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# MAIN ACTIONS AND ROLES

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## Prior-to-Award Activities

Refer to the glossary to learn more about the terms in this document. The glossary includes the module name in parenthesis after related terms making it easy for you to identify them.

### Preaward Surveys

#### Main Actions

- Review the solicitation to understand the requirements. This is vital preparation for our visit with the offeror.
- Visit the offeror at the plant to conduct the preaward survey. Become familiar with their processes, ask questions, and provide acquisition insight on what is working well and, more importantly, what is not working well.
- Meet privately with the multifunctional team to gain consensus about the offeror's capabilities.
- Each team member writes a comprehensive report based on their functional perspective of the solicitation. Each report will eventually be consolidated into one report.

#### Contract Award Timeline

1. Buying Command - The contracting officer puts out a solicitation once they receive the requirements from the requiring activity.
2. Offerors - Submit bids or proposals in response to the solicitation.
3. Buying Command - May request DCMA to conduct a preaward survey of offeror(s) based on risk.
4. DCMA (preaward) - Will conduct preaward surveys of offerors as requested by the buying command.
5. Buying Command - Completes Source Selection process (utilizing the knowledge gained by the preaward survey(s) if conducted) and issues contract award to the prospective contractor that best meets all of the requirements. Once a selection has been made and a contract is awarded, DCMA may conduct the following activity:
  - DCMA (postaward) - If the contract is delegated to DCMA for contract administration services (CAS), per FAR Part 42.2, DCMA will perform contract administration functions listed in FAR Part 42.3 and DFARS Subpart 242.3 (CAS). (See the Surveillance module).

## DCMA Multifunctional Team Roles

- The **preaward survey manager (PASM)**, typically a senior industrial specialist, receives the preaward survey (PAS) request. The industrial specialist coordinates all functional specialist support for production/manufacturing/technical capabilities to survey the offeror's ability to:
  - Plan, control, and integrate manpower, facilities, and other resources necessary to meet solicitation requirements
  - Meet/understand the technical requirements on the solicitation
- The **engineer**:
  - May survey technical capabilities such as engineering processes or other technical capabilities
  - Ensures that a configuration management system is in place, enabling the offeror to manufacture consistently to specifications
- The **quality assurance specialist** may survey quality capabilities such as the offeror's ability to comply with quality assurance requirements in the solicitation and the critical safety items, if present.
- **Transportation** assesses the prospective offeror's capability to comply with the laws and regulations applicable to the movement of Government material or overweight, oversized, hazardous cargo, etc.
- An assessment by the **Defense Contract Audit Agency (DCAA)** may be performed on behalf of DCMA to determine the adequacy of the prospective contractor's accounting system. Normally, an accounting system review is requested when conditions such as progress payments or a cost or incentive type contract is contemplated.
- **Government Property Control** assesses the prospective contractor's capability to manage and control Government property. The scope and extent of the evaluation may vary, depending on the type and quantity of Government property involved.
- **Packaging** assesses the prospective contractor's ability to meet the solicitation packaging requirements, including preservation, unit pack, packing, marking, and unitizing for shipment.
- An assessment by **Defense Security Service (DSS)** may be performed on behalf of DCMA to assess that the prospective contractor's facility clearance is adequate and current. This can include a determination of safeguarding capabilities as well. DSS will conduct an on-site survey for Arms, Ammunition, or Explosives (AA&E) contracts.
- **Flight Operations/Flight Safety/Other** assesses the prospective contractor's ability to meet specific Flight Operations/Flight Safety requirements in the solicitation. Requirements should be clearly defined.

## Cost and Pricing

Cost and Pricing assures the Government receives fair and reasonable contract prices (allows negotiation over potentially excessive costs or inaccurate estimates of the technical effort). It involves in-depth analysis of offeror's proposal data based on the scope of the technical effort and includes Technical Support to Negotiations (TSN) and Technical Support to Indirect Costs (TSI).

### Technical Pricing Support Roles

- The TSI/TSN requests may come from either DCMA internal functional specialists (i.e. administrative contracting officer (ACO), cost/price analyst, contracts specialist, engineer, etc.) or external entities (i.e. procuring contracting officer (PCO) or Defense Contract Audit Agency (DCAA)).
- The **TSI/TSN coordinator** manages every request and provides the final approved technical product back to the requestor. They identify necessary functional support for completion of the TSI/TSN request, coordinate support with appropriate supervisors, and convey the deadline requirements to the technical team. TSI/TSN coordinator must log and track cases in accordance with Technical Pricing Support policy.
- The **functional specialist** (i.e. engineer, industrial specialist, quality assurance specialist) on the technical team analyzes material, labor hours, and other direct costs (ODC) and provides technical recommendations on resource requirements for the pricing case.

### What would you do?

**You find a potential issue.** You identify a potential issue that can impact cost and pricing, such as a required material that takes a long time to acquire.

**How might this be resolved?** Discuss with the PCO potential ways to mitigate a long lead item and help the offeror deliver the assets according to cost, schedule, and performance. This awareness is a part of Detection to Prevention (D2P)—an Agency initiative intended to maximize efficiency and effectiveness of acquisition insight activities. Look at the full definition in the glossary. You'll also learn more in the Surveillance module.

## Industrial Base Analysis/Production Capability

- An evaluation of the skills, facilities, and technologies necessary to develop, manufacture, and maintain DoD products to determine whether their current industrial capabilities meet current and future national security requirements.
- Typically, a function of the DCMA Industrial Analysis Center (IAC) with functional specialist support, as needed. The industrial specialist or engineer may act as a liaison between the IAC and the offeror, and provide the IAC with technical support, as needed.

## Business System Adequacy

Assesses: Estimating, Accounting, Purchasing, Property Material Management & Accounting, and Earned Value Management Systems [DFARS 252.242-7005].

## Market Research and Assessment

Market research may include looking at the contractor's past performance, technology, and manufacturing readiness.