exist that may be leveraged to meet the programmatic requirement. The contract may be one that has been let by another agency but is intended for use by multiple agencies.	• Search contract databases • Leverage web-based resources: http://www.contractdirectory.gov/ contractdirectory	10.002(b)(2)(iv)
	Obtain lists of similar items from other contracting activities or agencies.	• Search contract databases • Leverage web-based resources: http://www.contractdirectory.gov/ contractdirectory	10.002(b)(2)(vi)

I n	Market Research Activity	Techniques	FAR Citation
External Research	Participate in interactive on-line communication among industry, acquisition personnel and customers.	• Interviews • Studies • Internet-based research	10.002(b)(2)(v)
	Release a formal Request for Information (RFI) or Sources Sought Notice in an appropriate venue and request Industry responses (usually white papers) for review.	• RFI: An RFI requests responses from industry e.g., white papers, capability statements, product brochures) solely for information and planning purposes. RFIs may be used when the Government does not presently intend to award a contract, but wants to obtain price, delivery, other market information, or capabilities for planning purposes. Responses to these notices are not offers and cannot be accepted by the Government to form a binding contract. • Sources Sought Notice: Sources Sought Notices are designed to identify potential sources for procurements and can provide an opportunity for the marketplace to indicate its interest in submitting offers for future acquisitions. This type of synopsis has particular application when one Contractor is thought to be uniquely capable of meeting the Government's minimum requirements and verification of this opinion is needed.	10.002(b)(2)(iii)
	Review catalogs or other generally available product literature published by manufacturers, distributors or dealers, or available on-line.	• Interviews • Studies • Internet-based research	10.002(b)(2)(vii)
	Conduct interchange meetings or hold pre-solicitation conferences such as Industry Days or Industry One-on-Ones.	• Q&As • Industry Days: Typically open forums for exchanges of all types of information not necessarily related to one specific procurement. Industry days related to a specific procurement are referred to as pre-solicitation conferences or site visits. They can cover a broad range of subjects or materials, such as how to do business with the SPAWAR. • One-on-Ones	10.002(b)(2)(vii)

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2.4 CONDUCT PROCUREMENT STRATEGY DISCUSSIONS (FIGURE 1, BLOCK 5)

Once market research has been completed, the program office, PM, the PCO, the APM, and the APM-C, will use the results documented in the completed Market Research template to continue defining its procurement strategy along with guidance from SPAWAR 1.0 (Comptroller), SPAWAR 2.0 (Contracts), SPAWAR 3.0 (Legal), and other SPAWAR competencies as needed. During the procurement strategy discussions, the PR Strategic Outline, the populated Market Research template, and the POA&M serve as guides to help draft a procurement approach. This is an ongoing process which factors in the nature of the requirement, the type and amount of funding available, and the expected time frame of the planned contract action. The procurement approach is approved once all involved with the discussions agree on the contract needs and the PCO determines the contract type (Figure 1, Block 6). These discussions will continue as the PR documentation is developed.

2.5 CONDUCT PROCUREMENT PLANNING & STRATEGY MEETING (PPSM) (FIGURE 1, BLOCK 7)

The PPSM is initiated by the program office after the PCO and the program office approve the procurement approach, which is shown in Figure 1, Block 6. The purpose of this meeting is to describe and discuss the procurement approach with the stakeholders. The meeting gives the stakeholders an opportunity to provide input on the approach. The stakeholders are from all the major programmatic and competency areas applicable to the particular procurement.

Some of the areas covered in this meeting are basic contract information such as contract strategy, scope, type, value, and length. Other main topics are market research, procurement schedule, Contract Line Item Number (CLIN) structure, Small Business considerations, program budget, and special requirements (e.g., security requirements, data rights, GFP, and materials). The PPSM SCPPM document provides further guidance. **Figure 4** below depicts the PPSM process.

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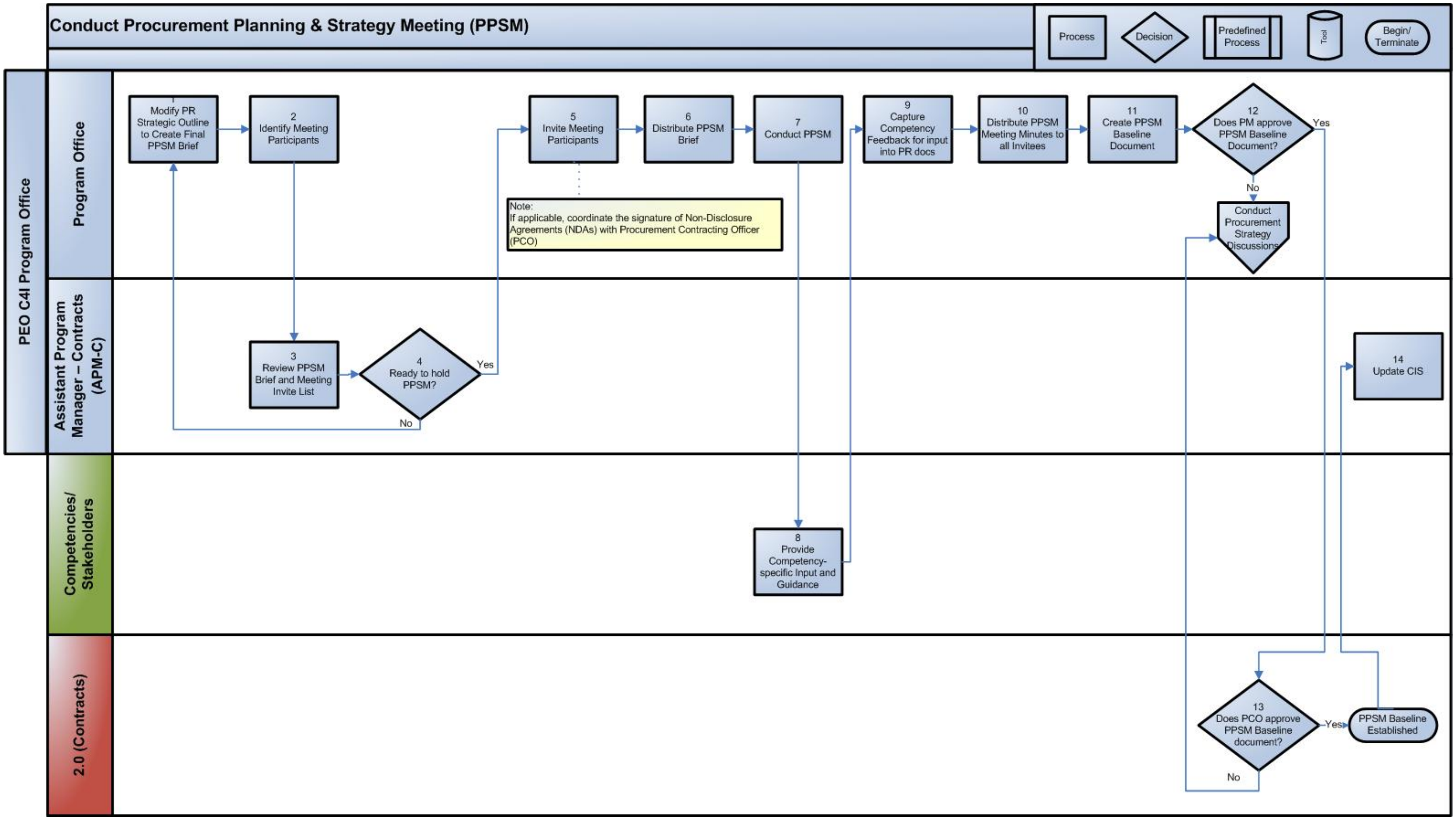

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227 **Figure 4: Conduct PPSM Flowchart**

2.5.1 Conduct PPSM Process Components

The following tables provide details on the PPSM actions steps, inputs and outputs. The input and output tables capture only those items that enter and exit the phase. Additional inputs and outputs identified in the action step table are those that are internal to the processes within the PPSM phase.

Table 10: Conduct PPSM Inputs

Input	Description	Source
PR Strategic Outline	The PR Strategic Outline will have been populated from discussions during the Pre-PPSM meeting. This outline will have served as a guide for the procurement strategy discussions and is used to populate the PPSM brief.	Program office and SPAWAR 2.0/PCO
Approved procurement approach	All parties agreed on the procurement approach prior to PPSM.	All competency stakeholders, via the PPSM

Table 11: Conduct PPSM Action Steps

Role	Step	Action Description	Outputs
Program office	1.	**<u>Modify PR Strategic Outline to create final PPSM Brief</u>** Create PPSM brief using the PR Strategic Outline as a starting point. The PPSM brief template should be utilized as a guide, and the PPSM SCPPM document used as a reference. There will probably be multiple meetings with 2.0 and the APM-C in creating this brief.	Final PPSM brief
Program office	2.	**<u>Identify Meeting Participants</u>** Review the PPSM SCPPM document to identify the stakeholder groups that should be included in the PPSM. Tailor the list to meet the procurement; for example, a chief engineer would not have to attend a PPSM for administrative support services. For the specific people that will represent the various competencies, coordinate with the APM-C.	PPSM invitee list

Role	Step	Action Description	Outputs
APM-C	3.	**Review PPSM Brief and Meeting Invite List** APM-C will review the PPSM brief and attendee list for quality and completeness. The APM-C will also confer with SPAWAR 2.0 on the content.	Updated PPSM brief and meeting invite list
APM-C	4.	**Decision Point: Ready to Hold PPSM?** If the PPSM brief and attendee list are ready, the APM-C will coordinate PPSM readiness with program office leadership and PCO. If the PPSM brief and attendee list are not ready, the APM-C sends comments to the program office to revise and incorporate.	Decision point
Program office	5.	**Invite Meeting Participants** If the PPSM is a face to face meeting, send a calendar invite to personnel on the attendee list at least six working days before the meeting per PEO policy.	Calendar invite
Program office	6.	**Distribute PPSM Brief** Send the PPSM brief to the invitees via secure transmission. [IMPORTANT: Do not attach the brief to the calendar invite!] If the PPSM is electronically held, an encrypted email will be sent to personnel on the attendee list with the PPSM brief attached.	Brief distributed
Program office	7.	**Conduct PPSM** The PM or designated representative will conduct the PPSM which consists primarily of presenting the brief and facilitating discussion with the stakeholders. Attendance should be taken, and minutes recorded, specifically capturing stakeholders’ comments.	Stakeholder comments
Competencies	8.	**Provide Competency-specific Input and Guidance** During the PPSM, the competencies should provide their input to the information presented and the general strategy.	Stakeholder comments
Program office	9.	**Capture Competency Feedback for input into PR Documents** Competency input, noting critical, substantive, and administrative inputs, will be recorded in the meeting minutes and reviewed for possible incorporation in the PR package.	Meeting minutes

Role	Step	Action Description	Outputs
Program Office	10	**Distribute PPSM meeting minutes to all invitees** via secure transmission.	Minutes distributed
Program Office	11.	**Create PPSM Baseline Document** Create PPSM Baseline Document using the template contained in the SCPPM.	Draft PPSM Baseline document
Program Office	12.	**Decision Point: Does PM approve PPSM Baseline Document?** If so, the baseline document gets forwarded to 2.0. If not, the baseline document gets sent back to the APM with comments and further procurement strategy discussions may be needed.	Decision point
SPAWAR 2.0/PCO	13.	**Does PCO approve the PPSM Baseline Document?** If so, the PCO establishes the PPSM Baseline. If not, the PPSM Baseline document gets sent back to the program office with comments and further procurement strategy discussions may be needed.	PPSM Baseline document
APM-C	14.	**Update CIS** Updates the CIS with the actual PPSM date and other projected dates.	Updated CIS record
	End	The process ends here	

Table 12: Conduct PPSM Outputs

Output	Description	Primary Customer(s)
PPSM Baseline document	The PPSM Baseline document is a document signed by the APM and the PCO agreeing to move forward with the procurement approach.	Program office and SPAWAR 2.0/PCO

2.6 CREATE PURCHASE REQUEST (PR) DOCUMENTATION (FIGURE 1, BLOCK 9)

A successful RFP is dependent upon quality documents created by the program office during the time of the PR development. Once an agreement is made with the PCO and PM regarding procurement strategy (Figure 1, Block 8), the APM must first identify the team or working group that will write the documents. If the procurement strategy is not agreed upon among the competency stakeholders, return to Figure 1, Block 5. In conjunction with identifying the team, an associated timeline to complete documentation will put the team on the path for a timely PR submission. The type of PR documents needed will vary based on the type of procurement sought (i.e. competitive vs sole source and further variations based on what is being purchased). The procurement strategy decision will drive the documentation requirements. Next, drafting the documentation should begin. The APM-C will provide templates and updated guidance throughout the process to ensure that the program office is working from the most recent information. Documentation can be in a very early draft state when the PPSM is held to allow for SPAWAR competency guidance to further shape documents. It is important to use the SPAWAR competency entry/exit recommendations included in the toolkit herein. By using the guidance, program offices increase the likelihood that the documentation will experience fewer reviews and rejections. Teams developing documentation should employ an incremental approach to document completion; that is, writing portions and obtaining some validation from key document decision makers and/or the APM-C that the document is on a path to success. Once documents are in a final draft state, teams should hold an internal review session with the program office decision makers and SMEs and progressively extend the reviews to SPAWAR competency and PEO C4I (as required) reviewers and approvers. The PR documentation process begins upon procurement strategy decision and ends with the Post PPSM where principal stakeholders perform a final verification that documentation meets their competency requirements. A list of all PR documentation with descriptions and indications of whether the document is required for sole source and/or competitive can be found in the toolkit.

Figure 5 depicts the process of Creating PR documentation.

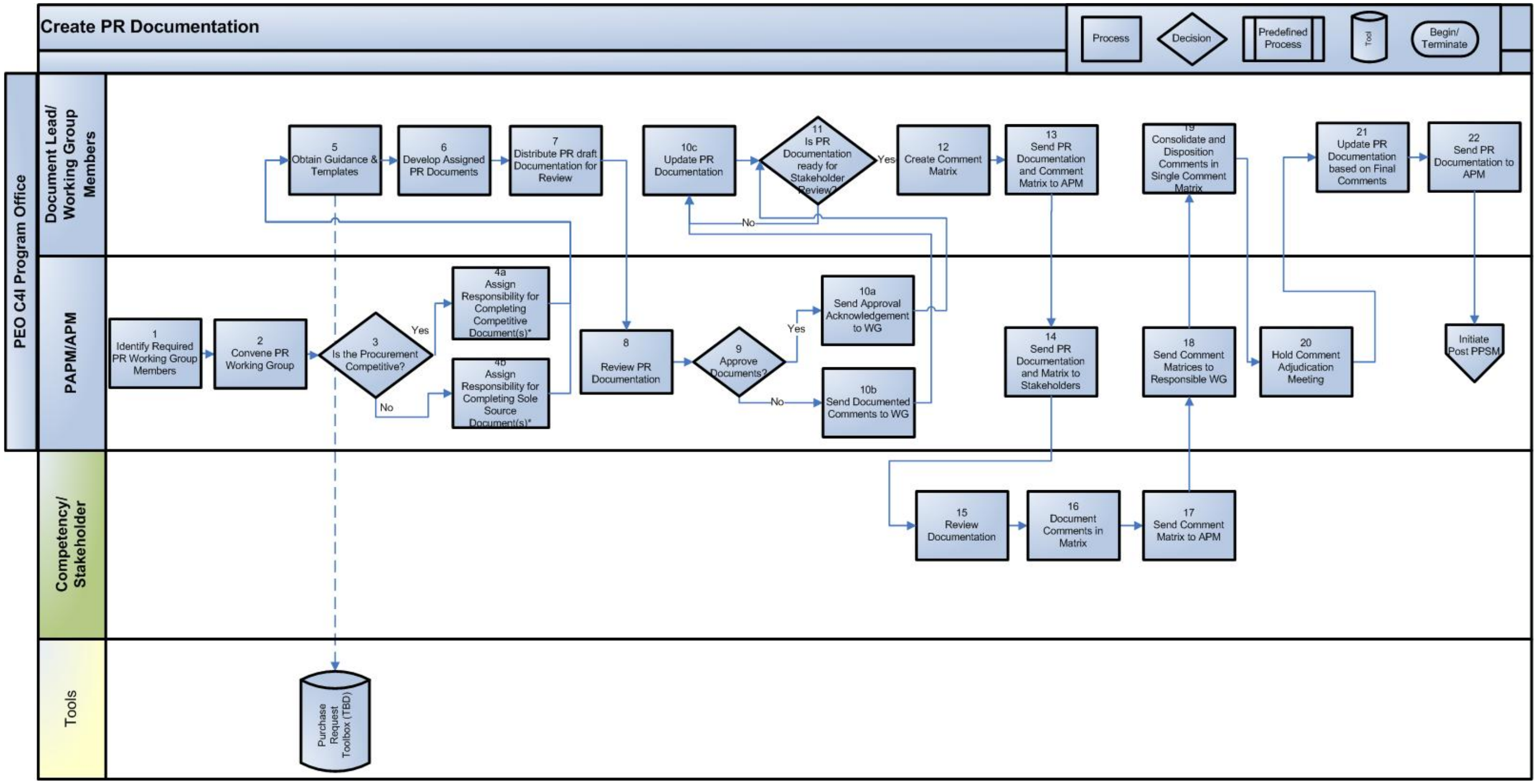

Figure 5: Create PR Documentation Flowchart

2.6.1 Create PR Documentation Process Components

The following tables provide details on the actions steps, inputs and outputs for Creating PR Documentation. The input and output tables capture only those items that enter and exit the phase. Additional inputs and outputs identified in the action step table are those that are internal to the processes within the Create PR Documentation phase.

Table 13: Create PR Documentation Inputs

Input	Description	Source
Market research results	The information that resulted from the market research will be referenced in various PR documents.	Program office and SPAWAR 2.0/PCO

Table 14: Create PR Documentation Action Steps

Role	Step	Action Description	Outputs
PAPM/APM	1.	**Identify required PR working group members**	Working group roster
PAPM/APM	2.	**Convene PR working group**	Working group meeting
PAPM/APM/PCO	3.	**Decision point: Is the procurement competitive or sole source?** This decision is made during the procurement strategy discussion	Decision point
PAPM/APM	4a.	**Assign responsibility for completing competitive documents** The documents required for a competitive procurement are listed in the toolkit. An Integrated Master Schedule or POAM is recommended to track PR deliverables.	PR document assignments to working group
PAPM/APM	4b.	**Assign responsibility for completing sole source documents** The documents required for a sole source procurement are listed in the toolkit. An Integrated Master Schedule or POAM is recommended to track PR deliverables.	PR document assignments to working group
Document Lead/ Working Group Members	5.	**Obtain guidance and templates** Based on the particular type of PR, obtain guidance and templates for the documents listed above from the toolkit.	Necessary PR document templates and guidance

Role	Step	Action Description	Outputs
Document Lead/ Working Group Members	6.	**Develop assigned PR documents** The working group members develop the documents in accordance with the IMS or POAM set by the PAPM/APM	Draft PR Documents
Document Lead/ Working Group Members	7.	**Distribute PR draft documentation for review** The documents get sent to all other working group members for internal review.	Distributed PR draft documents
PAPM/APM	8.	**Review PR documentation** PAPM/APM must review the working group's documentation for accuracy, compliance with strategy, and completeness.	Approval or non-approval with comments
PAPM/APM	9.	**Decision point: Approve documents?** If the PAPM/APM does not approve of the working group's documentation, documented commented get sent to the working group for their incorporation prior to stakeholder review. If the PAPM/APM provides approval of the working group's documentation, approval acknowledgement is sent to the working group.	Decision
PAPM/APM	10a	**Send approval acknowledgement to working group**	Approval acknowledgement
PAPM/APM	10b	**Send documented comments to working group** If the PAPM/APM has comments that he/she wants incorporated prior to stakeholder review	Documented comments
Document lead/working group members	10c	**Update PR documentation** If the PAPM/APM did not approve, the PR working group will update the PR documentation with the comments provided	Updated PR documentation
PAPM/APM	11.	**Decision point: Is PR documentation ready for stakeholder review?**	Decision
Document lead/working group members	12.	**Create a comment matrix** Link to comment matrix and possibly include definitions of types of comments	Comment matrix
Document lead/working group members	13.	**Send PR documentation and comment matrix to APM**	PR documentation and comment matrix

Role	Step	Action Description	Outputs
PAPM/APM	14.	**Send PR documentation and comment matrix to stakeholders**	PR documentation and comment matrix
Competency/ stakeholder	15.	**Review documentation** Competency stakeholders review and validate the documentation to ensure compliance with the established competency requirements.	Validated documentation
Competency/ stakeholder	16.	**Document comments in matrix** Stakeholders note	Stakeholder Comment Matrix
Competency/ stakeholder	17.	**Send comment matrix to APM**	Comment matrix sent to APM
PAPM/APM	18.	**Send comment matrices to responsible working group** PAPM/APM reviews the comment matrices to understand the inputs received, then assigns the comments to the working group for consolidation.	Comment matrix
Document lead/working group members	19.	**Consolidate and disposition comments in single comment matrix** The working group consolidates the comments into a single comment matrix in preparation for adjudication.	Consolidated Comment Matrix
PAPM/APM	20.	**Hold comment adjudication meeting**	Comments adjudicated
Document lead/working group members	21.	**Update PR documentation based on final comments**	Completed PR documentation
Document lead/working group members	22.	**Send final PR documentation to APM-C**	Quality Check Feedback
	End	The process ends here	

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Table 15: Create PR Documentation Outputs

Output	Description	Primary Customer(s)
Completed PR documentation	The completed PR documentation should have all stakeholder comments adjudicated.	APM-C

2.7 CONDUCT FINAL QUALITY CHECK (FIGURE 1, BLOCK 10)

A Final Quality Assessment is the APM-C's capstone activity prior to the PR being submitted for the principal stakeholder review during the Post PPSM phase. The APM-C's review will cover the following: 1) Ensure that competency comments/guidance/direction have been addressed in the various documents as agreed upon by the PCO/APM; 2) Verify all required documents are developed; 3) Perform document traceability; 4) Read each document to assure consistency of purpose of the purchase compared to scope/funding/compliances. This activity begins once the PR documentation is at a final draft state and ends prior to Post-PPSM. This assessment will save stakeholders time during their final reviews and ensure that PR packages are submitted to SPAWAR 2.0 with the expectant quality agreed to during the PPSM.

2.8 CONDUCT POST-PROCUREMENT PLANNING & STRATEGY MEETING (PPSM) (FIGURE 1, BLOCK 11)

A Post-PPSM gives all of the participants of the PPSM one final opportunity to verify the contents and completeness of the PR documentation. It also serves as the forum to address any final concerns regarding the planned contracting approach. It is the final verification of PR documents and contract approach, involving discussion (if necessary) between all competency and program office stakeholders. The stakeholders from the PPSM should be given an opportunity to provide final comments and agreement to the documents in the PR prior to submission to Navy ERP. The Post-PPSM is held following the APM-C final quality check of the PR documentation and immediately prior to submission to Navy ERP for review and processing.

Figure depicts the Post-PPSM process.

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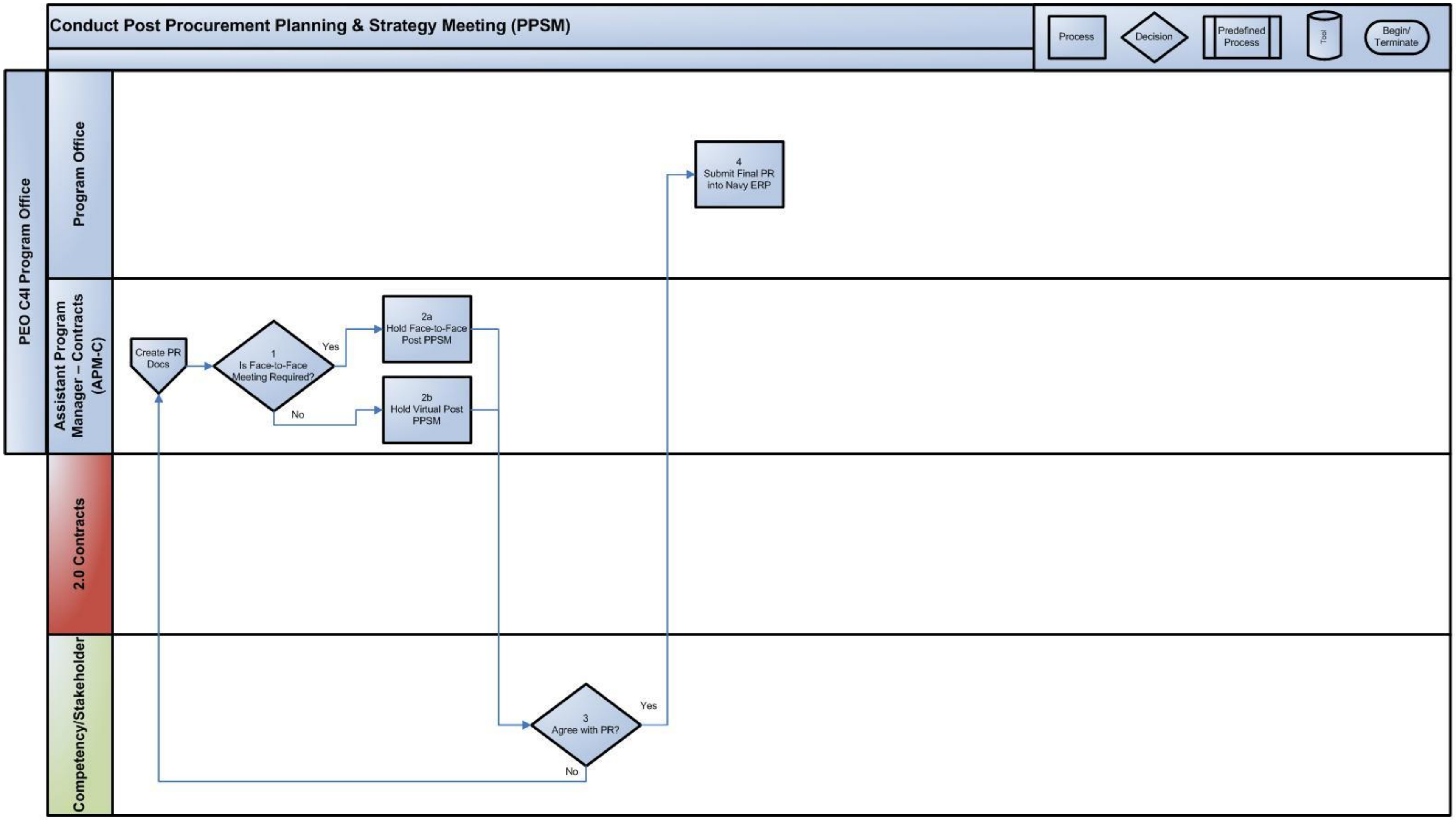

288 **Figure 6: Conduct Post-PPSM Flowchart**

2.8.1 Conduct Post-PPSM Process Components

The following tables provide details on the Post-PPSM actions steps, inputs and outputs. The input and output tables capture only those items that enter and exit the phase. Additional inputs and outputs identified in the action step table are those that are internal to the processes within the Conduct Post-PPSM phase.

Table 16: Conduct Post-PPSM Inputs

Input	Description	Source
PR Documents	All PR documents that have been created during the PR documentation creation process.	APM

Table 17: Conduct Post-PPSM Action Steps

Role	Step	Action Description	Outputs
APM-C	1.	**Decision point: Is face-to-face meeting required?** APM-C coordinates with PCO, Contract Specialist and the program office requirements team to ascertain the completeness of the PR. If any major changes occurred after the PPSM, a face-to-face meeting with some or all PPSM stakeholders may be required.	Decision
APM-C	2.a	**Hold face-to-face Post-PPSM Meeting** A face-to-face meeting will be held similar to PPSM, only abbreviated to address the major changes from the PPSM that will be presented along with final PR documents resulting in final concurrence from all PPSM stakeholders on final PR documentation.	Meeting Minutes
APM-C	2.b	**Hold Virtual Post-PPSM Meeting** Virtual meeting via secure transmission (encrypted mail or WebX) to all stakeholders with final PR documents resulting in final concurrence from all PPSM stakeholders on final PR documentation. A sample email can be found in the toolkit.	Meeting Minutes
Stakeholders	3.	**Decision point: Agree with PR? (Figure 1, Block 12)** During face-to-face or responding to virtual Post-PPSM meeting agreement to final PR documents shall be stated by all stakeholders. If any stakeholder is not in agreement, return to “Create PR Documents” process.	Decision

Role	Step	Action Description	Outputs
Program office	4.	**<u>Load final documents into Navy ERP</u>** Source selection sensitive documents should be submitted via secure transmission (encrypted mail or WebX) to PCO.	Final PR documentation
	End	The process ends here	

Table 18: Conduct Post-PPSM Outputs

Output	Description	Primary Customer(s)
Final PR documentation	Final PR documents agreed to by all stakeholders.	PCO

2.9 EXTERNAL REVIEW REQUIREMENTS (FIGURE 1, BLOCK 12 AND 12A)

Certain thresholds trigger external review requirements due to dollar value. Every document has a different threshold for approval and contracts over a certain value can trigger a Peer Review. DoD has mandated that Independent Management Reviews known as “Peer Reviews” be performed on high dollar value supply and service contracts. A link to the approval thresholds can be found in the toolkit.

2.10 SUBMIT FINAL PR TO NAVY ERP (FIGURE 1, BLOCK 13)

Navy Enterprise Resource Planning (ERP) is an integrated business management system that updates and standardizes Navy business operations, provides financial transparency, and total asset visibility across the enterprise. Navy ERP is the single system for Funds Control and Accounting for SPAWAR, and enables a more efficient and expedient allocation and execution of funds via electronic routing of funding documents and PRs.

When the final PR is ready to be sent to SPAWAR 2.0, the program office will create a ZSPS PR (as opposed to a ZFD) to submit the final package into Navy ERP and route the package through the appropriate workflow for review and approval. Once approvals are complete, the package is automatically routed to the Procurement Desktop Display (PD2) Branch Team Cabinet of the identified PCO for preparation of the solicitation.

A complete list of PR documentation is referenced in Section 2.6. It is important to note that PR documents uploaded into Navy ERP are accessible by other Navy ERP account holders within SPAWAR. Therefore, source selection sensitive documentation must be submitted to SPAWAR 2.0 through alternative methods in order to avoid disclosure.

The PR should first be created in accordance with the local site's Navy ERP SPS PR User/Desk Guides:

a. HQ: Navy ERP SPS PR User Guide, maintained by SPAWAR 2.3.2
b. SSC Atlantic: Navy ERP SPS PR Desk Guide, maintained by 2.3
c. SSC Pacific: Navy ERP SPS PR Desk Guide, maintained by 2.3.6

The PR should have an associated Document Management System (DMS) shell to hold all applicable contract documentation referenced in Section 2.6. Once the PR is created, it should be saved and submitted to workflow. The PR is first sent for Ad Hoc review. The Ad Hoc approver can be one or more of the following individuals: APM, COR, IPT/BFM, or supervisor. After Ad Hoc approval, the PR is sent for IPT/BFM review. The IPT/BFM validates the SOW/PWS, and either approves or rejects the PR. If approval is granted, the PR is sent for IT review. A representative from 8.2 reviews the PR for compliance with the ITPR form or waiver requirements. After IT approval, a representative from 1.1.1 reviews the PWS/SOW and anticipated appropriation against the requirement. After 1.1.1 approval, the Navy ERP interfaced with SPS to transition the PR into PD2. During the PRs progression through Navy ERP, prior to interfacing with SPS, the status for all approvers can be found in the Customer Data tab of the PR. An email is automatically generated and sent to the PR requestor with a notification that the interface was completed without error. The PD2 PR is created in the corresponding SPS Team Cabinet, which is based on the Purchasing Group code entered in the Navy ERP PR.

2.11 UPDATE CONTRACT INFORMATION SYSTEM (CIS) (FIGURE 1, BLOCK 14)

Once the PR has been submitted in Navy ERP, the APM-C updates the CIS with the actual date of submission. The CIS will then be updated once more with an actual award date once the award has been made.

2.12 RECEIVE PR VIA PD2 THROUGH MAKE AWARD (FIGURE 1, BLOCKS 15-21)

After the PR interfaces with PD2 from Navy ERP as described in section 2.10.1, SPAWAR 2.0 then prepares the solicitation based on the PR, issues the RFP or RFQ, receives and evaluates the proposals, makes the award decision, verifies the funding within Navy ERP, and then makes the award. These actions are outside the scope of the PR Process Guide Book and any questions should be directed to a SPAWAR 2.0 representative.

2.13 RFP REVIEW AND APPROVAL (FIGURE 1, BLOCKS 17)

The PDUSD memo of June 23, 2011 directed the Acquisition Strategy and the RFP for the Production and Deployment (P&D) Phase be submitted for MDA review and approval prior to Milestone C. The RFP review occurs after SPAWAR 2.0 prepares the solicitation.

2.13.1 RFP Review Process

The following table provides details on the actions steps.

Table 19: Conduct RFP Review and Approval Action Steps

Role	Step	Action Description	Outputs
Program Office	1	**Decision Point 1: Is the program an ACAT I-IV?** If yes, go to decision point 2. If no, proceed with RFP release	
Program Office	2	**Decision Point 2: Is the RFP supporting the P&D Phase?** If the RFP is supporting the Production and Deployment (P&D) Phase, the MDA must review the Acquisition Strategy and draft prior to RFP release. If the RFP is not supporting the P&D phase, the documents do not need to be reviewed by the MDA, and SPAWAR 2.0 may release the RFP.	

Role	Step	Action Description	Outputs
Program Office	3	Prepare a one page Executive Summary of the RFP summarizing the contents of the RFP. The Executive Summary template can be found in the toolkit.	The Executive Summary is sent to SPAWAR 2.0 for recommendation
SPAWAR 2.0	4	SPAWAR 2.0 reviews the Executive Summary and provides recommendation. The Acquisition Strategy and draft RFP are attached to the Executive Summary.	Executive Summary and RFP Package are sent back to Program Office

Table 20: Inputs

Input	Description	Source
Approved documentation for RFP release	The MDA approves the Acquisition Strategy and RFP prior to RFP release	Program Office and Contracts (2.0)/PCO

3. PROCESS CONCLUSION/SUMMARY

3.1 CHANGES TO PROCESSES

As competency requirements change for the entry/exit criteria, contact the APEO-C branch for updates.

4. TOOLKIT

The toolkit provides additional references and templates for many of the documents and processes referenced within the PR Process Guide Book. Below are descriptions of the various items found within the toolkit.

- Entry/Exit criteria from SPAWAR competencies. This criterion was obtained during interviews with various members of the SPAWAR competencies.
- Links for the FAR, DFARS, NMCARS, and other applicable external reference sites for use during creation of the PR documentation.
- Various templates for documents referenced in this section.

4.1 [1.1.1 ENTRY AND EXIT CRITERIA]

4.2 [1.1.6 ENTRY AND EXIT CRITERIA]

4.3 [2.0 ENTRY AND EXIT CRITERIA]

4.4 [3.0 ENTRY AND EXIT CRITERIA]

4.5 [5.0 ENTRY AND EXIT CRITERIA]

4.6 [8.2 ENTRY AND EXIT CRITERIA]

4.7 [8.3 ENTRY AND EXIT CRITERIA]

4.8 [FAR]

4.9 [DFARS]

4.10 [NMCARS]

4.11 [PRE-PPSM TEMPLATE/PR STRATEGIC OUTLINE]

4.12 [COMPETITIVE POA&M TEMPLATE]

4.13 [SOLE SOURCE POA&M TEMPLATE]

4.14 [MARKET RESEARCH TEMPLATE]

4.15 [PPSM BASELINE DOCUMENT TEMPLATE]

4.16 [PR DOCUMENTATION LIST]

4.17 [ACQUISITION PLAN GUIDE AND TEMPLATE]

4.18 [ACQUISITION STRATEGY TEMPLATE]

4.19 [CCA COMPLIANCE INFORMATION AND TEMPLATE]

4.20 [CDRL]

4.21 [COR INFORMATION AND TEMPLATES]

4.22 [D&F INFORMATION AND TEMPLATES]

4.23 [DD254 INFORMATION AND TEMPLATE]

4.24 [EIT CERTIFICATION INFORMATION AND TEMPLATE]

4.25 [ITPR CERTIFICATION INFORMATION AND TEMPLATE]

4.26 [J&A INFORMATION AND TEMPLATE]

4.27 [NON PERSONAL SERVICE CERTIFICATION INFORMATION AND TEMPLATE]

4.28 [QASP INFORMATION AND TEMPLATE]

4.29 [SSP INFORMATION AND TEMPLATE]

4.30 [SPEC/TRD INFORMATION AND TEMPLATE]

4.31 [SOW/PWS/SOO INFORMATION]

4.32 [EMAIL TEMPLATE FOR VIRTUAL POST-PPSM]

4.33 [EXTERNAL REVIEW THRESHOLD MATRIX]

4.34 [NAVY ERP INFORMATION]

4.35 [CDRL REVIEW PROCESS BEST PRACTICES AND EXAMPLES]

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APPENDIX A ACRONYM LIST

The following acronyms are specific to the Purchase Request Process. Standard Department of Defense acronyms can be found on the Joint Acronyms and Abbreviations at the following website: http://www.dtic.mil/doctrine/jel/doddict/acronym_index.html

Table 19: Acronyms

Acronym	Definition
ACAT	Acquisition Category
AM	Acquisition Manager
AP	Acquisition Plan
APEO-C	Assistant Program Executive for Contracts
APM-C	Assistant Program Manager for Contracts
APM-E	Assistant Program Manager for Engineering
APM-L	Assistant Program Manager for Logistics
AS	Acquisition Strategy
ASN	Assistant Secretary to the Navy
BFM	Business and Financial Manager
CAO	Competency Aligned Organization
CCA	Clinger Cohen Act
CDRL	Contract Deliverable Requirement List
CDS	Contract Demand Signal
CIO	Chief Information Officer
CIS	Contracts Information System
CLIN	Contract Line Item Number
COR	Contracting Officer Representative
CoSC	Continuity of Services Contract
D&F	Determination and Findings
DFARS	Defense Federal Acquisition Regulation Supplement
DMS	Document Management System
DO	Delivery Order
DoD	Department of Defense
DoDI	Department of Defense Instruction
DPM	Deputy Program Manager
EIT	Electronic Information Technology
ERP	Enterprise Resource Planning
FAR	Federal Acquisition Regulation
FAR	Federal Acquisition Regulation
FFRDC	Federally Funded Research and Development Centers
G&A	General and Administrative
HQ	Headquarters
ICE	Independent Cost Estimate
IT	Information Technology

Acronym	Definition
ITPR	Information Technology Purchase Request
J&A	Justification and Approval
MAIS	Major Automated Information System
MC	Mission Critical
MCL	Master Contracts List
MDA	Milestone Decision Authority
ME	Mission Essential
NMCARS	Navy Marine Corps Acquisition Regulation Supplement
PALT	Procurement Action Lead Time
PAPM	Principal Assistant Program Manager
PCO	Procuring Contracting Officer
PEO	Program Executive Offices
PIPM	Principal Installation Program Manager
PM	Program Manager
PMP	Prime Mission Product
PMW	Program
POAM	Plan of Action and Milestone
PPSM	Procurement, Planning and Strategy Meeting
PR	Purchase Request
PWS	Performance Work Statement
QASP	Quality Assurance Surveillance Plan
RDA	Research Development and Acquisition
RFI	Request for Information
RFP	Request For Proposal
SCPPM	SPAWAR Contracts Policy and Procedures Manual
SOO	Statement of Objectives
SOW	Statement of Work
SSA	Source Selection Authority
SSAC	Source Selection Advisory Council
SSP	Source Selection Plan
TDP	Technical Data Package
TO	Task Order
TRD	Technical Requirements Document

APPENDIX B PROCESS CONTROL PLAN

The goal of executing this process is to submit a complete PR package to 2.0.

The control plan provides the process owner with a mechanism for assessing the continued benefit of the process and establishes action triggers in the event the expected results are not met. The following activities ensure the PR process is a transparent, standardized process.