

MINUTES FOR OCTOBER 2014 CIC MEETING

- I. Meeting was held 21 October 2014 in SSC LANT Code 2.0 Conference Room
- II. General Administrative Information
 - A. Pete Van is still 6.0 Program Management Competency and is working more closely with 2.0 Contracts and 5.0 Engineering Competencies.
 - B. Overall Portfolios Management has moved under Dave Monahan, Code 8.0.
 - C. Steve Harnig, Code 2.0 Tier 2, described his role in support of William Paggi as “sort of the COO for Contracts.”
 - D. William Paggi made the observation that in the first 2 quarters of each FY, SSC LANT activities are over weighted toward reorganization and training, last 2 quarters are focused on execution. He would like to do more load balancing between these 2 halves of each FY.
- III. SBIOI Agenda Item
 - A. Background: During a meeting with CDCA SBIOI Coordinator, Mr. Paggi stated he would like to have an SSC LANT Contracts Panel to answer questions posed by Industry. Questions would be submitted in advance through the CIC Industry Team to allow SSC LANT time to research responses to the questions. The CIC Industry Team will collate questions by topic/category prior to submitting to SSC LANT.
 1. Discussion points:
 - a. How far in advance of the SBIOI would SSC LANT like to see questions submitted?
 - i. **Response:** *31 October 2014 for November 2014 and up to 3 weeks in advance for future SBIOIs.*
 - b. Is there a cap on the number of questions SSC LANT would like to see submitted in advance?
 - i. **Response (a):** *15 questions for the main panel discussion which will include government representatives from Contracts, Program Management, the Contract Strategy Working Group (CSWG), and possibly SSC LANT Headquarters Director of Small Business.*
 - ii. **Response (b):** *There will be a second session of up to 50 minutes with a panel led by William to answer questions from a briefing he will provide SBIOI concerning SSC LANT LANT's preliminary approach/planning/strategy concerning follow-on to current Pillar Contracts.*
 - c. Since all questions submitted in advance / entertained from the floor might not be answered in the allotted time, would SSC LANT consider posting responses to all questions as Special Notice on Seaport-e after the SBIOI? This would also ensure that those members of industry not in attendance will have equal access to the information discussed during the SBIOI.
 - i. **Response:** *Yes*
- IV. Seaport-O: Functionality - Addition of Subcontractors - Standardization of Listings

- B. Background: Increased Seaport-O functionality was projected to be implemented in the 2nd Quarter FY14 timeframe to include Task Order forecasting / tracking and allowing subcontractors access to Seaport-O for their respective contracts.
2. The adding of subcontractors to Seaport-O is still very inconsistent. There has been no standardization on the issuance of data calls by Ordering Officers to Pillar Prime Contractors to gather information on who the subcontractors want to have Seaport-O access. There has been no change from the May meeting where it was stated, “This has been staffed and needs to be reiterated to Ordering Officers to get Data Calls out to Prime Contractors to get Subcontractors added to Seaport-O.”
 - a. ***Response: Seaport-O does not have full functionality to add subs for direct access. SSC LANT will clarify details and seek to increase functionality over time, but for now it is up to Primes to take necessary action to inform their subs and share information.***
 3. The format for listings of Advanced Notifications, Market Surveys, etc. on Seaport-O is very inconsistent (see Attachment 1). Some listings provide only CRM number in the Event Name, Others Provide Short Title Only, and some don’t even include an opportunity name. Industry would like to see CRM # and Opportunity Short title in the event name. The CRM # is unique to each opportunity so even when Short Titles get truncated it is possible to track an opportunity through the entire process.
 - a. Name: Advanced Notification - Pillar – CRM # - Short Title
Description: Two or Three bullets describing opportunity (i.e. scope)
 - b. Name: Market Survey/Sources Sought - Pillar – CRM # - Short Title
Description: Two or Three bullets describing opportunity (i.e. scope)
 - c. Name: Presolicitation - Pillar – CRM # - Short Title
Description: Two or Three bullets describing opportunity (i.e. scope)
 - d. Etc.
 - i. ***Response: There is a 49 day median time from the time market surveys are released until SSC LANT makes a determination an opportunity’s suitability for RFP release on a restricted (i.e. SBSA, 8(a) or preferred) Pillar. SSC LANT is executing a process improvement initiative that is focused on reducing waiting time of market surveys by standardizing advanced notification format and content, and processing for Market Surveys and Advanced Notifications. Expected completion is end 2nd Qtr FY15. SSC LANT hopes that by improving standardization they will also improve on processing times to decision.***

V. Task Order Forecasting – Award Notification – Debriefs

- A. With the implementation of the Project Procurement Strategy Meetings (PPSM) would it be possible for SSC-LANT to issue on at least a monthly basis an Advanced Planning Document by Pillar providing a listing of Advanced Notifications, Market Surveys, and RFIs Pending? The *Seaport-O Advanced Notification Log* and *SSC LANT 6 Month Acquisition_07_29* are good starts but there are several issues that need to be addressed. (***Response for this issue / sub-issues below***)
 1. *Seaport-O Advanced Notification Log* does not provide an accurate picture of proposed activity.

- a. Several of the Task Orders Listed had either had Market Surveys released with contract determinations pending; Market Surveys released with determinations already made; or RFPs already released.
 - b. See Attachment 2 for proposed format. This format has been socialized with other industry partners outside the CIC arena. This proposed format breaks Seaport-O Presolicitation Announcements into three categories:
 - i. Advanced Notifications where Market Surveys are Pending
 - ii. Market Surveys that have been released and contract determination is pending
 - iii. Advanced Notifications where the contract to be used has been determined by (a) Project Procurement Strategy Meetings or (2) Market Survey Results.
2. *SSC LANT 6 Month Acquisition_07_29* this is a good start
- a. What is the source of this information? Navy ERP? If this is from Navy-ERP is it really a 6 Month Forecast?
 - b. This documents needs some QA efforts applied:
 - i. Need Standardization in listing MAC Contract Descriptions:
 1. BFS 8(a) Pillar should have been listed as Pillar – BFS 8(a)
 2. ICO Pillar – Should have been listed as Pillar – ICO Preferred for DHA CS Risk Management Support opportunity
 3. ICO Pillar – Should have been listed as Pillar – ICO 8(a) for DHA CS Policy Mgmt Support opportunity
 - ii. Requirement Short Title Descriptions need to be provided
 - iii. Not Available does not provide industry in any indication on type of tasking to be expected.
 - iv. Task Orders in Current Status in Acquisition Phase that have had solicitations already issued (either open or closed) don't really need to be listed as it is understood this document is SSC LANT's Acquisition Forecast – Those actions that have already
 - v. How can one contract BFS Preferred have \$ 145,579,533.96 in Task Orders on a \$99M contract with only \$51M showing as reserved on active contracts list?
3. Additional feedback from industry: ***SSC LANT will not do this (See PPSM notes below).***
- a. Should break out the pre-solicitation into more descriptive category such as PR development, Solicitation development, RFI released and pre-solicitation.
 - b. Is the information provided in the Advanced Notification Log and the 6 Month Projection only for scheduled work that is already in contracts? If so, does it mean that SSC Atlantic has already received funding for the respective work? If not, then a column needs to be added to the 6 Month Projection to indicate whether or not the project is funded or not funded.
 - c. For those opportunities that are a follow-on to efforts currently being done on legacy contracts, GWACs, or Pillar contracts, can the incumbent by added to the *SSC LANT 6 Month Acquisition_07_29* forecast.
4. Is it the government's intent to provide industry with the actual IGE as it that leads to artificial cost shoot outs / LPTA bids?
5. **Response:** *(The below addresses all of III A)*
- a. ***All SPLs and IPTs have been briefed on PPSM.***
 - b. ***The Project Procurement Strategy Meeting (PPSM) is the key process event in which Portfolio IPTs/Sub-IPTs get together in weekly 2 hour sessions to present,***

discuss, and approve/disapprove various work packages as TOs or other contract vehicles. SSC LANT has 180+ IPTs/Sub-IPTs. Each PPSM session will have only a fraction of them present, but it is SSC LANT's intent to require PPSM review and approval of commitment to all Task Orders and other contract vehicles before being transferred for execution by SSC LANT contracts.

- c. Currently, SSC LANT doesn't have a way to track the procurements with an "end-to-end" view. SSC LANT will track dates from PPSM date to Task Order initiation.*
- d. The outputs of the PPSMs will provide the input to be shared by SSC LANT with industry concerning TO forecasting (posted on e-Commerce). SSC LANT will provide an update to the inaugural – Jul 2014 – 6 month Forward Looking Task Order Forecast prior to the Nov 2014 SBIOI. SSC LANT is planning by end 2nd Qtr FY15 to provide a monthly update to the 6 Month Forward Looking Task Order Forecast.*
- e. SSC LANT will fix the IGE issue in FY15 – they will issue standard criteria for LPTA vs Best Value.*

B. Industry has requested that a summary of MAC Task Order Award information be provided on a periodic basis (e.g. at SBIOIs). This summary would be similar to that previously provided Donna / Steve on contract awards. For this SBIOI (30 July) the list would cover ALL task orders awarded to date, and then at all future SBIOIs would just cover the Task Orders awarded since the last SBIOI with a summary by each pillar contract total number of awards and task order value to date.

- 1. Attachment 3 provides a proposed format. This information will also lend itself to providing a start for task order tracking.
- 2. ***Response:*** *SSC LANT is considering how to provide periodic updates on Task Orders awarded, Market Surveys released, Task Orders in evaluation, Advance Notifications, etc. They may have to focus just on Task Orders released/awarded, more to follow. They will probably set a value threshold below which they will not report (\$250K, \$500K?). They plan to issue at least a partial list of Task Orders released/awarded in Nov 2014 for SBIOI.*

C. Companies are still not receiving T.O. Award Debriefs even when they are requested within the allotted timeframe after award.

- 1. ***Response:*** *SSC LANT is working toward this. No timeline in place on when Industry can see this occurring on a consistent basis.*

VI. SSC LANT Contracts Initiatives - Update

1. William Paggi updated industry on the following SSC LANT Command Contracts initiatives:

1. Institutionalizing the COR function and processes.

- a. At the last CIC meeting it was briefed that approximately 90% of the COR Post-Award Tripwire Reviews had been completed and only 20 Post-Award Tripwire Issues had been noted.

