

DEPARTMENT OF THE NAVY  
PROGRAM EXECUTIVE OFFICER, COMMAND, CONTROL, COMMUNICATIONS,  
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Ser PEO C4I/052  
MAR 16 2007

From: Program Executive Officer, Command, Control,  
Communications, Computers and Intelligence

Subj: CONTRACT PLANNING POLICY

Ref: (a) PEO C4I/128 Policy on Contract Planning Conferences  
of 26 Apr 06  
(b) CPC Baseline Agreement/Template, CMPG Section 2.0  
Planning  
(c) FAR 35.001  
(d) FAR 3.1 & 9.5

Encl: (1) Contract Planning Conference Considerations

1. Purpose. This policy supersedes reference (a), and establishes PEO (C4I) Contract Planning Conferences (CPC) Policy. A CPC is a meeting of selected members of a program's Acquisition Coordination Team to formulate the contract procurement baseline. The procurement baseline is an agreement between the Program Manager and the Procuring Contracting Officer (PCO) on how the procurement will be structured, the procurement timeline, and other data required to solicit supplies and services.

2. Policy. Program Managers shall host a CPC in accordance with reference (b) for all PEO (C4I) development and procurement contracts, to include any SPAWAR, other contract agency, or Echelon III contract modification, sole source/extensions, Task/Delivery orders under an Indefinite Delivery contract, Broad Area Announcements, SBIR Phase III, and/or other omnibus contracting actions where:

a. Total cost of all contract actions for Development, as defined in reference (c), is estimated at \$5 million or more; OR,

b. Total cost of all contract actions for the acquisition of supplies is estimated at \$15 million or more for all years, OR,

c. Total cost of all contract actions for the acquisition of services is estimated at \$32 million or more for all years, OR,

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d. Additional delivery orders for supplies on existing contracts when that delivery exceeds thresholds as stated above;  
OR,

e. Any other acquisition considered appropriate by the PEO (C4I).

3. Program Managers will:

a. To the extent practical, the PM shall host an initial CPC no later than 12 months prior to the required contract award/extension date for supplies and services considering the objectives listed in enclosure (1). Depending on dollar value and complexity of the procurement, multiple CPCs may be required until the contract is awarded.

b. Invite, as a minimum, representatives from the following offices:

- (1) PEO C4I Acquisition Management
- (2) PEO C4I Business Financial Manager
- (3) PEO C4I Technical Director
- (4) SPAWAR 00C (Legal, or other assigned counsel)
- (5) SPAWAR 00K (Small Business, or other assigned advocate)
- (6) SPAWAR 02 or other assigned contract agency (PCO/Negotiator)
- (7) SPAWAR 01-6 or other assigned estimator (Cost Estimation)
- (8) SPAWAR 08 (CIO)
- (9) DCAA Customer Liaison Representative (as assigned)
- (10) Other Acquisition disciplines as deemed necessary by PM and/or PCO (eg, Logistics (04H), HSI, Security, Systems Engineering, T&E, Foreign Disclosure Office). These disciplines will have separate IPTs to facilitate the content of the contract (eg, Section L and M of the RFPs).

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- c. Document the proceedings of the CPC through formal meeting minutes.
- d. In concert with the PCO and legal counsel, brief the Source Selection Authority (SSA) on contract strategy and approve the CPC Baseline Agreement and Source Selection Plan prior to release of any BAA, or RFP.
- e. Include the CPC Baseline Agreement, or waiver, in the Procurement Request Package.
- f. Maintain and update as necessary the CPC Baseline Agreement until the contract is awarded.
- g. Preliminary notice of the CPC will be provided five (5) business days in advance. Non-Disclosure Agreements will be presented by the PCO at the start of the CPC.
- h. Ensure PCO approved safeguards of the contract baseline are in place in accordance with reference (d), FAR 3.1 and 9.5. Do not distribute specifications, costs/budgets, or other source selection information to potential contract offerors, including support contractors where an Organizational Conflict of Interest may exist. Ensure all CPC documents are marked as "Source Selection Sensitive".
- i. Program Managers will forward a written waiver request to this policy, or parts thereof to the PEO (C4I) with recommendation from Legal, Contracts, and PEO (C4I) Acquisition Manager. An email request outlining scope of contract and rationale for the waiver is acceptable.



CHRISTOPHER A. MILLER  
Acting

Distribution:

PMW 120  
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PMW 760

PMW 770

PMW 780

PMW 790

SPAWAR 00C, 01-6, 02, 04, 05, 08

NAVAL MATERIAL SUPPORT AGENCY

PEO C4I B, AM, D, M, EA, T, DPEO

## Contract Planning Conference Considerations

Consideration	Action Required	
	Yes	No
1. An agenda for the meeting		
2. Determine the acquisition requirements to include a statement of objectives of the meeting and any key issues that need to be resolved.		
3. Discuss the method of procurement, type of contract, <sup>1</sup> basic format and scope of the procurement package to include an executive summary of the program		
4. Review the Acquisition Plan (AP) for currency if the AP has already been approved, or review status of AP development		
5. Decide, address, and document the applicable acquisition planning topics discussed in <u>FAR 7.105 "Contents of Written Acquisition Plans."</u>		
6. Determine if a component breakout review in accordance with <u>DFARS Appendix D - Component Breakout</u> is applicable and if it is applicable, develop a milestone plan for conducting the review.		
7. If applicable, discuss how the topics in <u>FAR 7.106 "Additional Requirements for Major Systems"</u> are to be addressed and documented.		
8. If applicable, discuss how the topics in <u>FAR 7.107 "Additional Requirements for Acquisitions Involving Bundling"</u> are to be addressed.		
9. Determine if the acquisition is an Information Technology National Security System and submit NSS(IT) Determination for 00 approval (see <u>FAR Part 39</u> ).		
10. Section 508 compliance/information technology <sup>2</sup>		
11. IUID <sup>3</sup> Determine applicability of Item Unique Identification (IUID) marking of items delivered to the government and use of DFAR Clause 252.211-7003,		

<sup>1</sup> FAR 16.104 – Contract Types

<sup>2</sup> FAR 39.2 Electronic and Information Technology

<sup>3</sup> USD AT&L Memo Dated 29 JUL 03 Subj: Policy for Unique Identification of Tangible Items, New Equipment , Major Modifications, and Reprocurements of Equipment and Spares

Item Identification and Valuation (IIU), for all contract solicitations and modifications.		
12. Discuss the applicability of special performance incentives.		
13. Determine whether or not options will be included in the solicitation/contract and the applicability of variable quantity options		
14. Determine if a list of spares for inclusion as priced option items has been developed		
15. Determine the applicability appropriateness of including viability of warranty provisions.		
16. Determine the applicability of value engineering provisions (see <u>FAR Part 48</u> )		
17. Decide on the contents of the Purchase Request (PR) to include Section B layout. <sup>4</sup>		
18. Discuss/determine the funding requirements (by appropriation and subhead/project) and the budgeted amounts to include options, if any.		
19. Discuss the use of either performance/commercial specifications or military specifications and standards,		
20. Review early drafts of the specification, the Statement of Work (SOW), and/or the Justification and Approval (J&A) <sup>5</sup>		
21. Determine the availability and agree on the level of use of electronic and/or magnetic media to develop and transfer data relating to the documentation of the procurement including, but not limited to, preparation and transmittal of the PR, RFP, and contractor data deliverables,		
22. Determine the use of a Data Accession List, rather than using a CDRL. Data items appearing on the Accession List can either be reviewed informally through participation in joint Government/Contractor Integrated Product Teams (IPTs) or acquired formally by direction from the Procuring Contracting Officer (PCO) to the Contractor.		
23. Determine the contractor's cost reporting (e.g., Cost		

<sup>4</sup> FAR 15.204-2, Section B

<sup>5</sup> FAR 6.303 – Other Than Full and Open Competition Justification

Performance Reports, Cost/Schedule Status Reports, EVM <sup>6</sup> etc.) requirements and the applicable data items		
24. Discuss the level of data rights, if any, to be obtained under the contract, including NESI and open architecture requirements		
25. Discuss small business/small disadvantaged business participation. <sup>7</sup>		
26. Discuss the use of presolicitation briefings/conferences and draft RFPs.		
27. Schedule the events and reviews that will be required for procurement.		
28. Clinger-Cohen Act <sup>8</sup>		
29. Security consideration		
30. Foreign Disclosure Review/Approval by SPAWAR 08		
31. SCA Waivers, if applicable		
32. Review all items addressed on the Contracts Planning Conference Baseline document.		

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<sup>6</sup> OSD Demo dated 7 March 2005 – re: Revised EVM Policy

<sup>7</sup> FAR 19.201 – Small business opportunities

<sup>8</sup> Defense Acquisition Guide 7.8 Clinger Cohen Act