

# DISA-PLD/DITCO

## Providing Procurement Support to DISA and DoD



# Agenda

- DISA-PLD/DITCO Procurement Support
- PLD/DITCO Initiatives
  - Small Business Set Asides for Multiple-Award Contracts
  - Increased Communication with Industry
- More Competitive Requirements
- Market Research
- Justification and Approvals
- Final Thoughts



# DISA-PLD/DITCO Procurement Support





# DISA-PLD/DITCO Procurement Support

- Help with acquisition package documentation
  - PLD/DITCO website contracting templates and samples  
[http://www.ditco.disa.mil/DitcoContractingTemplates/doku.php?id=contracting\\_templates](http://www.ditco.disa.mil/DitcoContractingTemplates/doku.php?id=contracting_templates)
  - PLD/DITCO website source selection procedures, guides, templates  
[http://www.ditco.disa.mil/DitcoContractingTemplates/doku.php?id=disa\\_source\\_selection\\_procedures\\_guides\\_templates\\_samples\\_and\\_training\\_materials](http://www.ditco.disa.mil/DitcoContractingTemplates/doku.php?id=disa_source_selection_procedures_guides_templates_samples_and_training_materials)
- PL4 Contract Planning, Cost & Pricing Division
  - PL41 Contract Planning Branch is responsible for providing DISA Program Executive Officers and Senior Decision Authorities with procurement advice and assistance during the acquisition strategy and planning process and source selection process, facilitating the award of timely and quality contracts



# DISA-PLD/DITCO Procurement Support

- Streamlined documentation
  - Streamlined Acquisition Plans
    - Value: \$10M to \$50M for production or services
    - Others on a case-by-case basis with waiver
    - Short review and approval chain
      - Review by Legal Counsel and Office of Small Business Programs
      - Streamlined Plan is signed by the requirer, Contracting Officer, and HCO
      - Approved by the Head of the Contracting Office (HCO)
  - Significantly shorter review and approval process



# DISA-PLD/DITCO Procurement Support

- PLD/DITCO provides access to a wide variety of existing contracts
  - Long-haul telecommunications – fiber, SATCOM, network
    - Data Link Service Provider (DSP)
    - DISN Access Transport Services (DATS)
    - DISN Transmission Services – Pacific II (DTS-P II)
    - DISN Satellite Transmission Services Global (DSTS-G)
    - Iridium Enhanced Mobile Satellite Services (EMSS)
    - International Maritime Satellite (INMARSAT) Services
    - Future Commercial Satellite Communications (COMSATCOM) Services Acquisition (FCSA)
    - Broadband Global Area Network (BGAN) and Legacy INMARSAT Services Blanket Purchase Agreements (BPAs)
    - Joint Hawaii Information Transfer System (JHITS)
    - DISN Global Solutions
    - DISN Network Management Support Services-Global (DNMSS-G)
  - IT services and products
    - Encore II
    - DISN Global Services IDNX/PROMINA Companion Equipment (DICENet)
    - Global Exchange Services (GEX) Messaging and Data Transformation Support
    - Red Hat Linux Enterprise Software
    - ManTech Integrated Data Systems
    - TechTrend Inc.



# DISA-PLD/DITCO Procurement Support

- How Mission Partners can help
  - Start early!
  - Understand lead-times – check published Procurement Action Lead Times (PALTS)
  - Market Research is key
  - Keep in close communication with DITCO especially at key points
    - Requirements formulation
    - Market research
    - Determining acquisition approach/strategy
    - Drafting an Acquisition Plan
    - Drafting a Justification & Approval if applicable
  - Use a dedicated evaluation team for a thorough evaluation of industry proposals/quotations



# PLD/DITCO Initiatives – Small Business Set Asides for Multiple-Award Contracts

## SBSAs for MACs

- Federal Acquisition Regulation Interim Rule Published 2 Nov 2011, implements Section 1331 of Pub. L. 111-240, Small Business Jobs Act of 2010
- Objective is to Increase Opportunities for Small Businesses
- FAR Interim Rule Authorizes Contracting Officers to –
  - Set aside part or parts of multiple-award contracts;
  - Set aside orders placed against multiple-award contracts; and
  - Reserve one or more multiple-award contracts for small business concerns that are awarded using full and open competition

## SBSAs for MACs

- ENCORE II Program Comprised of Twenty-six (26) Prime Vendors
  - Twenty (20) Large Business Prime Vendors
  - Six (6) Small Business (SB) Prime Vendors
- ENCORE II Contracts Modified to Incorporate SB Set-Aside Process
  - Applies to all new ENCORE II requirements except for:
    - Follow-on requirements that were previously competed under fair opportunity
    - Sole source requirements supported by an approved Justification & Approval

# SBSAs for MACs

- ENCORE II Contracts Include FAR Clause 52.219-14, Limitations on Subcontracting
  - Clause requires that at least 50% of the cost of contract performance incurred for personnel shall be expended for employees of the concern
- ENCORE SB Set-aside Process Overview:
  1. Contracting Officer (CO) coordinates with the DISA Office for Small Business Programs;
  2. CO issues draft letter Request for Proposal (RFP), to include the Performance Work Statement and evaluation criteria, to the ENCORE II SB vendors;
  3. SB vendors must respond back to the CO in writing within 5 business days if they intend to submit a proposal in response to the formal RFP (i.e., “opt-in”);
  4. If two or more SB vendors “opt-in,” then the requirement will be set-aside and all ENCORE II SB vendors will have the opportunity to submit proposals; or
  5. If one or no SB vendor “opt-in,” then the formal RFP will be issued on a fair opportunity basis to all ENCORE II vendors.



# PLD/DITCO Initiatives – Increased Communication with Industry

# Increased Communication with Industry

- Request(s) for Information
  - Template and guidance currently under construction
  - Typically requires FedBizOpps announcement
  - Describes how the information obtained is to be analyzed
  - Amount of information required needs to be minimized
  - Focuses on assessment of vendor capabilities vice past performance or past experience – no advertising brochures
- Advisory Multi-Step Process – invitation to potential offerors to submit information and be advised as to their viability as competitors
- Draft Requests for Proposal
- Forecast to Industry/Industry Days/Pre-Solicitation or Pre-Proposal Conferences
  - Allows time for vendors to prepare to compete
  - Receive answers to questions from the requirements community
- Enhances the Government's ability to make requirements less restrictive and more competitive



More Competitive  
Requirements = Better  
Buying Power for Your Buck!

# Making Requirements More Competitive

- In order to make requirements attractive to a wider industry base:
  - Focus on Performance Based Contracting – allows vendors greater flexibility in providing solutions to meet the Government’s need
  - Avoid overly restrictive requirements or terminology that can favor an incumbent or only a small number of vendors
  - Avoid ambiguous language and be as clear and concise as possible when describing requirements
  - Provide equal access to technical documentation so as to minimize the advantage of the incumbent
  - Consider including transition plans/requirements
  - Start the process early; without sufficient time to perform all steps thoroughly, options are often limited

# Making Requirements More Competitive

- RFP/RFQ considerations for more competitive requirements:
  - Allow ‘Question and Answer’ period
  - Allow maximum vendor proposal preparation time
  - Ensure proposal page limits are adequate
  - Release government estimate when Level of Effort is not clear
  - Evaluation considerations
    - Increase use of Low Price, Technically Acceptable evaluations
    - Ensure evaluation criteria does not appear to favor the incumbent or any particular vendor
      - Avoid unique terminology
      - Limit proprietary or brand name requirements
    - Discussions
      - Write clear and concise evaluation notices
      - Participate in Oral Discussions
        - » Provides vendors with a clearer understanding of the Government’s concerns regarding weaknesses and/or deficiencies and lead to more viable proposals



# Market Research – The Key!



# Why Market Research?

- Market Research:
  - is a vital means of arming the acquisition team with the information needed to conduct an effective acquisition
  - information helps determine the suitability of the marketplace for satisfying a need or requirement
  - is the continuous process of collecting information to maximize reliance on the commercial marketplace and to benefit from its capabilities, technologies, and competitive forces in meeting an agency need
  - is an essential process enabling the government to buy best-value products and services that solve mission-critical problems



# Market Research – the Process

- Take a team approach
- Determine data sources and develop a methodology for conducting research
  - Look for existing contracts
  - Use the internet
  - Request information from service providers
  - Consider one-on-one meetings with industry
- Conduct market research
- Analyze market research
- Document market research findings and trends



# Justification and Approvals (J&As) – What You Need to Know!

# Sole Source Procurements

- Competition in Contracting Act (CICA) of 1984, as implemented in the FAR part 6, sets a standard of competition for federal contracts
  - Only specific circumstances permit other than full and open competition
  - A written document serving to justify award of a contract on a noncompetitive basis is required prior to commencing negotiation of a contract
    - Justification for other than full and open competition (JOFOC) or justification and approval (J&A)
- Justification must establish why (“only one responsible source”) and how the situation will be corrected to permit competition in the future (“this is a one-time buy” or “this allows for continuing services pending the award of a full and open contract no later than 7 August 2012”)

# Justification 'Must Haves'

- Include all data elements in the justification
  - Demonstration of Contractor's Unique Qualifications
  - Actions Taken to Remove Barriers to Competition
  - Any Other Supporting Facts
  - Listing of Interested Sources
  - Market Research
- Apply the cited authority permitting other than full and open competition in the justification
- Obtain approval from the proper authorities to issue noncompetitive contract awards within the required time frames
- Document compliance with FAR part 10, "Market Research," in the contract files

# Don't Forget...

- PLD/DITCO has provided four templates based upon situation
  - [https://www.ditco.disa.mil/DitcoContractingTemplates/doku.php?id=contracting\\_templates](https://www.ditco.disa.mil/DitcoContractingTemplates/doku.php?id=contracting_templates)
- When writing your justifications:
  - Utilize FAR terminology as often as possible
  - Quantify and explain a cost savings or avoidance
  - Understand that market research is fundamental
  - Avoid redundant language
  - Maintain one date format
  - Remove sample language and instructions from templates



Final Thoughts...



# Final Thoughts

- DISA-PLD/DITCO has a multiplicity of resources to support its mission partners within DISA and DoD effectively and efficiently
- DISA-PLD/DITCO continually seeks to improve its service and product offerings through a variety of contract vehicles
- The 'DITCO Information Technology & Telecommunications Acquisition Package Submission & Ordering Guide' is a helpful resource  
([https://www.ditco.disa.mil/contracts/IT\\_instruct.asp](https://www.ditco.disa.mil/contracts/IT_instruct.asp))
- When in doubt, ask!

# Points of Contact

- PLD, Director of Procurement; Chief, DITCO (301.225.4120)
- PLA, Competition Advocate; Procurement Integrity Ombudsman (301.225.4052)
- PL41 Chief, Contract Planning Branch (301.225.4061)
- PL5 Chief, DITCO-EUR (DSN 314.430.2420)
- PL6 Chief, DITCO-NCR (301.225.4066)
- PL7 Chief, DITCO-PAC (808.472.0289)
- PL8 Chief, DITCO-Scott (618.229.9100)
- PL82 Chief, DITCO-Scott Telecomm (618.229.9696)
- PL83 Chief, DITCO-Scott IT Services (618.229.9710)



Questions?

