

# Performance Work Statement

## 1 INTRODUCTION

**Organization:** Deputy Assistant Secretary of the Navy for Acquisition Management

**Background:** The Deputy Assistant Secretary of the Navy for Acquisition Management (DASN Acq) serves as the competition advocate for the department of the Navy. The eBusiness Policy & Oversight (EBP&O) office is the lead for executing the implementation of various federal and departmental end to end acquisition initiatives. EBP&O office also works with the acquisition organizations within the claimants to gather acquisition metrics. Finally, as the Acquisition Functional Area Manager (FAM) the EBP&O works with the claimants to manage their portfolio of systems/applications and serve as a conduit of information between the Department of the Navy Chief Information Officer (DONCIO) and Deputy Chief of Naval Operations for Networks and Communications (N6).

**Scope:** The Contractor shall provide program management, portfolio management, knowledge management, portal development and implementation support to DASN Acq. The contractor shall also conduct research on technology trends and provide white papers and briefs as necessary.

# Performance Work Statement

## 2 PERFORMANCE REQUIREMENTS

### 2.1 PORTFOLIO MANAGEMENT SUPPORT

DASN (Acq) EBP&O office is responsible for the on-going implementation of the FAM processes and tasks as the Acquisition FAM lead. These processes and tasks are in place to continue streamlining IT overhead within the DON. The reduction of duplicative IT systems, applications, and databases through the guidance of the FAM's governing body DONCIO and N6.

### 2.2 FAM SUPPORT

The contractor shall assist DASN (Acq) as Acquisition FAM, and advisor on Acquisition FAM issues. In accordance with guidance provided by FAM governance organizations, the contractor shall assist DASN (Acq) with identifying those functions and capabilities required within the Acquisition community in order to ensure they are best satisfied and preserved within the Acquisition FAM IT portfolio. This task consists of the following activities:

- Management and direct communication with Acquisition FAM user community, expressly those Echelon II points of contact designated as Acquisition FAM representatives
- Administration, maintenance and assistance within the Acquisition component of the DADMS database.
- Rationalization and implementation of best business decisions for applications and databases within the DON Acquisition IT portfolio.
- Utilizing standardized DON processes as defined by N6, the contractor shall liaise with Echelon II Navy commands and below to ensure that the Acquisition functional requirements are being maximized throughout the rationalization process.
- Coordinating and communicating with other functional area representatives to assess cross-functional applications and/or to resolve issues that impact the rationalization decision process, to include specific attention to those functional areas that reside within the scope of the Acquisition Core Business Mission Area (CBMA) from an OSD perspective.
- Provide support to Navy claimants for the retirement and migration of select applications throughout the NMCI cutover process.
- Respond to data calls on behalf of the Acquisition functional area to governing organizations, to include DON CIO and N6.
- Perform due diligence with respect to data integrity for system entries within the Acquisition FAM in the DADMS database

Deliverables: *Monthly Rationalization Status Reports*  
*Application/System Transition Plans*

# Performance Work Statement

## 2.3 BUSINESS TRANSFORMATION AGENCY (BTA) SUPPORT

The contractor shall assist with the Department of the Navy Chief Information Officer (DON CIO) with those components of BTA compliance and system certification that pertain to the DON Acquisition functional area. DON CIO is the executive agent for DON implementation of the OSD BTA. This task consists of the following activities:

- Provide feedback and input into development of DON BTA Pre-Certification and Certification workflow process documentation and development as required by DON CIO.
- Provide Acquisition community requirements into DON Transition Plan for BTA FY07 and FY08 certifications as required.
- Reconcile any outstanding BTA certification packages still pending finalization that is under purview of the Acquisition functional area.
- Provide input to DON CIO BTA working group on draft certification packages and preparation of guide and workbook template for DON community certification processes.
- Research, communicate and assist in the population of all entries (Tiers 1-4 and Non-Tier) within DITPR DON.
- Provide summary and recommendations to DASN (Acq) for all Acquisition FAM certification candidates (prior to Approval at FAM Review milestone).
- Administration, maintenance and assistance within the Acquisition component of the DITPR DON database.
- Respond to data calls on behalf of the Acquisition functional area to governing organizations, to include DON CIO and the BTA.
- Provide updates and inputs to the Business Enterprise Architecture (BEA) as new iterations are released by the BTA.
- Transition/implement mappings of latest BEA releases to the Acquisition FAM Operational Activity taxonomy as required.
- Ensure through DON CIO that these mappings are properly implemented into the DADMS and DITPR DON databases, respectively.

Deliverables: *BTA/BEA Status Reports*

## 2.4 EBP&O PROGRAM AND INITIATIVE SUPPORT

### 2.4.1 Electronic Document Access (EDA) Support

The contractor shall assist in the on-going support and administration of the Electronic Document Access (EDA) system. This task consists of the following activities:

- Processing new user registrations to include checking for duplicate registrations, verifying user information, validating user access document requirements with supervisor to ensure access is on a need-to-know basis,

# Performance Work Statement

explaining and requesting submittal of System Authorization Access Requests (DD2875) forms and retaining emails and documents for audit purposes

- Resetting passwords to include contacting user by phone/email to verify a new password is required, processing request, and manually resetting password in cases where user still cannot access system with automated password provided
- Recruiting and assisting in the appointment process for new EB POCs. When a user submits a new registration that belongs to a command or activity that does not already have a designated EB POC, determine if user is willing to be appointed as the designated EB POC that will handle all subsequent requests submitted by that particular command/activity
- Tracking whether or not EB POCs resolve functional issue trouble tickets for their commands assigned by DISA Help Desk and/or resolving them in cases where there is no EB POC
- Conducting analysis based on EDA reports or statistical sampling compiled from EDA to determine metrics trends
- Providing support at the EDA JRB Meetings, specifically as it relates to workflow and development changes

Deliverables: *EDA Status Reports*

## 2.5 CONTRACT CLOSE OUT (CCO) SUPPORT

The contractor shall assist with the program management for the closeout of physically completed Navy and Marine Corps contracts in the MOCAS system by coordinating Navy and Marine Corps claimants and government agencies (i.e. DFAS, DCAA, DCMA) to meet Government-directed schedule targets. This task consists of the following activities:

- Assist in conducting CCO meetings
- Identify and resolve issue that impede the close out process
- Recommend and support the implementation of policies that support the resolution of issues
- Perform system administrator duties for the contract closeout initiative and metrics website
- Research the eligibility for contracts as to whether or not they meet the special authority provisions granted in the NDAA for quick closeout procedures.

Deliverables: *Monthly Contract Close Out Metrics Report*  
*Quarterly presentations for the CCO Executive Steering Committee meetings*  
*Monthly Replacement Funds Status Report*

# Performance Work Statement

## 2.6 PROGRAM AND INITIATIVE SUPPORT

The contractor shall assist in the development and monitoring of effective end-to-end acquisition processes and policies. This effort being undertaken is in conjunction with the DoD and other services and agencies and is designed to streamline and automate processes, eliminate redundant IT investments, implement Federal Government-wide acquisition initiatives and align with other DoD and Federal modernization efforts. This task consists of the following activities:

- Initiate compliance and transition efforts to facilitate implementation of all 13 eGov Integrated Acquisition Environment (IAE) initiatives where applicable, i.e. FBO, FedTeDS, ORCA, FPDS-NG, eSRS
- Coordinate the DoN voting members and interested parties so DoN interests are reflected in subsequent versions of DoD Emall and support DASN at DoD EMALL JRB meetings and any EMALL IPTs that will promote the use of this mandated system, i.e. EBP IPT, Contracting IPT, AFWAY II IPT
- Coordinate feedback with FPDS-NG Transition Team and assist in the implementation of its policy and process recommendations
- Provide technical support to DoN in the FedBizOpps User Group, assist in the implementation of its policy and process recommendations and act as DoN FedBizOpps system administrator
- Participate as the DoN representative on the Contract Reporting To Go (CR2GO) transition and development team. Primary tasks will aid in generation of appropriate requirements for rollout of this new system. Additional duties may include facilitating cooperation between CR2GO team and PMRS system owners whose functionality overlap that of CR2GO.
- Participate and support the DoN on all DoD and Federal Joint Requirements Boards (JRBs), Integrated Process Teams (IPTs) and working groups

Deliverables:        *Monthly Status Reports*  
                              *Meeting Minutes, Briefs and White Papers as necessary*

## 2.7 PERFORMANCE MEASUREMENT

### 2.7.1 Procurement Metrics Support

The contractor shall coordinate with the Navy's ten Heads of Contracting Activities (HCAs) in the documentation of requirements, establishment of business rules, and collection of metrics measuring the Department of the Navy's procurement activities. The contractor shall also research and provide recommendations for the continual, automatic collection of metrics from various Navy organizations and authoritative sources. This task consists of the following activities:

# Performance Work Statement

- Develop, socialize and implement a metrics IPT charter
- Working with the HCA's support the development and implementation of a metrics plan
- Gather, process and disseminate metrics information on a monthly, quarterly or as needed basis
- Develop a procurement metrics guide that includes strategic themes, metric descriptions and a glossary of terms
- Streamline the submittal process among the responsible organizations, as designated in the Procurement Metrics Guide for providing quarterly metrics data
- Collect and analyze quarterly variance explanations submitted by commands as a result of the Procurement Metrics Scorecard
- Develop individual scorecards for the HCAs

Deliverables:     *Metrics Charter*  
                      *Procurement Metrics Plan*  
                      *Monthly Metrics Reports*  
                      *Quarterly Metrics Reports*

## **2.7.2 Balanced Scorecard (BSC) Development and Implementation Support**

The contractor shall collaborate with DASN Acq and project team members to develop a series of BSC products. The contractor, working with the project team shall develop the following products that will be reviewed and validated by executive leadership. The products include:

- BSC Implementation plan
- BSC Strategy Map
- Measures and Targets
- Inventory of Programs/Initiatives mapped to scorecard objectives

Deliverables:     *Project Plan*  
                      *Training Plan*  
                      *Monthly status Reports*

## **2.8 KNOWLEDGE MANAGEMENT SUPPORT**

### **2.8.1 Knowledge Management Plan**

The contractor shall develop and implement a knowledge management plan. The knowledge management plan shall be used to help create business performance improvement. It shall be centered on the people internal and external to the DASN Acq organization, not focused only on technology. The plan is a first step in a long term effort. This task consists of the following activities:

# Performance Work Statement

- Conduct current state assessment of the organizations readiness to become a knowledge organization
- Gathering information on the organization, its strategy and mission, as well as its processes
- Conduct executive level training, interviews and information sessions
- Conduct interviews and information sessions with internal and external stakeholders
- Document DASN Acq information and process flows
- Conduct business process re-engineering efforts as necessary

Deliverables: *Knowledge Management Plan*

## **2.9 EMERGING TECHNOLOGY RESEARCH SUPPORT**

The contractor shall conduct research on emerging trends in technology and new developments that will change the way the navy conducts business in the future. With this information, DASN Acq will be better prepared to support the navy in its effort to effectively and efficiently develop requirements, budget for, acquire and deploy these new technologies. This task consists of the following activities:

- Conduct research on changes in technology and emerging trends
- Assess the Navy's ability to adapt to impending changes and adopt them for use
- Assess the risk associated with the adoption of emerging technologies
- Collaborate with other DON organizations to develop POAMs for the incorporation of emerging technologies

Deliverables: *White Papers, briefs and reports as necessary*

## **3 GOVERNMENT FURNISHED RESOURCES**

General. The Government will provide access to DASN Acquisition subject matter experts as well as subordinate organization points of contact in support of defined tasks.

## **4 PERIOD OF PERFORMANCE**

Base period is 1 October 2006 through 30 September 2007 with four option years.