

Department of the Navy



Contractual Services Acquisition Newsletter

Contractual Services Summit

The Department of the Navy (DoN) Contractual Services (CS) Team hosted the first Contractual Services Summit May 5 – 7, 2015, at Naval Air Station (NAS) Oceana. Over 60 participants from across the DoN and DoD attended. The Summit featured an open dialog and exchange of contractual services knowledge, experiences and lessons learned among Naval Secretariat, OPNAV and USMC HQ personnel, as well as representatives from Budget Submitting Offices (BSOs) and Heads of Contracting Activities (HCAs). Mr. Elliott Branch, Deputy Assistant Secretary of the Navy, Acquisition and Procurement kicked off the event emphasizing the need to build a community of practice around contractual services. More than 20 presentations were delivered by various speakers including Mr. Ken Brennan, OSD Deputy Assistant Secretary for Services; Mr. Randall Culpepper, USAF Program Executive Officer for Combat and Mission Support; Mr. Harold Williams, U.S. Army Senior

Services Manager (Acting); and Ms. Shirley Franko, DoN Senior Services Manager.

The Summit also included presentations from Contract Services Managers (CSMs) from PACFLT, NAVRESFOR and BUMED. These CSMs outlined what was working well within their organizations, along with lessons learned. These briefs were well received, and as Mr. Jason Tengan noted, the presentations “gave us a great opportunity to discuss and review Courses of Actions”.

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NAS Oceana Flight line as viewed from the VFA-106 Ready Room.

June 2015
Issue 3

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No-Cost Contractual Services Acquisition Training for Non-Acquisition Personnel

As discussed during the DoN Contractual Services Summit, the DoN CS Team is working to increase CS training opportunities in the areas of requirements development, contract document and contract administration for non-acquisition personnel. Four current initiatives include:

1. Collaborate with DAU And DPAP to provide ACQ 265 and COR 222 to non-DAWIA DoN personnel
2. Provide off-the-shelf acquisition/contracts training
3. Conduct department-wide Acquisition Services (AS) training needs assessment
4. Contract for customized/tailored AS training and delivery

The following training classes are

scheduled for 2015 and are open for enrollment:

1. ACQ 265 - DAU Campus San Diego and Eglin AFB/Pensacola – June/July
2. COR 222 - DAU Campus San Diego and Eglin AFB/Pensacola – June
3. Requirements Development – DoN Facility (TBD) – August
4. Developing PWS and other contract documents – DoN Facility (TBD) – August

Quotas and additional information available at 703-693-6149.

Have a story idea? Need further information on contractual services acquisition?

Contact: seniorservicesmanage.fct@navy.mil

Introducing Object Class Question Tracker (OQT)

Do you have questions regarding the proper use of Object Class Codes (OCCs) and Product Service Codes (PSCs)? If so, FMB has the website for you. Their Object Class Question Tracker (OQT) has been set up to assist users in the following ways:

- Allows users to post OCC and PSC questions to analysts in an interactive dialogue format
- A one-stop-shop for OCC and

PSC related information and definitions

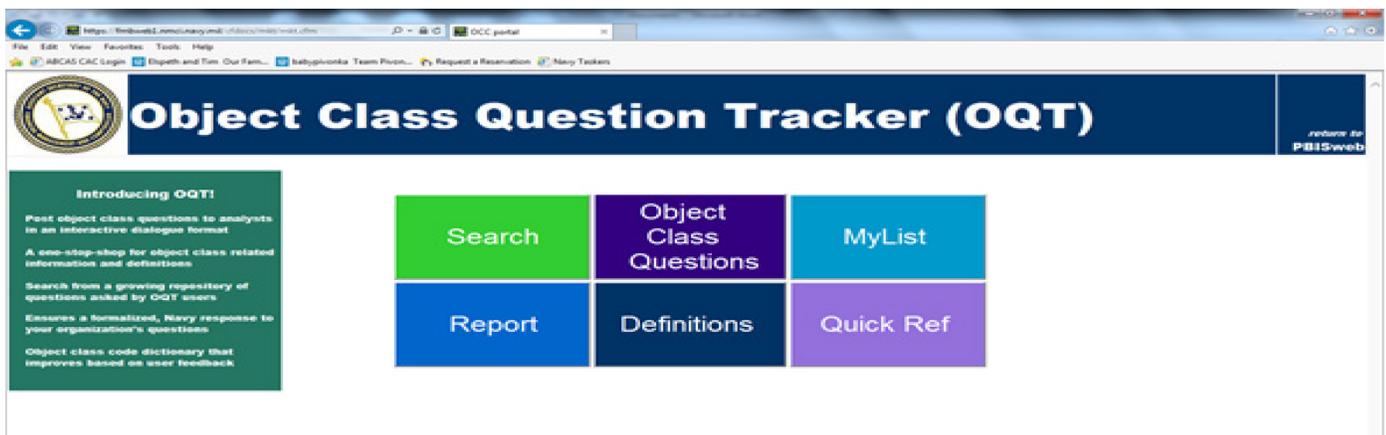
- Search from a growing repository of questions asked by BSOs and HCAs
- Ensures a coordinated DoN response to your organization's questions
- OCC and PSC dictionaries that improve based on user feedback

The site can be accessed through the following link:

<https://fmbweb1.nmci.navy.mil/cfdocs/mkt/mkt.cfm>



Mechanic performs maintenance on an F/A-18 Strike Fighter at NAS Oceana.



This month in Navy and Marine Corps history...

First Naval Academy, Annapolis, MD Graduation (6/10/1854)

U.S. Marines land on Saipan (6/15/1944)

U.S. declares war on Great Britain (6/18/1812)

U.S. Marine Brigade captures Belleau Wood during WWI (6/26/1918)

New FY17 Budget Guidance

On May 8, 2015, the Office of the Assistant Secretary of the Navy (Financial Management and Comptroller) released supplementary guidance for the preparation and submission of object class data during the FY17 program/budget estimates for the DoN program/budget review. The guidance directs Budget Submitting Offices to collect contractual services information

and update the object class data for FY15 to FY17 to reflect full implementation of the PSC/OCC crosswalk. A complete copy of this guidance is available on SharePoint.



Recruits at Recruit Training Command at Naval Station Great Lakes wear their Navy ball caps after completing Battle Stations, the final exercise before graduation.

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GSA's Contract Labor Categories Pricing Tool

Do you need to develop an estimate for a services requirement? Or perhaps compare labor rates and experience levels for some price reasonableness determinations?

With the continued emphasis on services acquisition in Better Buying Power and in other areas, we are pleased to share another useful tool being made available by GSA to help customers and contracts specialists in researching

labor rates. The tool is "Contract-Awarded Labor Categories" or CALC, and includes both composite rates as well as additional refinements based on levels of experience. This tool will be helpful for anyone associated with services acquisition.

The new tool is available at <http://calc.gsa.gov/>

The CALC website welcomes your participation in using this new tool and invites suggestions for improvement.

Acquisition in the News

Rear Admiral Coetzee named Acting Director, DPAP: <http://www.navy.mil/navydata/bios/navybio.asp?bioID=642>

NAVSUP WSS F/A-18 Fuel Cell Container Team Wins 2015 Design Competition: http://www.navy.mil/submit/display.asp?story_id=87186

DPAP Announces the "Special Call" Acquisition Exchange Program (AEP) Cycle for Government Employees: <http://www.acq.osd.mil/dpap/ops/news/index.html#apr23->

Further guidance on using this tool is provided in OUSD (AT&L) Memorandum dated March 21, 2011, Deployment of the Department of Defense (DoD) Contracting Officer Representative Tracking Tool (CORT Tool) and OUSD(AT&L) Memorandum, dated February 10, 2014, Update to the Department of Defense Contracting Officer Representative Tracking Tool. The link to the CORT Tool is <https://wawf.eb.mil>.

Contracting Officer Representative Tracking (CORT) Tool

Department of Defense (DOD) agencies and their components are required to use the Contracting Officer Representative Tracking (CORT) tool to electronically track Contracting Officer Representative (COR) nominations, appointments, terminations, and training certifications for all contracts. This tool allows a perspective COR to create a profile and process a nomination package for one or multiple contracts and/or orders. It also provides contracting personnel a web based portal for all relevant COR actions.

The CORT tool replaces desk side limitations by allowing the COR to upload any relevant documents and to review older COR documentation.

Contracting Officers shall designate

a COR for all contracts, awarded by a DoD component or by any other Federal agency on behalf of DoD. The COR shall complete all required training and submit completion certificates into the CORT tool by the time the Contracting officer appoints the COR or the CORT will error and identify the missing training courses.

The Contracting Officer shall include a copy of the written designation required by FAR 1.602-2(d)(7) in the CORT Tool. The COR shall maintain an electronic file in the CORT Tool for each contract assigned. This file must include, as a minimum:

- a) A copy of the Contracting Officer's letter of designation and other documentation describing the COR's duties and responsibilities; and
- b) Documentation of actions taken in accordance with the delegation of authority.

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Lowest Price Technically Acceptable

In situations where there are 'well defined requirements', successful contract performance is likely and price is a significant factor, Lowest Price Technically Acceptable (LPTA) is normally the most appropriate selection. Well-defined requirement(s) means technical necessities coupled with acceptability standards that are clearly understood by industry and government. They are expressed in terms of performance objectives and standards that originate from government requirements and lend themselves to evaluation on an acceptable/unacceptable basis.

LPTA is the most appropriate option when best value is expected to result from the selection of a technically acceptable proposal with the lowest evaluated price.

The very virtue of LPTA is to drive down costs while providing the best value solution. LPTA can offer a streamlined and simplified source selection approach to rapidly procure commercial and non-complex services and supplies needed to support the warfighter. **However**, when there is a need to pay more for above threshold requirements or performance standards, LPTA may not be the best solution, and there may be a need in the selection process to

evaluate other alternatives.

The selection of the appropriate contract type and selection criteria that best fits the requirements, performance circumstances and desired outcomes is equally important. Depending on whether the requirements are firm and tied to measurable outcomes, a level of effort for a specific desired outcome or time and materials, these parameters have to be identified so that the proper contract type can be utilized, balancing requirements and cost.

Small Business Update

On 15 April 2015, the 2015 DoN Office of Small Business Programs (OSBP) Forum was held at the Sea Air Space Exposition. Guest speakers included the Honorable Sean J. Stackley, ASN/RDA, RADM Thomas J. Kearney, NAVSEA Deputy Commander, Acquisition & Commonality, and Mr. John S. Thackrah, Military Sealift Command (MSC) Executive Director. The forum featured a strategic panel where panel members discussed the Rapid Innovation Fund and the DoN Small Business Innovation Research (SBIR) program. Additionally, the Honorable Sean J. Stackley, ASN/RDA conducted a Small Business Roundtable session as a way to increase communications with Small Businesses. The DoN OSBP also used this opportunity to conduct matchmaking sessions with over 50 vendors.



Attendees from the DoN CS Summit tour the F/A-18 Training Squadron at NAS Oceana.

DATES

July 14-16
July 28-30
Aug 11-13
Aug 25-27
Sep 15-17

LOCATIONS

Charlotte, NC
Wichita, KS
Colorado Springs, CO
Baltimore, MD
Sacramento, CA

The three day training is free and available to all interested parties. Historically, attendees (typically 300+ at each seminar) include representation from industry, labor and government. Along with valuable information regarding Application of Labor Laws to Government Acquisitions (FAR Part 22), the seminars provide access to the diverse concerns regarding labor law in Federal contracts.

If you wish to attend please email your name, title, organization, email address, telephone number and seminar you wish to attend to whdpws@dol.gov.

Labor Law Training

Service Contract Labor Standards (aka, the Service Contract Act); Construction Wage Requirements (aka, the Davis Bacon Act) and other Federal labor law training will be presented by the Department of Labor at various locations throughout the United States.

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Ethics in Contracting

In the public sector, military service men and women, as well as government civilians, must always place the best interest of the public before their own. Public service implies honesty and integrity, and due process and transparency—it is not about personal gain; it's about putting the public interest first.

This sentiment is especially true with acquisition professionals. Daily, acquisition professionals make ethical decisions. They are guided by a few basic contracting ethics principles:

1. Seek justice under the law--the legal thing to do is the ethical thing to do
2. Serve the public Interest--do the right thing
3. Ensure thorough analysis--competence matters, failure to exercise the required skills and knowledge as an acquisition professional is tantamount to dereliction of duty and a violation of public trust
4. Act with compassion and empathy--sometimes acquisition professionals are far removed from the operational side of contracting

- and so they should seek to understand the implications of their decisions outside of their community
5. Take personal responsibility for your decisions

If we use our standards, laws, polices and regulations to guide our ethical decision making, then we will have fulfilled our duty to serve our fellow taxpayers.

Useful Websites:

PSC Manual:

<http://www.acquisition.gov/psc%20manual%20-%20final%20-%202011%20august%202011.pdf>

PSC Mapping to OSD

Portfolios:

http://www.acq.osd.mil/dpap/ss/docs/fy11-dpap-portfolio_group_lookup-20120716.xlsx

PSC Data Dictionary:

<https://www.acquisition.gov/RevisedProductServiceCodes-list.xlsx>

DPAP PSC Selection Tool:

<https://psctool.us/>

Link to OCC Question Tool:

<https://fmbweb1.nmci.navy.mil/cfdocs/mkt/mkt.cfm>

Call and Response Procurement Data Services

Call and Response (C&R) is an information logistics service built from a public FPDS.gov data feed. Federal Procurement Data System (FPDS) is the central repository of information on Federal contracting. Using public data provided by FPDS.gov, C&R gives users a simple way to get and organize available data about DOD procurements that are reported to the FPDS. The C&R service is designed to be an efficient and intuitively designed system intent on making procurement trends a visualizing, simple task. Specifically, the C&R service gives users an ability to find answers to commonly asked procurement questions across the four most recent fiscal years.

Some of the benefits of this system include easy access to FPDS data, customization and repurpose of charts and tables, easy-to-share

data filters and the potential to upload custom data calls. C&R also incorporates Product and Service Codes (PSC) and the OMB's Budget class codes. PSCs indicate what was bought for each contract while budget Class codes uniformly classify transactions of the federal government by the nature of the goods or services purchased. By incorporating these select elements C&R users are able to see and analyze trend data about Services and Supplies & Equipment ("Goods") from a strategic perspective.

Two drawbacks to the new system are: data is delayed by 90 days and there is no control over the precision or completeness of the FPDS.gov data. The C&R system is designed to call on the data for research purposes and not as a tool for gauging accuracy.

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How Well Do You Know Contractual Services?

The third iteration of Better Buying Power (BBP) initiatives was released on 9 April 2015. This iteration is the next step in continuing efforts to increase productivity, efficiencies and effectiveness. The questions below test your knowledge of BBP 3.0. To see how well you did, email your answers to:

seniorservicesmanage.fct@navy.mil

If you don't have a copy of BBP 3.0, you can access it at:

<http://go.usa.gov/3DmzQ>

Question One: Who signed out the BBP 3.0 Directive?

- A. The Honorable Alan Estevez
- B. RDML Allie Coetzee
- C. The Honorable Frank Kendall
- D. VADM Mark Harnitchek

Question Two: "Tradecraft Improvement" in the Acquisition of Services includes which of the following?

- A. Strengthen Contract Management
- B. Improve Requirements Definition
- C. Improve Effectiveness and Productivity of contracted Engineering and Technical Services (ETS)
- D. All of the Above

Question Three: Which office has the lead on efforts to assess applicability and effectiveness of known service acquisition and source selection practices on the ETS portfolio?

- A. OSD AT&L
- B. USAF PEO (Services)
- C. DPAP
- D. DASN AP

Question Four: True or False, Improving Services Contracting Requirements is a continuing BPP initiative.

Contractual Services Summit (from page 1)

Other major topics covered during the Summit included updates on the DoDI 5000 for Services, the draft SECNAVINST 5000 for Services, and the DPAP PSC-OCC Crosswalk. Additionally, attendees received overview briefs on Navy Labor, Strategic Sourcing, SEAPORT, NMPBS/IW, EPS, ERP and the NAVAIR Command Staffing program.

As part of the feedback provided by Summit participants, one person noted that, "the topics were relevant and will be useful in performing duties and advising leadership on the way forward."

And while the briefs were informative, one of the highlights of the Summit was a tour of the NAS Oceana flight Line and the



Summit participants receive flight briefings from a VFA-106 Pilot.

F/A-18 training squadron. This gave all participants a chance to see up close how our premier warfighters prepare for their operational deployments.

The DoN Services will continue this dialogue in future Summits. In the meantime, presentations and other material from this recent event are available on DAPSA SharePoint.



VFA-106 Pilot pointing to the various displays and controls in the F/A-18 cockpit.



Mr. Elliott Branch, DASN AP delivers welcoming remarks at the DoN CS Summit.

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