

## EVMS Center Business Practice 1

Effective Date: March 1, 2018  
Subject: Pre-Award EVM System Plan Review  
Process Output: Consistent EVMS Plan Review Process  
DAI Code: D1000 Pre-Award (General)  
Point of Contact: DCMA-PIP EVMS Policy Lead, Kevin Carney, 804-416-9166

**References:** DFARS 252.234-7001, EIA-748 Standard, EVMS Center Business Practice 2

**Purpose:** Business Practice 1 creates a uniform process to assess an offeror's EVMS Plan for compliance with the EIA-748 standard. When an offeror submits a cost or incentive contract proposal valued at \$20,000,000 or more and proposes to use an EVMS that the Cognizant Federal Agency (CFA) has not previously determined to be compliant with the EIA-748 standard, an EVMS Plan or a description of proposed management procedures is required. Contract proposals which are valued above \$100,000,000 require a more comprehensive assessment.

### Roles and Responsibilities:

1. Director, EVMS Center (referred to as "Director" in this issuance). Ensures EVMS Plan reviews are conducted in accordance with this business practice.
2. Group Lead, EVMS Center (referred to as "Group Lead" in this issuance). Assigns responsibilities to his/her team to complete the assessment of the offeror's EVMS Plan. Provides oversight of the team's effort and coordinates with the Contracting Officer (CO) as necessary. Issues report to the CO.
3. Team Member, EVMS Center (referred to as "Team Member" in this issuance). Executes the review and assesses the EVMS Plan in accordance with the process defined below.
4. Contracting Officer (referred to as "CO" in this issuance). (may be an Administrative Contracting Officer or Procuring Contracting Officer) Initiates EVMS plan reviews and sets timeline to complete plan review. Determines need for additional requirements.

### Process:

1. Upon receipt of a request from a contracting officer (CO) to review an EVMS Plan, the Group Lead must work with the CO to determine a schedule to complete the review.
2. The Group Lead must ask the CO if there are any supplemental requirements for the review (in addition to DFARS 252.234-7001), and must determine if any information or assistance to support the review has been provided to the CO by the offeror.
3. The Group Lead will assign a Team Member and provide the scope and timeline to complete the review.
4. Prior to proceeding with the EVMS Plan review, the Team Member must confirm that the site does not have an approved EVM System. If the system is approved in CBAR, the EVMS plan review is not required, and the Group Lead must contact the CO to close out the effort (skip to step 10).

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5. Depending on the value of the proposal, the Team Member will utilize the appropriate DCMA DFARS 252.234-7001 EVMS Assessment spreadsheet as a guide to consistently evaluate each offeror's plan. Attachment A should be used for proposals valued greater than \$100 million (\$100M); Attachment B should be used for proposals between \$20 million (\$20M) and \$100M. The spreadsheet assesses 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.
6. If the CO has identified EVMS proposal requirements to the offeror in addition to DFARS 252.234-7001 (e.g., the IPMR development process, EVMS tools), the Team Member must verify these requirements are addressed within the offeror's proposal and document concerns as necessary.
7. If the offeror submits an EVMS System Description (SD) as part of the proposal, this must also be assessed by the Team Member. Although full compliance with the standard is not required at this time, we must ensure the SD sufficiently meets the basic requirements as set forth in the plan. Any concerns must be noted on the appropriate spreadsheet (Attachment A or Attachment B risk assessment).
8. Utilizing the evaluations completed in steps 5, 6 and 7, the Team Member must complete a Memorandum for Record (MFR); there are different templates for proposals greater than \$100M (Attachment C) and for proposals between \$20M-\$100M (Attachment D). The sections in the MFR must summarize the findings/notes recorded in the appropriate assessment spreadsheet. The MFR must summarize the offeror's compliance with DFARS 252.234-7001 criteria and any additional EVMS proposal requirements. The MFR must 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.
9. Upon completion of step 8, the referenced documents (DCMA DFARS 252.234-7001 EVMS Assessment spreadsheet and MFR) must be submitted to the Group Lead for review and approval. The Group Lead must then submit the MFR to the Director for concurrence. Once the Director has approved it, the Group Lead will submit it to the CO.
10. The Group Lead must 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 for Contracts \$100M or Greater
- B. DCMA DFARS 252.234-7001 EVMS Assessment for Contracts \$20M - \$100M
- C. Template - EVMS Plan MFR for Contracts \$100M or Greater
- D. Template - EVMS Plan MFR for Contracts \$20M - \$100M
- E. EVMS Center Corporate Structure

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### EVMS Center Business Practice 1

<i>Rev Number</i>	<i>Description of Change</i>	<i>Sections Affected</i>	<i>Date</i>
v1.0	Initial version		02/28/2018