



# Post Award - Services

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Presented to: LKE Small Business Roundtable

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# Objective

- As the successful awardee to a service contract, how can I maximize success during performance?
- Actions that can facilitate success:
  - Understand the requirement/expectations
  - Communication
  - Addition and/or substitution of Key Personnel
  - Addition of new Subcontractors
  - Funding
  - Invoicing/Payment



# Initial Actions

- I just received an award, what should be my first steps?
  - Read the contract in its entirety to ensure understanding
  - Schedule a kick-off meeting with all necessary stakeholders
    - Mutual understanding of the expectations of contract performance
    - Identify and present your transition plan



# Communication

- Establish lines of communication with the Government
  - Procuring Contracting Officer (PCO)/Contracting Officer Representative (COR)/Alternate COR/Administrative Contracting Officer (ACO)
- Identify when to contact PCO vs. COR (or both)
  - COR – a representative of the PCO that performs certain contract administration functions (post-award)
  - PCO – can obligate the Government and make decisions that affect the Terms and Conditions (T&Cs) of the contract



# Communications

- Contact the COR when:
  - Technical questions
  - Identifying and providing status of transition plan
  - Providing status of filling vacant positions
  - Projected task execution and burn rates
  - Deliverables
  
- Contact the PCO there are possible changes or issues with:
  - Funding, T&C's, Substitution of Key Personnel/Subcontractors, Issues affecting performance, Invoicing/Payment, Concerns
  
- If in doubt, **CONTACT THE PCO!**



# Key Personnel

- 5252.237-9501 ADDITION OR SUBSTITUTION OF KEY PERSONNEL (SERVICES) (NAVAIR)(OCT 2005)
  - All proposed substitutions shall be submitted, in writing, to the Contracting Officer at least fifteen (15) days (thirty (30) days if a security clearance must be obtained) prior to the proposed substitution.
  - Each request shall provide:
    - A detailed explanation of the circumstances necessitating the proposed substitution
    - A complete resume for the proposed substitute, information regarding the full financial impact of the change, and any other information required by the Contracting Officer to approve or disapprove the proposed substitution.
    - All proposed substitutes (no matter when they are proposed during the performance period) shall have qualifications that are equal to or higher than the qualifications of the person being replaced.



# Subcontractors

- When adding new subcontractors, all requests should be submitted directly from the Contractor to the PCO in accordance with FAR 52.244-2.
- What constitutes a new subcontractor?
  - One that was not previously evaluated or added into the contract in accordance with FAR 52.244-2 - Subcontracts
- Information, but not all inclusive, needed to be submitted to the PCO:
  - Description of services; type of subcontract; proposed subcontractor; price; Certificate of Current Cost or Pricing Data (if required); analysis of the price, etc.



# Funding

- FAR Clause 52.232-22 Limitation of Funds
  - The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this contract in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of the total amount so far allotted to the contract by the Government
  - The notice shall state the estimated amount of additional funds required to continue performance for the period specified in the Schedule.
- Informal notification to COR/PCO on a per task basis





# Invoicing/Payment

- Follow instructions in 252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)
- Identifies the following, but not limited to:
  - Document Type – (Cost Voucher)
  - Pay Official DoDAAC
  - Issue By DoDAAC
  - Admin DoDAAC
  - Inspect By DoDAAC
  - Service Approver (DoDAAC)
  - Service Acceptor (DoDAAC)
- Cost Voucher
  - Used for Cost Reimbursable contracts/CLINs (CPFF)
  - DCAA sole approval authority for Interim Cost Vouchers
  - Final Cost Voucher Approved by Administrative Contracting Officer

**Questions?**