Contract Award Core Process “ROADMAP”
Process Owner: Contracting Competency Leadership Board (CT CLB)

**Warfighter & Program Requirements**

**REQUIREMENTS INPUT**

**PHASE:**
- Acquisition Planning
- Procurement Planning
- Procurement Request (PR) Development, Routing & Approval
- Pre-Solicitation
- Request for Proposal/Solicitation
- Evaluation
- Solicitation
- Evaluation
- Award Preparation
- Contract Award

**PHASE TEAM LEAD(S):**
- PM & PCO: Acquisition Strategy
- PCO & PO: Procurement Execution Plan
- PO: PR Development
- PO & FM: PR Approval & Funding
- PCO & PO: Pre-Solicitation
- PCO: Solicitation
- PCO, PO & LEGAL: Evaluation
- PCO: Award Preparation
- PCO: Contract Award

**PHASE FOCUS:**
- Initial acquisition planning
- Program timelines
- Roles & resp. OCl & Non-disclosure issues review
- Finalized procurement execution plan (PEP)
- Procurement timeline
- Roles & resp. Identification of approval/supporting docs
- "85% PR" Solidification
- Specification
- Address Q&As
- IGCE
- SME considerations:
  - Engineering
  - Logistics
  - Security
  - Data Requirements
- ‘Color of Money’ review
- $$$ attached
- PR routed for acceptance
- Formal market research/RFI
- Synopsis
- Draft RFP
- Final SSS
- Final waivers
- Final AP docs
- Approved J&A, D&F, etc.
- SB review
- Pre-solicitation industry contacts
- OCl & Non-disclosure solutions
- Release of RFP/RFQ
- Receive & resolve Q&As
- Amendments
- Coach tech/price evaluation teams
- Tech evaluation Site survey
- Oral presentations
- “Best Value” analysis
- BCM
- Cost/Price Anal.
- Negotiations/discussion
- Competitive range determination
- PPR
- Clarifications and/or discussions
- Complete evaluation reports
- Debriefs
- Unsuccessful offeror notifications
- Protest (expires or resolution)
- Delegate contract admin functions
- Post-award conference plan

**PHASE OUTCOMES & PRODUCTS:**
- Pre-Acquisition Strategy
- PEP Agreement
- PCO Accepts Validated PR
- Legal Sufficiency of RFP
- Proposals Received
- SSA or Post BCM approval
- Legal Review
- Signed Contract Documents

**PHASE EXIT EVENT:**
- Pre-Acquisition Strategy
- PEP Agreement
- PCO Accepts Validated PR
- Legal Sufficiency of RFP
- Proposals Received
- SSA or Post BCM approval
- Legal Review
- Signed Contract Documents

**ACRONYMS:**
- ACQ: Acquisition
- AP: Acquisition Plan
- BCM: Business Clearance Memorandum
- DFS: Determination & Findings
- FPR: Final Proposal Revision
- IGCE: Independent Government Cost Estimate
- IPT: Integrated Project Team
- J&SA: Justification & Approval
- OCl: Organization Conflict of Interest
- PCO: Procuring Contracting Officer
- PO: Project Officer
- PMT: Program Management Team
- RFI: Request for Information
- RFP: Request for Proposal
- SB: Small Business
- SME: Subject Matter Experts
- SSA: Source Selection Authority
- SSP: Source Selection Plan

**POST AWARD CONTRACT ADMINISTRATION**

**CONTRACT CLOSEOUT**

**NOTES:**
- Process timelines vary by procurement complexity and CT resources
- Valid/documented requirement needed to start process
- Roadmap models “New Procurement (NP)” process
- PMT and IPT participation occurs throughout but at varying degrees
- Team Lead(s) – Work occurs in team-based environment but ‘Team Lead(s)’ have ownership and responsibility to drive phase execution to ‘Exit Event’
- Phase ‘Exit Event’ must occur before completing next phase; however, phases may be executed concurrently
- Major Phase Outcomes are not all inclusive