

## SPARC Task Order Procurement Guide

- The procurement process for Strategic Partners Acquisition Readiness Contract (SPARC) Indefinite Delivery – Indefinite Quantity (IDIQ) task orders follows all of the same procurement processes currently in place, regardless of the origin of the procurement. SPARC is merely another vehicle by which components could and should consider for their Information Technology (IT) procurements.
- All procurement rules and practices remain the same for task orders issued under SPARC as for other procurement vehicles – Acquisition Plan (AP), Statement of Work (SOW), and Independent Government Cost Estimate (IGCE), must be completed and followed in accordance with existing guidelines and the milestones established in order to meet the intended award date. A minimum 3-4 month timeframe needs to be considered in order to allow for the AP process completion, sources sought notice for non-set aside procurements, the evaluation process and Office of Acquisition and Grants Management (OAGM) award process. Task Orders procured under the SPARC IDIQ should also keep in mind and utilize lean methodologies and the United States Digital Services (USDS) Playbook guidance to maximize the use of agile contracting (<https://playbook.cio.gov>).
- Upon determination of need for an initial effort competition or re-procurement of existing effort, components outside of the Office of Information Technology (OIT) should have the COR or Division Director reach out to his/her respective OAGM Division, where the effort will be discussed in detail, and the individual efforts procurement strategy will be discussed.
- Procurements within OIT should have the Government Task Lead (GTL) or Division Director reach out to their components respective COR within the Information Technology Capital Planning Group (ICPG) / Division of Information Technology Contract Management (DICM), the Component's Technical Advisor (TA) and the Procurement TA to discuss the effort, including contract type (e.g.: cost-plus-incentive-fee, CPIF), after which the COR or Procurement TA will reach out to OAGM.
- The component's GTL should send the COR the most current SOW and IGCE for review or changes; the GTL should work with his/her leadership to ensure that the SOW incorporates all necessary changes and revisions/updates; the GTL also provides all additional documentation ("Attachments") pertaining to the procurement (e.g., GFE software, Licenses provided and required, award fee plan, past performance survey, etc., **including other evaluation criteria** needed for the solicitation and evaluation of proposals).
- Upon determination and receipt of the IGCE and SOW, the COR and GTL should work to start the AP process, working with the Contracting Officer (CO) as necessary, utilizing the OAGM Acquisition and Grants Exchange (AGX) website for AP guidance.
- Upon AP full execution with signatures, the COR use the AP as the Request for Contract (RFC) Package transmittal sheet and will submit the SOW, IGCE, Acquisition Plan, 508 compliance documents, assumptions, attachments and COR certification through

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Comprehensive Acquisition Management System (CAMS). The COR will need to ensure that the IGCE matches the dollar value in CAMS and that funding is obligated and available.

- Once OAGM has approved all necessary documents, the solicitation can be issued on SPARC.
- While awaiting the proposal submissions, the COR should contact the GTL's management and ask them to provide names of people involved in the Technical Evaluation Panel (TEP); also ask if there are any other CMS departments or groups which need to be included on the technical evaluation panel; the business owner (component) will determine whether any Subject Matter Experts (SMEs) should be included in the TEP.
- The CO or Contract Specialist (CS) shall provide a Non-Disclosure Agreement (NDA) which EVERYONE on the TEP, and any leadership who want to be involved in the procurement, must read and sign.
- Upon proposal receipt by OAGM, the CO and CS will review offerors for responsiveness, and prepare to send to the COR or Procurement TA for dissemination to the panel members.
- The TEP Chair (Procurement TA within OIT/ICPG/DICM) will schedule the TEP kick-off and include all TEP members and participating SMEs; the meeting is usually within one day of proposal submission.
- The COR or Procurement TA within OIT/ICPG/DICM will work with OAGM throughout the procurement process.
- Note: CMS will conduct small business sources sought notices and assessments for all task orders not unilaterally set aside for small business by the task order Contracting Officer (CO). For any unrestricted task orders, the task order CO will include the Small Business Participation element as an evaluation factor for large business contractors.

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