



DEFENSE HUMAN RESOURCES ACTIVITY  
PROCUREMENT SUPPORT OFFICE  
4800 MARK CENTER DRIVE, SUITE 07G12  
ALEXANDRIA, VA 22350-1300

OCT 16 2014

MEMORANDUM FOR DHRA DIRECTORS

SUBJECT: FY15 Acquisitions

The following information is provided to assist in planning your FY15 acquisitions. Each topic contains a point of contact for additional information. There are some new requirements in place for FY15 which effect both the documentation which must be included in a requirements package, as well as the length of time required to process actions.

CUT-OFF DATES, TEMPLATES.

Attached are the requirements package (i.e. purchase request) cut-off dates to ensure timely awards prior to 30 September 2015. Note that the deadlines expressed on the cut-off date matrix reflect the dates that **complete** and **final** requirements packages must be *received* by the PSO. It does not represent the last date for entering information into our requisition system. Prior to receipt by the PSO, requisitions route through multiple other parties. Submission of requirements after the established cut-off dates, or submission of an incomplete package at any time increases the risk that the requirement(s) will not be awarded prior to the end of the fiscal year.

This matrix, as well as required templates, a list of requirements package contents, and a list of Interagency /Interservice Support request contents, can be found on our website at <http://www.dhra.mil/ps/>. They are routinely updated to reflect policy/procedural changes. Requirements packages which do not reflect the most recent version will be returned without action to the originator for update.

REQUISITIONING SYSTEM.

The PSO employs a CAC enabled, web-based requisitioning system, known as eDARTS, as an electronic process to submit purchase requests to the PSO. Users create, process, and track purchase requests online. After an action has been awarded by the PSO, eDARTS is updated with the contract number and an email notification is sent to the initiator. The official award document can be viewed at Electronic Document Access (EDA) at <https://wawf.eb.mil>. The point of contact for eDARTS and EDA is Melissa Phillips. She can be reached at [Melissa.p.phillips.civ@mail.mil](mailto:Melissa.p.phillips.civ@mail.mil).

SMALL BUSINESS UTILIZATION.

The DHRA goal for Small Business Contracting is 42% for FY15. Reaching this goal is the responsibility of not just the PSO, but every requirements office, as well. Small Business

Utilization is best achieved through the robust Market Research conducted and documented by the requiring office for all procurements. Small Business opportunities must be addressed in the Market Research report and included in the requirements package. The template for documenting Market Research may be found at <http://www.dhra.mil/psoc/contracts/requirements-package/>. Please DO NOT cut and paste previous Market Research reports, as market trends, products and vendors change over time. Questions regarding Small Business utilization and Market Research may be directed to Fernando Guerra ([Fernando.j.guerra3.civ@mail.mil](mailto:Fernando.j.guerra3.civ@mail.mil)).

#### CONTACT BY VENDORS.

Fernando Guerra also serves as the DHRA Vendor Liaison, meeting with vendors interested in doing business with DHRA. If you are approached by a contractor asking to meet with you to discuss the capabilities of his/her company, please direct them to Fernando. He has the tools to assist vendors in maximizing their visibility in the organization, can provide briefings on doing business with DHRA, and schedule capability briefings. It is very important to note that while unintentional, information shared with vendors regarding current and future needs of the activity may be acquisition sensitive, and could lead to improper business practices and/or conflicts of interest. Criminal and civil penalties, and administrative remedies may apply to conduct that violates the Procurement Integrity Act. Questions regarding the Act and other ethics issues should be directed to the DHRA Ethics Counselor, Heather LoPresti ([Heather.j.lopresti.civ@mail.mil](mailto:Heather.j.lopresti.civ@mail.mil)).

#### COMPETITION.

##### ***NEW REQUIREMENT!***

The Under Secretary of Defense (Acquisition, Technology and Logistics) recently issued new guidance on Actions to Improve Department of Defense Competition (<http://www.acq.osd.mil/dpap/policy/policyvault/USA004313-14-ATL.pdf>), including significant changes which will increase processing time for sole source actions. Highlights include:

- For competitive solicitations in which more than one company expressed interest during the market research phase but only one offer or a lesser number of offers were ultimately received, the contracting officer will seek feedback from those companies who originally expressed interest to understand why they did not submit an offer.
- Contracting Officers must now use Requests for Information (RFI) or Sources Sought (SS) notices before soliciting non-competitive acquisitions that cite FAR 6.302-1 - "Only One Responsible Source." The results of this inquiry will be included in the Justification and Approval (J&A) for Less than Full and Open Competition.
- Justification and Approvals for follow-on, sole source acquisitions of the same supply or service must include the previous J&A as part of the approval package. To the

extent the planned actions to remove or overcome barriers to competition cited in the prior J&A were not completed, the subsequent J&A must be approved at one level above the prior J&A.

The DHRA FY15 goal for Competition is expected to remain the same as the current FY14 goal of 54.1%. The lack of change in the goal is a result of our failure as an agency to take full advantage of the planning tools available to maximize competition. DHRA has not met its competition goal since FY12.

As directed by the Competition in Contracting Act, providing maximum practical opportunities for competition must be a primary consideration in the planning process from the onset – when a requirement is identified in your budget and not when funds become available. One simple tool in advance planning is available on the PSO website – the Milestone Chart. Use it at the time you identify a requirement in your budget so that you and the PSO have the full and necessary time to complete awards on a competitive basis. In a time of reduced and uncertain budgets, any failure to obtain competitive offers can and will translate in a higher cost for the resulting contract and therefore negatively impact your remaining budget. The DHRA Competition Advocate is Barbara LaFalce ([Barbara.j.lafalce.civ@mail.mil](mailto:Barbara.j.lafalce.civ@mail.mil)).

#### STRATEGIC SOURCING.

Strategic Sourcing is the collaborative and structured process of critically analyzing an organization's spending and using this information to make business decisions about acquiring commodities and services more effectively and efficiently. This process helps the organization optimize performance, minimize price, increase achievement of socio-economic acquisition goals, evaluate total life cycle management costs, improve vendor access to business opportunities, and otherwise increase the value of each dollar spent.

The PSO has conducted a spend analysis of DHRA purchases and has identified the procurement of Knowledge Based Services, specifically Organization/Administrative Personnel, as a target for Strategic Sourcing within DHRA. Sheila Smith is the point of contact for Strategic Sourcing ([sheila.a.smith1.civ@mail.mil](mailto:sheila.a.smith1.civ@mail.mil)) and has been in contact with Components to determine level of interest and requirements. She will be providing additional information in the coming months. For general information about strategic sourcing please visit <http://www.acq.osd.mil/dpap/ss/index.html>.

#### OTHER AGENCY SUPPORT.

DHRA was granted contracting authority in 2009, and received grant and cooperative agreement authority in 2011, to support all the acquisition needs of DHRA Components. The Department recognizes that for some reasons, including statutory direction and unique acquisition traits, obtaining acquisition support from outside contracting activities may be in the best interest of the government. In such situations, review and approval to use those outside activities must be obtained from the PSO in accordance with DoD regulations.

Documentation for requirements supported by contracting activities outside the PSO should be submitted to the PSO for approval and processing not less than three weeks before the MIPR is required by the servicing agency. However, it should *not* be assumed that all MIPRs will be approved. It is incumbent upon the requesting office to allow sufficient time for any denied MIPR request to be processed in-house by the PSO.

Any support package containing MIPR with reimbursable funds in the line of accounting (LOA) must be submitted by August 3, 2015 and support packages containing only MIPRs with direct funds in the LOA must be submitted by September 2, 2015. All MIPR packages and subsequent questions/responses should be submitted to the PSO MIPR inbox (dhrapsomiprs@mail.mil).

There are limited exceptions to the MIPR package review by the PSO. A MIPR package may be submitted directly to RM for approval, without prior review by the PSO, when both of the following circumstances apply: the MIPR is properly supported in accordance with applicable regulations, policy and guidance; **and** the MIPR funds will not otherwise be obligated under a contractual document. Exception examples include Government Printing requirements; payment of tenant services; and payment of employee salaries, awards and travel related to DHRA gaining or losing components due to mission changes. All other MIPR requests must be reviewed and approved by a PSO contracting officer. For additional information and guidance, see <http://www.dhra.mil/ps0/interagency-acquisitions/>. Questions regarding Other Agency Support issues may be directed to Barbara LaFalce ([Barbara.j.lafalce.civ@mail.mil](mailto:Barbara.j.lafalce.civ@mail.mil)).

#### SOURCE SELECTION EVALUATION BOARDS (SSEB)

The primary responsibility of the SSEB is to complete a comprehensive evaluation of each technical proposal submission. In compliance with the Procurement Integrity Act, it is imperative that SSEB members uphold the highest possible level of confidentiality and not discuss the evaluation process with anyone outside the Board. Personnel assigned as source selection team members shall consider this duty as their primary responsibility. Their source selection assignment shall take priority over other work assignments. Depending on the complexity of the requirement and the number of proposals received, this process can be time consuming. For planning purposes, members should arrange to be sequestered at the PSO for an average of five days.

#### GOVERNMENT FURNISHED PROPERTY, GOVERNMENT SUPPLIED SPACE.

##### ***NEW REQUIREMENT!!***

When Government Furnished Property (GFP) or Government Supplied Space is used under a contract, the Government is required to identify and track the items and/or space using GFP attachments to solicitations and awards. When property will be authorized for contractor use from DoD supply sources or through contractor requisition, the Requisitioned GFP or the Scheduled GFP forms must be completed. When Government supplied space will be provided

for contractors, DHRA Headquarters Facilities personnel must verify that space is available for contractor use under the specified effort. The GFP forms and the Government Supplied Space template can be found on the PSO website.

#### BUDGET AND ACQUISITION REVIEWS.

As is our practice, the RM and PSO will resume scheduling Budget and Acquisition Reviews to discuss and assess Components' planned acquisitions and executions. Specific guidance will be provided under separate cover.

#### CHIEF MANAGEMENT OFFICER AND INVESTMENT MANAGEMENT PROCESS.

##### ***NEW REQUIREMENT!!***

DHRA HQ established the Chief Management Office (CMO) Directorate, and the position of the DHRA Chief Management Officer (CMO) / Chief Information Officer (CIO) to provide direct guidance to the DHRA Components for all related information technology activities for defense business systems within the DHRA IT Portfolio. DHRA CMO oversees and manages compliance requirements of all applicable laws, regulations, and policies in accordance with the Guidance for Defense Business Systems Funds Certification and Defense Business System Integrated Program/Budget Review Version 3.4, April 2014 and acquisition compliance in accordance with Interim DoD Instruction 5000.02, "Operation of the Defense Acquisition System," November 25, 2013 .

The DHRA Chief Management Officer will participate on all panels involving IT development requirements to ensure all required Defense Business Council (DBC)/Investment Review Board (IRB) documentation (Problem Statement, Milestone Decisions, etc.) has been submitted and approved prior to contract solicitation and award. For additional information, see [http://dcmo.defense.gov/governance/TAB%20B\\_DBS%20Investment%20Management%20Process%20Guidance%20v3%201%20\(2\).pdf](http://dcmo.defense.gov/governance/TAB%20B_DBS%20Investment%20Management%20Process%20Guidance%20v3%201%20(2).pdf) and [http://www.dtic.mil/whs/directives/corres/pdf/500002\\_interim.pdf](http://www.dtic.mil/whs/directives/corres/pdf/500002_interim.pdf) for additional information and guidance.

The PSO was created to support DHRA and its Components with exceptional acquisition, contracting, and business advisory services. Please let me know how we can best provide those services for you.



Lorraine C. Allison  
Director

Attachment

FY-15 Cut-Off Dates

AWARD TYPE	MUST BE RECEIVED BY THE PSO BY NOON ON:
<b>Contracts (total value including options)</b>	
Over \$5,000,000	12 March 2015*#
Over \$1,000,000 to \$5,000,000	16 April 2015*#
Over \$150,000 to \$1,000,000	14 May 2015*#
<b>Simplified Acquisitions</b>	
\$25,000 to \$150,000	01 July 2015*#
Under \$25,000	27 August 2015*#
Micro purchases under the Government Purchase Card	10 September 2015
<b>8(a) Set Aside Contracts (Noncompetitive)</b>	
	28 May 2015*
<b>Delivery/Task Orders /Blanket Purchase Agreements Against DHRA PSO IDIQ Contracts</b>	
Delivery/Task Orders	27 August 2015*%#
BPA Calls	27 August 2015*%#
<b>Modifications</b>	
Exercise of Options	No later than 60 days prior to expiration No earlier than 90 days prior to expiration
All Others	45 days prior to execution
<b>Requests for Other Agency Support/MIPR Review</b>	
	Allow three weeks processing time within the PSO
<b>Actions which must be awarded in FY15 obligating FY16 Funds</b>	
	See Milestone Charts
<b>Requests to Increase Monthly Purchase Card Thresholds</b>	
	27 July 2015
<b>Grants/Cooperative Agreements (Expiring Funds - Fiscal Year 2015)</b>	
Competitive	02 April 2015
Single Source	02 July 2015
Incremental Funding of Existing Awards	27 August 2015

\*Requirements using reimbursable funds must be received by the PSO **fifteen days PRIOR** to dates shown.

#Requirements limiting competition based on "Only One Responsible Source" must be received by the PSO **not less than thirty days PRIOR** to dates shown.

%Orders/BPA call against non-DHRA PSO contracts are to be submitted by dates shown above under "Contracts."