



Air Force Life Cycle Management Center (AFLCMC)

Standard Process

for

Contract Award

Sole Source

(Release of RFP to Contract Award)

Process Owner: AFLCMC/PK

Date: 21 Jun 2018

Version: 4.1

*Standard Process for Contract Award
Sole Source
(Release of RFP to Contract Award)*

Record of Changes:

Record of Changes		
Version	Effective Date	Summary
1.0	21 Mar 2013	Baseline standard process reviewed and approved by Standards and Process Board on 21 Mar 2013. Defines process for contracts \$50M - 500M.
1.0	3 Jun 2014	Baseline standard process reviewed and approved by Standards and Process Board on 15 May 2014. Defines process for contract \$1M - 50M.
2.0	15 Sep 2014	Reviewed and approved by Standards and Process Board on 21 Aug 2014. This version describes the process and shows timelines for all dollar thresholds: \$1M - \$50M, \$50M - \$500M, and >\$500M. This version combines and supersedes previous versions of the Standard Process for Contract Award (Sole Source).
3.0	26 Feb 2015	Reviewed and approved by Standards and Process Board on 26 Feb 2015. Adds Proposal Evaluation Team Plan (PETP)
3.1	8 Apr 2016	Modified section 5.0 to incorporate new metric, moved scheduling instructions from section 5.0 to 7.0, added attachment 2 and updated the links on the standard process
4.0	1 May 2017	Reviewed and approved by Standards and Process Board on 20 Apr 2017. Update to figure 1, modified section 5.0 to adjust measurement criteria; administrative changes.
4.1	21 Jun 2018	Reviewed and approved by Standards and Process Board on 21 Jun 2018. Updates links; incorporates expanded technical evaluation process; clarifies roles and responsibilities; and makes administrative changes.

*Standard Process for Contract Award
Sole Source
(Release of RFP to Contract Award)*

1.0 Description. The AFLCMC Standard Process for Contract Award, Sole Source (Release of RFP to Contract Award) includes the activities necessary to award a sole-source (non-competitive) contract following a Request for Proposal (RFP) release. The process is consistent with [AFMC Mandatory Procedure \(MP\) 5304](#), 16 Jan 2018. The process is organized into six high-level activities or phases, as follows:

- 1.1 Release of RFP (Letter/Formal) to Receipt of Adequate Proposal
- 1.2 Fact-Finding and Evaluation
- 1.3 Business Clearance
- 1.4 Negotiations
- 1.5 Contract Clearance
- 1.6 Contract Award

2.0 Purpose.

- 2.1 The purpose of this standard process is to consistently, efficiently and effectively plan and execute the activities necessary to place government requirements on a sole-source contract to deliver a cost effective and timely acquisition solution.
- 2.2 The process requires both Government and Joint Acquisition Teams (defined in Paragraph 6.13 and 6.14) to focus on planning sessions to ensure each team member understands and agrees to the total team and individual tasks, events, and schedule in order to get to contract award.

3.0 Entry/Exit Criteria.

- 3.1 The entry point for this process begins with RFP release for a sole-source acquisition. The assumption is the RFP reflects the approved acquisition strategy and includes validated requirements and appropriate terms and conditions.
- 3.2 Pre-planning activities must occur as part of the [AFLCMC Standard Process for Pre-Award Acquisition Strategy \(AS\) and RFP Development](#) prior to release of the RFP and entry into this Standard Process for Contract Award, Sole Source (Release of RFP to Contract Award). The recommended format for capturing these pre-planning activities is the [Proposal Evaluation Team Plan](#) (PETP). The program manager, working with the Joint Acquisition Team to the extent necessary, should complete a PETP prior to RFP release and update it throughout the negotiation and award process. The program manager technical evaluation leads are encouraged to request the

Acquisition Center of Excellence (ACE) to provide technical evaluation training/workshop. (See [AFLCMC Process Guide for Conducting Sole-Source Technical Evaluation and Training](#).)

3.3 The exit point is the award of a contract reflecting the negotiated settlement within the approved Business Clearance, the approved Contract Clearance, and final congressional notification required by DFARS Part 205.303, as supplemented.

4.0 Process Workflow and Activities.

4.1 Suppliers, Inputs, Process, Outputs and Customers (SIPOC), Table 1.

Table 1. SIPOC

Suppliers	Input	Process	Output	Customers
Providers of the required resources	Resources required to execute process	Description of activity	Deliverables from the process	Anyone who receives output of process
Contractor	RFP	Proposal Development	Proposal	Government Acquisition Team
Government Acquisition Team	Proposal	Proposal Evaluation	Technical Evaluation Report	PCO and Cost/Price Analyst (C/P Analyst)
Defense Contract Audit Agency (DCAA)/Defense Contract Management Agency (DCMA)	Request for Support	Proposal Evaluation	DCAA Audit or DCMA Field Pricing Report	PCO and C/P Analyst and, as necessary, other members of Government Acquisition Team
PCO	Government Position	Business Clearance Review and Approval	Approved Business Clearance	Clearance Approval Authority (CAA)
Contractor and Government Acquisition Team	Respective Negotiation Positions	Negotiations	Certified Negotiated Agreement	Contractor/Government Acquisition Teams
PCO	Contract file and document	Contract Clearance Review and Approval	Contract Award	Government Acquisition Team, Contractor and Requirements Activity

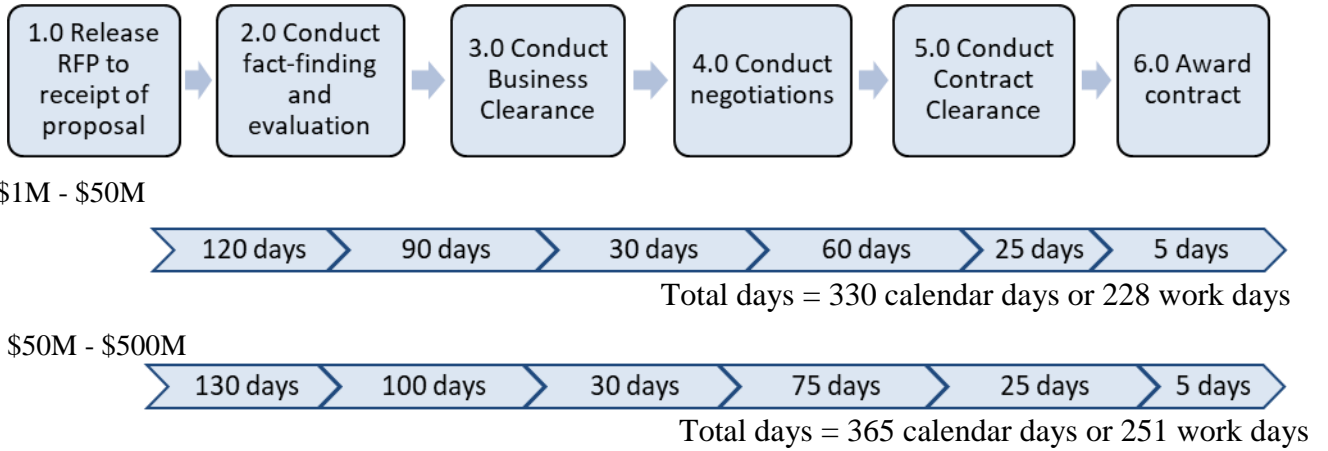
4.2 Process Flow Chart. **Figure 1** represents the contract award process at a high level and provides a timeline for contract actions valued within two ranges: \$1M - \$50M and \$50M - \$500M. **Figure 2** provides a more detailed view of the contract award process. Steps in **Figure 2** may vary based on contract action value. Steps that vary include but are not limited to audit and pricing support, review/approval thresholds and peer review requirements.

4.3 Work Breakdown Structure (WBS). The WBS provides additional detail to describe, define and provide references for the activities in the process flowchart. An excerpt WBS is provided in **Table 2**, and the full WBS in MS Excel is in **Attachment 1**. Additional references, tools, templates/checklists and training are identified at **Attachment 1**.

4.4 The [PETP](#) activities tab contains the steps outlined in the WBS. The Government Acquisition Team will use this as a starting point, adding program specific details to

tailor it to a useful document for the team. The team and requirements/ground rules tabs of the PETP should also be used throughout the process to assist the team in planning and executing the contract award (see Paragraph 7.1).

Figure 1. Process Flowchart and Timelines for Various Acquisition Dollar Thresholds



Additional 10 to 20 days required for actions that require [DoD Peer Review](#).

Figure 2. Detailed Process Flowchart

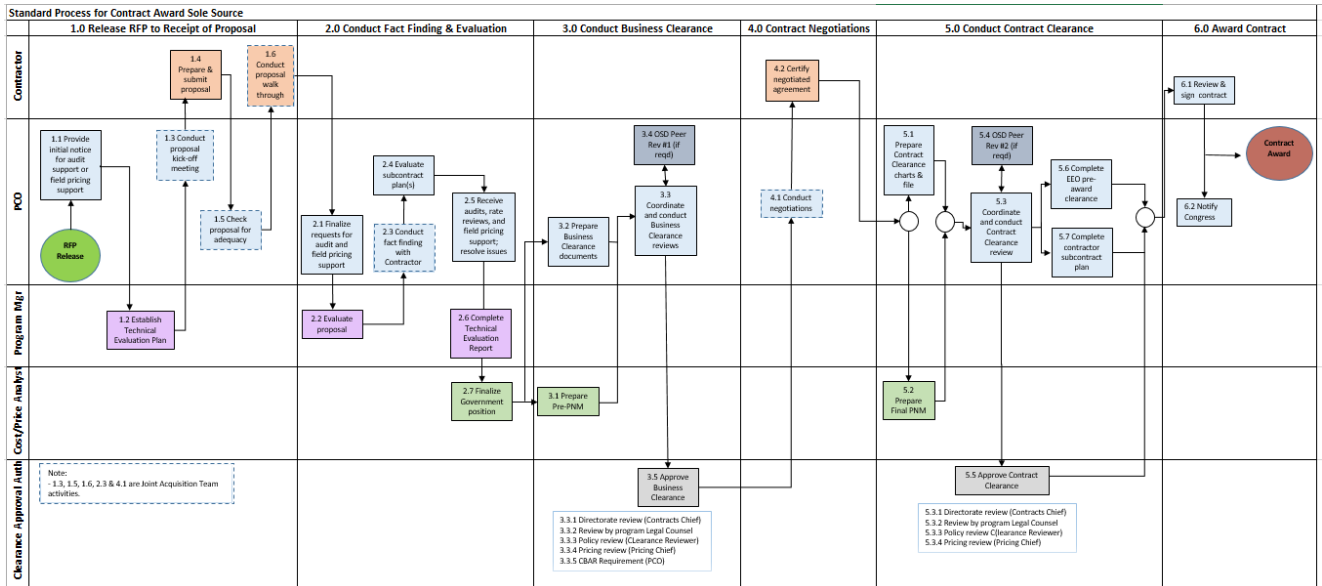


Table 2. WBS

WBS	Activity	Description	OPR	Days \$1M - \$50M	Days > \$50M
1.0	Post RFP Release			120	130
1.1	Provide initial notice for audit support or field pricing support	Provide initial notice of request for audit or rate review with DCAA to forecast program support requirements. Provide initial notice for field pricing support, as needed, to AFLCMC locations or DCMA to forecast program support requirements. Requests may be tailored to program needs.	PCO		
1.2	Establish Technical Evaluation Plan	Establish Technical Evaluation Plan (TEP) and schedule training. Consult Process Guide for “Conducting Sole-Source Technical Evaluation and Training.”	PM		
1.3	Conduct proposal kick-off meeting	After RFP release, Government and Contractor program representatives conduct a proposal kick-off meeting with Joint Acquisition Team to discuss procurement schedule and expectations of Contractor. DCAA, DCMA, and major subcontractors also may be asked to participate. These meetings are required for sole-source contract actions greater than \$50M and UCAs greater than \$1M; however, they should be considered for lesser contracts. The PETP initiated in the Acquisition Strategy/RFP Standard Process should be used to prepare for the kick-off meeting and updated afterward to incorporate new understanding established in the kick-off meeting.	PCO		
1.4	Prepare and submit proposal	Prepare a proposal based upon RFP and submit to the Government	Contractor		
1.5	Check proposal for adequacy	Government receives contractor proposal and checks proposal using the proposal adequacy checklist. PCO determines proposal to be adequate.	PCO		
1.6	Conduct proposal walk-through	After proposal receipt, the PCO schedules and the Contractor provides a proposal walk-through to the Government Acquisition Team (to include DCAA and DCMA). The walk-through shall ensure understanding of the proposal composition; validate or revisit procurement schedule; and establish action items for any data omissions from the proposal. Work to resolve any proposal adequacy checklist issues identified by the acquisition team.	Contractor		

WBS	Activity	Description	OPR	Days \$1M - \$50M	Days > \$50M
2.0	Fact-finding and Evaluation			90	100
2.1	Finalize requests for audit support and field pricing support	Request pricing support to center pricing office, if action meets or exceeds threshold. Finalize request for audit, rate review, or field pricing support. Cost/Price Analyst (C/P Analyst), if assigned, may perform this function	PCO		
2.2	Evaluate proposal	Government Acquisition Team reviews entire proposal and begins initial evaluation, while identifying questions for fact-finding. Initiate pricing modeling. Use the pre-established ground rules, communication plan, efficiency procedures, and other elements of the PETP and TEP to guide the fact-finding.	PM		
2.3	Conduct fact-finding with Contractor	Government and Contractor interact to discuss areas of questions identified by Government Acquisition Team. Task completed when Contractor has answered all fact-finding questions and Government can fully evaluate proposal. Government Acquisition Team provides technical evaluations. Use the pre-established ground rules, communications plan, efficiency procedures, etc. in the PETP to guide the fact-finding.	PCO		
2.4	Evaluate subcontract plan	Evaluate Contractor subcontract plan submitted by Contractor	PCO (coordinate with applicable ACO and Small Business Liaison)		
2.5	Receive audits, rate reviews, and field pricing support; resolve issues	PCO, C/P Analyst, and Contract Negotiator/Contract Specialist (CN/CS) review audits, rate reviews, and field pricing support from DCAA or DCMA. Work with auditor and Contractor to resolve adverse opinions, if any.	PCO		
2.6	Complete Technical Evaluation Report	Complete Technical Evaluation Report. Provide to PCO, C/P Analyst and CN/CS for review and discussion.	PM		
2.7	Finalize Government position	Incorporate audit, rate review and field pricing support results. Receive final technical evaluation from Program Manager. Complete pricing modeling and finalize Government pricing position.	C/P Analyst		

WBS	Activity	Description	OPR	Days \$1M - \$50M	Days > \$50M
3.0	Business Clearance			30	30
3.1	Prepare Preliminary-Price Negotiation Memorandum (Pre-PNM)	C/P Analyst, if assigned, prepares Pre-PNM. C/P Analyst leads activity with support from CN/CS, PCO and, as required, other members of the Government Acquisition Team. PCO reviews and concurs with document.	C/P Analyst		
3.2	Prepare Business Clearance documents	Prepare Business Clearance documents and contract file for Business Clearance review. PCO leads activity with support from C/P Analyst and CN/CS. Business Clearance thresholds are established in AFFARS 5301.9001 and AFMC MP 5301.9001 .	PCO		
3.3	Coordinate and conduct Business Clearance reviews	Coordinate various reviews for Business Clearance. Review thresholds are established in Appendix L of AFMC Mandatory Procedures.	PCO		
3.3.1	Conduct directorate-level Business Clearance review	Directorate-level reviewer reviews Business Clearance documents and contract file.	Chief of Contracting Office		
3.3.2	Conduct Business Clearance legal review	Program legal counsel reviews Business Clearance documents and checks contract file for legal sufficiency to enter negotiations.	Program Legal Counsel		
3.3.3	Conduct Business Clearance policy office review	Policy Office clearance reviewer reviews Business Clearance documents and contract file.	Clearance Reviewer		
3.3.4	Conduct Business Clearance pricing review	Pricing Office reviews Pre-PNM and Business Clearance documents.	Chief of Pricing (or equivalent)		
3.3.5	Add Business Clearance data to Contract Business Analysis Repository (CBAR), as required.	Add Business Clearance information or data to the CBAR, as required. See policy reference.	PCO		
3.4	OSD Peer Review #1 (if required or actions > \$500M)	Review documentation of Pre-PNM, negotiation strategy, and assessment of contractor risk in determining profit or fee. Conduct for contract actions if required or for documents greater than \$500M. Add 10 days to schedule if OSD Peer Review required.	PCO		
3.5	Approve Business Clearance	Team conducts Business Clearance with Clearance Approval Authority (CAA) to request and obtain authority to enter negotiations.	CAA		

WBS	Activity	Description	OPR	Days \$1M - \$50M	Days > \$50M
4.0	Negotiations			60	75
4.1	Conduct negotiations	Conduct negotiations with Contractor to reach agreement on cost/price and terms and conditions of contract. Ensure functional subject matter experts from Government Acquisition Team are included as appropriate.	PCO		
4.2	Certify negotiated agreement	Contractor certifies negotiated agreement is current, accurate and complete via submittal of a Certificate of Current Cost or Pricing Data. Government reviews and, if necessary, adjusts negotiated price.	Contractor		
5.0	Contract Clearance			25	25
5.1	Prepare Contract Clearance documents and file for final review	Prepare Contract Clearance documents and finalize contract file for contract award. PCO leads effort with support from C/P Analyst and CN/CS.	PCO		
5.2	Prepare PNM	Finalize PNM, based upon negotiated amounts. C/P Analyst, if assigned, is primary performer of activity with support from PCO and CN/CS. PCO reviews and co-signs final PNM.	C/P Analyst		
5.3	Coordinate and conduct Contract Clearance reviews	Coordinate various reviews for Contract Clearance. Review thresholds are established in Appendix L of AFMC Mandatory Procedures.	PCO		
5.3.1	Conduct Contract Clearance directorate-level review	Directorate level reviewer reviews Contract Clearance documents and contract file.	Chief of Contracting Office		
5.3.2	Conduct Contract Clearance legal review	Program legal counsel reviews Contract Clearance documents and checks contract file for legal sufficiency to award contract.	Program Legal Counsel		
5.3.3	Conduct Contract Clearance policy office review	Policy office clearance reviewer reviews Contract Clearance documents and contract file and ensures the finalized PNM is included in the file.	Clearance Reviewer		
5.3.4	Conduct Contract Clearance pricing review	Pricing office reviews PNM and, if required, other Contract Clearance documentation.	Chief of Pricing (or equivalent)		
5.4	OSD Peer Review #2 (if required or actions > \$500M)	Review PNM and negotiated agreement/contract. Conduct for contract actions if required or for actions with value greater than \$500M. Add 10 days to schedule if OSD Peer Review required.	PCO		
5.5	Review and approve Contract Clearance	Team conducts Contract Clearance with CAA to request and obtain authority to award contract. If requested, CAA can waive Contract Clearance, if settlement of negotiation was within Business	CAA		

		Clearance approval, to include negotiation range.			
--	--	---	--	--	--

WBS	Activity	Description	OPR	Days \$1M - \$50M	Days > \$50M
5.6	Complete Equal Employment Opportunity (EEO) preaward clearance, if required	The PCO shall obtain a pre-award contract compliance from the Office of Federal Contract Compliance Programs (OFCCP), by a written EEO clearance request, for all basic contracts, first-tier subcontracts and task or deliver orders estimated to be \$10M or more, or modifications adding new work of \$10 million (FAR 22.805(a)(2) (excluding construction)).	PCO		
5.7	Complete Contractor subcontract plan	Review and approve contractor's subcontract plan.	PCO (coordinate with applicable ACO and Small Business Liaison)		
6.0	Contract Award			5	5
6.1	Provide contract to Contractor for signature	Provide contract to Contractor for review and signature.	PCO		
6.2	Obtain Congressional notification and public announcement	Send 1279 to SAF for Congressional notification and public announcement (includes three-day hold), if required. See FAR 5.3, as supplemented, for contracts actions that do not require a 1279.	PCO		
6.3	Contract award	PCO signs and distributes document. PCO distributes PNM to DCAA and DCMA and posts document to CBAR as required.	PCO		
		AFMC Contracting Mandatory Procedures/Information Guidance			
		AF Contracting Central – Knowledge Center			
		Pricing Center of Excellence			

5.0 Measurement.

5.1 As indicated in Figure 3, the metric reported to the AFLCMC Standards and Process Board will track, on an annual basis, the average total contract award days. Though AFLCMC/PK will collect data for actions at \$10M or more, the metric will capture awarded USAF contracts between \$50M - \$500M and will be measured against the AFMC standard of 365 calendar days. A Green rating is achieved when the average award timeline for USAF actions in a fiscal year is 400 days or less. A Yellow rating is given when the average is 401 - 450 days. A Red rating is given when the average is greater than or equal to 451 days. The metric will be measured on a yearly basis and

reviewed quarterly. Data on individual phases and metrics for Foreign Military Sales (FMS) efforts will be collected and presented for comparison purposes.

Table 3. Metrics Table

Metric Characteristic	Metric Information	AFLCMC Std Processes
Relevance	APD Ref No	A01
Relevance	Process Name	Contract Award (Sole Source)
Specific	Process Lead	Fry, Vicki AFMC AFLCMC/PK_PZ <victoria.fry@us.af.mil>
Specific	Metric POC	Fry, Vicki AFMC AFLCMC/PK_PZ <victoria.fry@us.af.mil>
Relevance	Date Completed	
Specific	Process Owner	AFLCMC/PK
Relevance	Enterprise Impact / Process Purpose	To consistently, efficiently and effectively plan and execute the activities necessary to place government requirements on a sole source contract to deliver a cost effect and timely acquisition solution
Relevance	LCMC Obj	1: Deliver Cost Effective Acquisition Solutions
Specific	Metric Name	Sole Source Contract Average Award Timelines
Measurable	Data Source	PEOs, program, location. Data retained in SharePoint
Specific	Calculation	For all actions in business rule: Average = Sum of total award days / total number of actions
Specific	Business Rules	<ul style="list-style-type: none"> - FAR Part 15 actions, UCA or standard buy filtered to USAF efforts between \$50M-\$500M - Awarded actions only; grouped by fiscal year the contract was awarded - Total award days = award date minus RFP date - Report average data of individual phases and FMS data for comparison
Time Based	Update Frequency	Qtrly updates / Final per Fiscal Year
Actionable	Decision Maker	AFLCMC/CV
Actionable	Review Forum / Governance Body	AFLCMC Standards & Process
Time Based	Review Frequency	Qtrly
Actionable	Target	Average awards by FY < 365 days
Actionable	Thresholds (R/Y/G)	Green: Average award ≤ 400 days Yellow: 401 days ≤ Average Award ≤ 450 days Red: Average Award > 450 days
Actionable	Baseline Performance	536 days
Time Based	Baseline Date	FY 13 Awards

6.0 Roles and Responsibilities.

6.1 AFLCMC Director of Contracts (AFLCMC/PK)

6.1.1 Responsible, as the process owner, for oversight, feedback, and management of the contract award process

6.1.2 Leads and coordinates the overall contract award process with the appropriate functional team members

6.2 Clearance Approval Authority (CAA)

6.2.1 Chairs Business and Contract Clearance

6.2.2 Provides authority to enter into negotiations and award contracts

6.2.3 Provides additional negotiation range when requested and when necessary and adequately supported

Note: The Contract Clearance Review and Approval authorities are based on the dollar value for the contract action. See [AFMC MP Appendix L – AFLCMC Authorities and Delegation](#).

6.3 Contracting Officer (CO) or Procurement Contracting Officer (PCO)

- 6.3.1 Ensures performance of all necessary actions for effective contracting while leading negotiations, ensuring compliance with the terms of the contract, and safeguarding the interests of the United States in its contractual relationships
 - 6.3.1.1 Ensures requirements have been met and that sufficient funds are available for obligation
 - 6.3.1.2 Ensures that contractors receive impartial, fair and equitable treatment
 - 6.3.1.3 Requests and considers the advice of specialists in cost/price analysis, audit, law, engineering, program management, logistics, information security, transportation, and other fields, as appropriate
- 6.3.2 Serves as single point of contact between the Contractor and the Government Acquisition Team
- 6.3.3 Allowed wide discretion to exercise business judgment in order to perform these responsibilities
- 6.3.4 With the support of the Government Acquisition Team, responsible for ensuring negotiated agreement is fair and reasonable

6.4 Cost/Price Analyst (C/P Analyst)

- 6.4.1 Develops request for audit support, rate reviews and field pricing support from DCAA/DCMA
 - 6.4.1.1 Identifies areas of proposal/audit risk
 - 6.4.1.2 Determines type of audit (full audit, labor rates and factors, material, etc.)
- 6.4.2 Develops Government negotiation positions
 - 6.4.2.1 Based on input from Government Acquisition Team and working with PCO and CN/CS, develops going-in, Government objective, and negotiation range positions using appropriate pricing models
 - 6.4.2.2 Based on input from Government Acquisition Team and working with PCO and CN/CS, recommends profit/fee position based on identified risk to Government and Contractor
- 6.4.3 Based on input from Government Acquisition Team and working with PCO and CN/CS, develops Preliminary-Price Negotiation Memorandum (Pre-PNM) and final PNM, as well as Business and Contract Clearance briefing

6.4.4 As a minimum, advises and supports negotiations with Contractor and may serve as lead price negotiator

Note: Some negotiated procurements may not be supported by a C/P Analyst. In these circumstances, the above duties are performed by other members of the contracting team.

6.5 Contract Negotiator/Contract Specialist (CN/CS)

6.5.1 Handles daily issues with program

6.5.2 Builds and updates contract file throughout the process

6.5.3 Helps prepare Pre- and final PNM, as well as Business and Contract Clearance briefings

6.5.4 Assists with or conducts negotiations, as required

6.6 Program Manager (PM)

6.6.1 Serves as team leader, to include building technical team, for the program

6.6.2 Ensures acquisition requirements are well defined prior to release of RFP

6.6.3 Leads team in accordance with PETP. Responsible for acquisition schedule documentation and recommendations for specific continuous improvements of this process.

6.6.4 Ensures completion of Technical Evaluation Report. Ensures Government Acquisition Team is trained adequately and completes evaluations in accordance with [Process Guide for Conducting Sole-Source Technical Evaluations and Training](#) as appropriate.

6.7 Engineering (EN)

6.7.1 Develops proposed Government technical positions (realism, associated schedules, basis for negotiation positions based on recommended adjustments to contractor labor or material estimates including analysis and justification, etc.)

6.7.2 As a key member of the Air Force Negotiation Team, provides technical rationale for government negotiation position

6.8 Financial Management (FM)

6.8.1 Provides financial management aspects of proposal evaluations as may be needed to include price/cost realism aspects of the contractor's proposal

6.8.2 Prepares various aspects of financial funding documentation as may be needed and as agreed to by the PM, PCO, and other Government Acquisition Team members

6.8.3 Develops and provides proposal cost/price realism evaluations as may be needed by the Government Acquisition Team

6.9 Logistics

- 6.9.1 Ensures product support requirements, including data rights required to execute the proposed Logistics strategies, are met
- 6.9.2 Provides technical evaluation of all logistics inputs; specifically addresses all 12 Integrated Product Support (IPS) elements

6.10 Test and Evaluation

- 6.10.1 Ensures test support requirements, including resources required to execute the proposed test and evaluation strategy/plan, are met
- 6.10.2 Provides technical evaluation of all test and evaluation inputs; specifically addresses incorporation of test requirements in accordance with the DoD Guide for Incorporating Test and Evaluation into Department of Defense Acquisition Contracts.

6.11 Safety

- 6.11.1 Ensures proposal and subsequent contract(s) comply with required safety requirements and clauses as included in the RFP
- 6.11.2 Provides technical evaluation of all safety inputs

6.12 Configuration Management (CM)

- 6.12.1 Administers the Configuration Control Board (CCB), the approval authority for the change, when required
- 6.12.2 When required, provides the PCO a copy of the CCB Directive
- 6.12.3 Drafts a PCO letter identifying the CCB decision for PCO's approval/disapproval of the change
- 6.12.4 Working with other team members, reviews and assesses CDRLs as part of the contractor's proposal submittal

6.13 Government Acquisition Team

- 6.13.1 Consists of the government stakeholders listed in Paragraphs 6.3 through 6.12 above; other specialized multi-functional team members; and field support personnel from DCAA and DCMA
- 6.13.2 Establishes roles and responsibilities of each team member to ensure that awarded contract action meets all established requirements
- 6.13.3 Documents, in the PETP, agreement to format and schedules; methods of internal and external communications; and rules of engagement
- 6.13.4 As assigned in the PETP, Government Acquisition Team members will participate in the technical evaluation of the proposal by reviewing labor hours, bill of materials, production/manufacturing processes, quality program, Government and Contractor risk, etc. Government Acquisition Team will complete the Technical Evaluation Report.

6.14 Joint Acquisition Team

- 6.14.1 Consists of contractor stakeholders and government stakeholders, to include those listed in Paragraph 6.13.1 above
- 6.14.2 Conducts planning sessions to ensure each team member understands and agrees to the total team and individual tasks, events, and schedule to get to contract award

7.0 Tools

7.1 [The PETP](#) is a tool used in sole-source acquisitions to establish and execute a plan of action to develop an RFP and evaluate a contractor's proposal in a timely and efficient manner. The PETP covers:

- 7.1.1 Activities needed to develop an RFP (including justification and approval to limit competition), prepare for receipt of a proposal, proposal evaluation, and contract award (includes focal points, start/end dates, inputs/outputs)
- 7.1.2 Team member expectations and responsibilities
- 7.1.3 RFP requirements, ground rules, and assumptions enable a common understanding of the RFP requirements and how the team will operate (includes distribution plans, rules of engagement, communication plans, battle rhythm meetings, evaluation framework, templates, work-in-process board use, file structure, etc.)

7.2 The Joint Acquisition Team needs to plan and agree to the tasks/events and the corresponding timelines/schedules for the specific contract action. The teams will also agree on the *total* acquisition timeline for measurement of contract award process. Total award timeline should not exceed standards established in this process. Scheduled should be tailored for less complex actions. Note: This activity should occur before release of the RFP for the best result.

7.3 Process Initial Baseline Measurement. As the Joint Acquisition Team progresses through the acquisition process, the PM will ensure the team documents the planned versus actual dates of the following mandatory events per FAR/AFMC procedures or thresholds:

- 7.3.1 Solicitation Issued
- 7.3.2 Initial Proposal Received *
- 7.3.3 Adequate Proposal Received
- 7.3.4 Request Technical Evaluation
- 7.3.5 Request Rate/Audit Review (if required)
- 7.3.6 Technical Evaluation Received
- 7.3.7 Rate Review/Audit Received (if required)
- 7.3.8 Develop Government Objective *
- 7.3.9 Business Clearance approved

7.3.10 Negotiations completed

7.3.11 Contract Award

* Milestones 7.3.2 and 7.3.8, which are not required by AFMC MP 5304.100-9102, are being tracked to further analyze the contract award cycle time. See Appendix A, Milestone Description, for more information.

7.4 The AFLCMC Process Directory (APD) hosts this and other standard processes. Linked from the APD is a Process Metrics Dashboard used to collect and report associated process metrics described in Paragraph 5.0. The APD may be accessed via the [AFLCMC Process Directory](#).

7.5 The Contract Business Analysis Repository (CBAR) captures information related to contractors, costs (both direct and indirect), business systems, cost accounting standards, and corporate information. It allows PCOs/ACOs to search and view contractor records, and create, edit or complete Business Clearances or document negotiations. Access to CBAR is restricted to those with a need to know due to the proprietary nature of the information contained within the database. Use of CBAR by the PCO is required IAW DFARS PGI 215.406-3, Documenting the Negotiation.

7.6 The [Department of Defense Sole-Source Streamlining ToolBox](#) provides a collection of more than 40 techniques and best practices that can be leveraged to increase efficiency throughout the contract award process. The tool includes suggested techniques for use (1) prior to RFP release; (2) prior to proposal receipt; (3) during proposal evaluation; and (4) during negotiations. It also includes checklists, trackers and matrices for consideration.

7.7 The [Technical Evaluation Plan](#) template provides the Program Manager with areas and information that should be considered when forming a team and what's needed to reach program objectives. The document should be tailored as needed to guide a successful evaluation of the Contractor proposal. Additional information is available in the [Conducting Sole-Source Technical Evaluation and Training Process Guide](#).

8.0 Training

8.1 The AFLCMC Standard Process for Contract Award, Sole Source, Release of RFP to Contract Award, will be used by each newly formed acquisition team across the center. It will also be used by each existing acquisition team as major changes occur on existing acquisitions (major modifications, new/added customer requirements, FMS cases, etc.).

8.2 The [Air Force Contracting Central](#) SharePoint site Learning Center, Pricing Center, and Webinar Center includes training presentations designed to facilitate the acquisition process.

- 8.3** Each Government Acquisition Team should review technical evaluation process and training offered by the ACE. Reference the Process Guide for [Conducting Sole-Source Technical Evaluation and Training](#).
- 8.4** Additional training opportunities exist through Focus Week, Director’s Calls, local organizational training, etc.

9.0 Definitions, Guiding Principles or Ground Rules and Assumptions.

- 9.1 Business and Contract Clearance Review and Approval** – Business Clearance and Contract Clearance Review and Approval will vary depending on contract dollar value (e.g. for contract value \$1M - \$5M, Contracting Officer, except operational contracting). See [AFMC Mandatory Procedures Appendix L – AFLCMC Authorities and Delegation](#).
- 9.2 Chief of the Contracting Office (COCO)** as used in the FAR, DFARS, AFFARS, and AFMC Mandatory Procedures, means an individual serving as the Senior Contracting Functional at the Directorate level, or the first contracting official in the contracting chain subordinate to a Senior Center Contracting Official (SCCO) or Director of Contracting. In organizations that have the PEO Directorate structure, COCO authority may be delegated to the Senior Contracting Functional at the Division level or equivalent, subject to approval by the SCCO.
- 9.3 Pre-PNM** – Documents the Air Force objective prior to the start of negotiations. This memorandum assists in the contracting officer’s determination of fair and reasonable price. The Pre-PNM should be based on the results of the contracting officer’s analysis of the offeror’s proposal, taking into consideration all pertinent information including field pricing assistance, audit reports and technical analysis, fact-finding results, independent Government cost estimates and price histories. See [Pre-PNM](#) under AFFARS 5315.406-3, Documenting the Negotiation, for samples/templates/checklists.
- 9.4 Final PNM** – Prepared in accordance with [FAR 15.406-3 Documenting the Negotiation](#), the contracting officer shall document the principal elements of the negotiated agreement in the contract file. The documentation (see Samples/Templates/Checklists under [AF Contracting Central, 5315 - Contracting by Negotiation](#), for the Pre-PNM template) shall include items 1 through 11 listed in FAR 15.406-3.
- 9.5 Adequate Proposal** – The PCO shall determine whether the proposal is adequate in accordance with [FAR 15.404](#), [DFARS 252.215-7009](#), [DFARS 215.408\(5\)](#) and [AFFARS MP 5315.4-3. L-XXX Cost Proposal Adequacy and Structure](#) provides specific language to include in solicitations that requires Contractors to provide

adequate proposals and instructs the Contractor to use the Proposal Adequacy Checklist found at DFARS 252.215-7009.

10.0 References to Law, Policy, Instructions, or Guidance.

- 10.1 Federal Acquisition Regulation (FAR)
- 10.2 Defense Federal Acquisition Regulation Supplement (DFARS)
- 10.3 Air Force Federal Acquisition Regulation Supplement (AFFARS)
- 10.4 Mandatory procedures and active policy memos from DOD and SAF/AQ
- 10.5 AFI 63-101/20-101 Integrated Life Cycle Management, 9 May 17
- 10.6 [Sole Source Technical Evaluation Information Center](#) established by the Acquisition Center of Excellence

Attachment 1 – WBS



WBS Contract Award Sole Source J

Attachment 2 – Metric Chart



Metric Chart for Contract Award Sole

Appendix A – Milestone Definitions

Standard Process for Contract Award
Sole Source -- Release of RFP to Contract Award

Milestone	Description/Definition
Solicitation Issued	Any request for proposal by the Contracting Officer. This does not have to be a formal RFP, and includes such items as letter RFPs and Requests for Quotes (RFQs)
Initial Proposal Received	Date a proposal is first received
Adequate Proposal Received	Date the contractor submits a qualifying proposal as defined in DFARS 217.7401(c)
Request Technical Evaluation	Date the Contracting Officer requests a technical evaluation from the Government Acquisition Team functional expert(s)
Request Rate/Audit Review	Date the rate review is requested Date the audit is requested
Technical Evaluation Received	Date the Contracting Officer receives the completed Technical Evaluation, determining the proposal technically acceptable (or not), from the Government Acquisition Team functional expert(s)
Rate Review/Audit Received	Date when all required rate reviews have been received/Date when all required audits have been received (including Adverse Audits)

Develop Government Objective	Date when Government Objective is sufficiently developed to allow for the establishment of a negotiation range and progression to Business Clearance approval
Business Clearance Approved	Date for Business Clearance approval/start of negotiations
Negotiations Completed	Date when all parties achieve agreement on cost, price, and terms and conditions
Contract Award	Date that Contracting Officer signs the document