

EVMS Center Business Practice 1

Effective Date: 28 February 2020
Subject: EVMS Pre-Award Support
Process: Pre-Award EVMS Plan Review
Output: EVMS Initial Compliance & Reporting
DAI Code(s): D1300 Proposal Assessment Support
Points of Contact: Policy Lead, Danielle Bemis
Contact: Policy Lead, Dean Nifakos

References: OMB Circular A-11, Supplement to Part 7; Capital Programming Guide; DoDI 5000.02; Department of Defense Instruction; Operation of Defense Acquisition System; FAR 42.302: Evaluation of Contract Administration Functions; FAR 34.2: Major System Acquisition, Earned Value Management System; FAR 52.234-2: Notice of Earned Value Management System-Pre-award Integrated Baseline Review; FAR 52.234-3: Notice of Earned Value Management System-Post-award Integrated Baseline Review; FAR 52.234-4: Earned Value Management System; DFARS 242.302 (S-71): Contract Administration Functions; DFARS 234.201: Earned Value Management System Policy; DFARS 252.234-7001: Notice of Earned Value Management System; DFARS 252.234-7002: Earned Value Management System; DFARS 252.242-7005: Contractor Business System; EIA-748 (current version) Standard for Earned Value Management Systems; NASA FAR Supplement Subpart 1834.2: NASA FAR Supplement Major System Acquisition EVMS Policy; NASA FAR 1852.234-1: Notice of Earned Value Management System; NASA FAR 1852.234-2: Earned Value Management System; DCMA Instruction 501-01 – Policy Issuance Procedures; DoD EVM System Interpretation Guide (EVMSIG); Contractor Business Systems 2301-01; Surveillance - Assess Risk 2303-01; Surveillance - Plan Events 2303-02; Surveillance - Execute with Standard Techniques 2303-03; Surveillance - Document Results, Corrective Actions & Provide Feedback- 2303-04; DCMA EVMS Business Practices 0 – 8

Purpose: Defines the process to review contractor proposals to implement a compliant EVMS.

Roles and Responsibilities:

1. Director, EVMS Center. Ensures EVMS Plan reviews are conducted in accordance with this business practice.
2. Group Lead, EVMS Center. Assigns responsibilities to the Team as outlined in this business practice. Provides oversight of the team's effort and supports communications with the cognizant Contracting Officer (CO), DCMA Contract Management Office (CMO), the Program Management Office (PMO) and the contractor.
3. Team Lead, EVMS Center. Plans, schedules and executes this business practice in coordination with the Group Lead. Communicates status with the CO, CMO, PMO, and contractor, as applicable. Oversees the efforts of the assigned Team Member(s) in accordance with the process defined below.
4. Team Member, EVMS Center. Executes the process defined in this issuance as directed by the Team Lead and Group Lead.
5. Contracting Officer (referred to as "CO" in this issuance). Coordinate with the EVMS Center for review of contractor proposed EVMS plan.

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Process:

Overview. EVMS assessments will be conducted in accordance with applicable overarching DCMA surveillance policies as well as the requirements of this business practice, and are part of the contract solicitation phase. DCMA EVMS Center support can be requested from any EVMS stakeholders, such as the Government PMO, the cognizant CO, the DCMA CMO, etc. The EVMS pre-award assessment process can be summarized in three (3) phases as identified below:

Plan	(steps 1-4)
Conduct	(steps 5-8)
Report	(steps 9-11)

Plan

1. Requirement Notification - Upon receipt of a request from a CO to review an EVMS Plan, the Group Lead will work with the CO to determine a schedule to complete the review.
2. Review Requirements - The Group Lead will ask the CO if there are any supplemental requirements for the review (in addition to Defense Federal Acquisition Regulation Supplement (DFARS) 252.234-7001), and will determine if any information or assistance to support the review has been provided to the CO by the offeror.
3. Assign Team Responsibilities - The Group Lead will assign a Team and provide the scope and timeline to complete the review.
4. Non-Disclosures - It is not uncommon for the CO to require the team to sign non-disclosures (NDA) as part of the source selection board process. While it is standard practice for COs to request NDAs of the source selection members, DCMA is not required to sign an NDA.

Conduct

5. Prior Approval - Prior to proceeding with the EVMS Plan review, the Team Lead will confirm the site does not already have an Approved EVM System. If the system is Approved in Contract Business Analysis Repository (CBAR), the EVMS plan review is not required, and the Group Lead will contact the CO to close out the effort (skip to step 11).
6. Level of Assessment - Depending on the value of the proposal, the Team Member will utilize the appropriate section in the DCMA DFARS 252.234-7001 EVMS Assessment spreadsheet (Attachment A) as a guide to consistently evaluate each offeror's plan. Population of the spreadsheet assists in assessing the risk of the plan's compliance to the minimum requirements of DFARS 252.234-7001, and provides a subset of questions to identify concerns regarding its viability. Additional questions may be added to address other concerns as necessary.
7. Additional Requirements - If the CO has identified EVMS proposal requirements to the offeror in addition to DFARS 252.234-7001 (e.g., the Integrated Program Management Report (IPMR), EVMS tools, etc.), the Team Member will verify these requirements are addressed within the offeror's proposal and document concerns as necessary.

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8. System Description Evaluation - If the offeror submits an EVM System Description (SD) as part of the proposal, this must also be assessed by the Team. The team will utilize Business Practice 2 to ensure the SD meets the requirements of the EIA 748 Standard. Any anomalies in the SD will be documented and included as part of the memorandum to the CO.

Report

9. Memorandum for Record - Utilizing the evaluations completed in steps 6, 7 and 8, the Team Member will complete a Memorandum for Record (MFR); there are different templates for proposals greater than \$100M (Attachment B) and for proposals between \$20M-\$100M (Attachment C). The sections in the MFR will summarize the findings/notes recorded in the assessment spreadsheet. The MFR will summarize the offeror's compliance with DFARS 252.234-7001 criteria and any additional EVMS proposal requirements. The MFR will also communicate any concerns identified regarding the EVMS Plan's viability, and the offeror's response to any additional EVMS proposal requirements as well as potential risk areas.
10. Submit Report - Upon completion of step 9, the referenced documents (DCMA DFARS 252.234-7001 EVMS Assessment spreadsheet and MFR) will be submitted to the Group Lead for review and approval. The Group Lead will then submit the MFR to the Director for concurrence. Once the Director has approved the assessment, the Group Lead will submit it package to the CO.
11. Follow Up - The Group Lead will follow up with the CO to close out the effort. As required, they may offer to provide additional details for the risk assessment.

This business practice will remain in effect until further notice.

Attachments:

- A. DCMA DFARS 252.234-7001 EVMS Assessment
- B. Template - EVMS Plan MFR for Contracts \$100M or Greater
- C. Template - EVMS Plan MFR for Contracts \$20M - \$100M

James Winbush
Director, EVMS Center
Portfolio Management & Business Integration
Defense Contract Management Agency

