



ACQUISITION  
TECHNOLOGY  
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE  
3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

OCT 03 2008

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
COMMANDER, UNITED STATES TRANSPORTATION  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
DEPUTY ASSISTANT SECRETARY OF THE ARMY  
(POLICY AND PROCUREMENT), ASA(ALT)  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(ACQUISITION & LOGISTICS MANAGEMENT),  
ASN(RDA)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING), SAF/AQC  
DIRECTORS, DEFENSE AGENCIES  
DIRECTORS, DOD FIELD ACTIVITIES

SUBJECT: Competition Report for Fiscal Year (FY) 2008

The Office of Federal Procurement Policy (OFPP) memorandum of July 18, 2008 (attached) requires that Federal agencies submit their Competition Report for FY 2008 to OFPP by January 30, 2009. Within DoD, individual Component reports will be consolidated into a single DoD report for OFPP, with the Military Departments' and DLA's reports included as Attachments. Components' reports should be submitted through the Component Acquisition Executive, to my point of contact identified below by January 9, 2009.

Consistent with discussions at the DoD Competition Advocate meeting on June 18, 2008, DoD Component Competition Advocates will meet semi-annually for open discussion of competition related matters. I have scheduled our next meeting for January 13, 2009 in the Pentagon, Room 2D667, from 9-11, to review fiscal year achievements and collectively address barriers and initiatives to enhance competition – both for contracts and orders against multiple award contracts. Components who currently have Competition Awards Programs in place should provide information on the program to my point of contact by October 31, 2008, so we can explore the feasibility of establishing a DoD Competition Awards Program at this meeting. As the OFPP memo encourages, exceptional employees or teams significantly contributing to improving competition should also be considered for awards associated with the Shine Initiative (see <http://www.faj.gov/acm/awards.asp#shine>).



In addition to addressing each of the 13 reporting requirements described in Federal Acquisition Regulation Subpart 6.502(b), the reports should provide examples representative of report findings, include recommendations that address barriers or impediments to competition, and discuss any Competition Awards Programs within the Component. Include at least 3 years of data in your competition report and provide meaningful analysis of trends. Utilize the trend data to assist in establishing challenging goals for FY 2009.

OFPP has also requested that the report address specific activities taken in conjunction with the Office of Small Business to ensure maximum opportunities are provided to small businesses. Competition Advocates are asked to seek input from the Small Business office describing efforts taken to ensure maximum opportunities are provided for small business. For example, small business specialists review actions in excess of \$10,000 that are not set-aside for small business; the Director of Small Business participates in acquisition strategy reviews; or the Small Business office reviews the adequacy of subcontracting plans. That input should be provided in a separate section of the report entitled "Maximizing Small Business Opportunities."

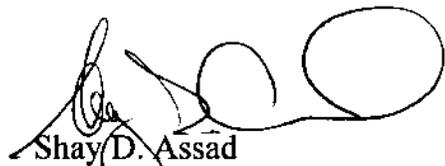
Finally, the FAR was recently revised to require Competition Advocate reports to describe initiatives to ensure task and delivery orders over \$1 million issued under multiple award contracts are properly planned, issued and comply with regulation. DPAP memo of July 16, 2008, entitled "Coordinated Contract Policy Execution Review Plan," established the requirement for Components to incorporate review of documentation associated with placement of orders against multiple award contracts into execution/program management reviews. Your report must specifically address your Component's practices associated with the placement of orders against multiple award contracts, to include the extent that Competition Advocates are involved in the review of orders, and actions taken in response to the DPAP memorandum. Additionally, the Defense Manpower and Data Center will prepare a final fair opportunity run of each Component's FY 2008 orders placed against multiple award contracts on December 15, 2008, that we will provide each Component for analysis and discussion in its report.

Components must utilize the Federal Procurement Data System (FPDS) standard report entitled "Competition Report" as the basis for reporting FY 2008 achievements. As data can vary depending on the day the report is run, Components are encouraged to run the report on December 15, 2008 to maximize consistency; however, the report may be run anytime after the Component (or an activity) certifies its FY 2008 data. If a different date is used, please specify the date used in your report. If you need assistance in running the FPDS Competition Report, please contact your agency's FPDS system administrator.

Historically, many Components established goals and calculated competition achievements by removing actions coded as 'Not Available for Competition' from the

competition baseline. If your FY 2008 goals were established based on this assumption, this should be noted in your report and your report should address the basis for establishing your FY 2009 goals. If 'Not Available for Competition' is removed from the baseline for purposes of goaling, the report must also address what the achievements/goals would be if 'Not Available for Competition' was counted as 'Not Competed' (as the standard FPDS report does).

My point of contact for competition is Ms. Teresa Brooks who may be reached at [teresa.brooks@osd.mil](mailto:teresa.brooks@osd.mil) or 703-697-6710.



Shay D. Assad  
Director, Defense Procurement,  
Acquisition Policy, and  
Strategic Sourcing

Attachment  
As stated

cc:

DIRECTOR, OFFICE OF SMALL BUSINESS PROGRAMS, DEPARTMENT OF THE  
ARMY  
DIRECTOR, OFFICE OF SMALL BUSINESS PROGRAMS, DEPARTMENT OF THE  
NAVY  
DIRECTOR, OFFICE OF SMALL BUSINESS PROGRAMS, DEPARTMENT OF THE  
AIR FORCE  
DIRECTOR, OFFICE OF SMALL BUSINESS PROGRAMS, DEFENSE  
CONTRACTING MANAGEMENT AGENCY  
DIRECTOR, OFFICE OF SMALL BUSINESS PROGRAMS, DEFENSE LOGISTICS  
AGENCY  
DIRECTOR, OFFICE OF SMALL BUSINESS PROGRAMS, DEFENSE  
COMMISSARY AGENCY  
DIRECTOR, OFFICE OF SMALL BUSINESS PROGRAMS, DEFENSE  
INFORMATION SYSTEMS AGENCY  
DIRECTOR, OFFICE OF SMALL BUSINESS PROGRAMS, DEFENSE EDUCATION  
AGENCY  
DIRECTOR, OFFICE OF SMALL BUSINESS PROGRAMS, UNITED STATES  
SPECIAL OPERATIONS COMMAND  
DIRECTOR, OFFICE OF SMALL BUSINESS PROGRAMS, UNITED STATES  
TRANSPORTATION COMMAND  
DIRECTOR, OFFICE OF SMALL BUSINESS PROGRAMS, WASHINGTON  
HEADQUARTERS SERVICES