



Module 2 – Lesson 202

RDT&E Acquisition Process

RDT&E Team, TCJ5-FC

Oct 2018



Overview/Objectives

- **Lesson 202 will provide an overview of Acquisition Process (USTRANSCOMI 63-7) for the USTRANSCOM RDT&E program to include:**
 - The Acquisition Package
 - Requirements Package Documents
 - Submission Timelines
 - Acquisition Timelines
 - Deobligation
 - Proven Practices



The Acquisition Package

- **Two Types**
 - External (Prepared by RDT&E Team)
 - Internal (Prepared by PC)
- **Documents include**
 - Staff Summary Sheet (SSS)
 - Performance Work Statement (PWS)/Project Proposal
 - Funding Documents: Military Interdepartmental Purchase Request (MIPR) (ext.), or AF Form 9 (int.)
 - Independent Government Cost Estimate (IGCE)

Reference is USTRANCOMI 63-7



Document Explanations

- **Staff Summary Sheet (SSS)** – Coversheet that consists of the Purpose, Background, and Recommendation of the Program
- **Performance Work Statement (PWS)** – Provides additional information on performance based service contracts
- **Funding Documents:**
 - Military Interdepartmental Purchase Request (MIPR) - External financial document
 - AF Form 9 - Internal financial document
- **Independent Government Cost Estimate (IGCE)** – A breakdown of the contract costs by Task, Labor Hours, and Hourly Rate that equate ultimately to contractor years



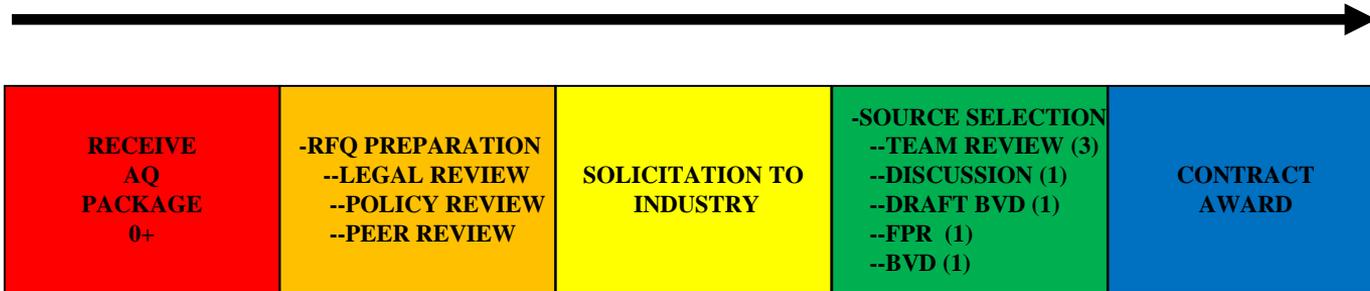
Submission Timeline

- **New contract/re-compete for 1 October start**
 - NLT 1 April
 - Final approved Requirements Package IAW USTRANSCOMI 63-7
- **Exercise of Option Periods with 1 October start**
 - NLT 1 May
 - Final approved Requirements Package IAW USTRANSCOMI 63-7
- **RDT&E Programs, multi-year**
 - RDT&E funds are two year funds (to obligate)
 - Requirements Package is required for each year
 - Must comply with the yearly obligation and expense rates

With 2 yrs to obligate RDT&E funds and potential for Continuing Resolution (allows operation at last year's funding levels—no new projects), consider annual contract to commence ~Dec each year to minimize work stoppage potential – CAUTION: Requires an accelerated effort to meet OSD Comptroller 45% obligation/28% expense by 31 Mar.

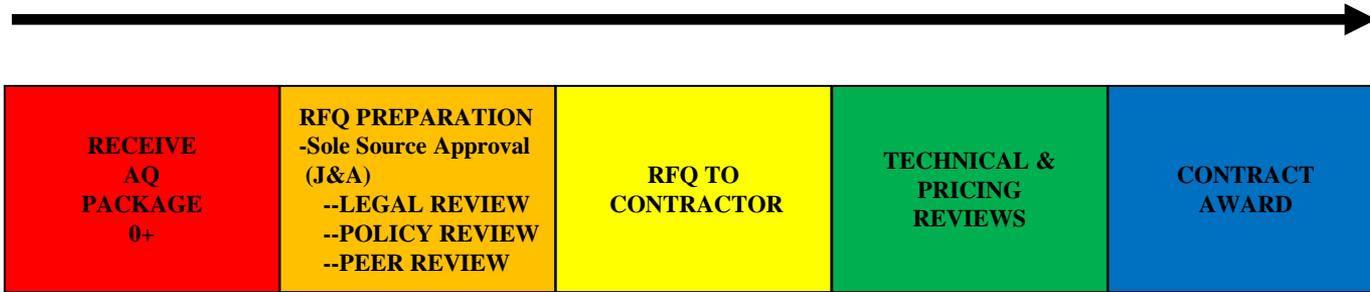


Competitive Acquisition Timeline





Sole Source Acquisition Timeline





Deobligation of Excess/Unexpensed Funds

- **Process: Contract Period of Performance ends, the contract is complete. The COR may notify the contract specialist/officer of deobligation required on any remaining funds.**
- **Contract specialist actions:**
 - COR submits notice that all deliverables have been received, all contract actions complete and identify any remaining funds
 - The contractor submits the final invoice along with notice that there are no outstanding invoices
 - Via DFAS validate funds remaining on each line item of the contract
- **Challenge: Contractors, CORs and DFAS are not always responsive.**
- **Additional information:**
 - Contracts with Labor Hours are more complex than Firm Fixed Price contracts: the contractor has to submit, and DCAA must audit, a final invoice. The DCAA audit can take quite a while.
 - Firm Fixed Price contracts are less complex and time consuming to close and de-obligate. After all actions are complete and the contractor certifies submission of the final invoice, the contract specialist can close the contract and deobligate the funds.
- **If the choice is between awarding a contract or action to avoid an interruption in service vs. contract close-out, service takes priority over closeout.**



Proven Practices

- **Early acquisition planning is key to successful contract execution**
 - Contact TCAQ as soon as a contract is being considered to determine approx time required from approved Requirements Package to contract award
 - Once you have a need, contact TCAQ ASAP to determine if we can buy. A TCAQ Buying Division rep will be assigned to help walk you through the process
- **Get TCAQ involved early in the process**
 - Determine the proper contract agency
 - Determine the correct acquisition strategy
 - Review the required draft documents while package is routed for approval IAW USTRANSCOMI 63-7



Summary

You now have a fundamental understanding of:

- The Acquisition Package
- Requirements Package Documents
- Submission/Acquisition Timelines
- Proven Practices

Questions or Additional Information, Call the
RDT&E Team at (618) 220-4337