



OLD DOMINION UNIVERSITY
Procurement Technical Assistance Center

TASC - TGIC Reverse Industry Day 23 January 2020

Contract Has Been Awarded... First Things First!



Contract Has Been Awarded... First Things First!

- We have adopted the DD Form 1484 for Post-Award Conferences as our roadmap where we will address all elements to varying levels of specificity given their complexity the topics to be addressed include:
- Function & Authority of Government Personnel (e.g. PCO, ACO, COR)
- Communications
- Conflicting Provisions & Order of Precedence
- Reporting (e.g. Financial, royalty & patents)
- Contract Modifications including:
 - Administrative,
 - Supplemental agreement,
 - Change Orders, and
 - Options
- Government Furnished Property, Equipment, and Information
- Deliverables and Delivery Schedules
- Any post-award associated cost and price proposals



Reverse Industry Day Purpose

- Provide value to both Government and Industry
- Improve communications, cooperation and consultation
- Industry presents its perspectives to the government workforce
- Government better understands what Industry is doing through the course of the Acquisition Timeline
 - Post-Award: The critical initial phase of a Contract Performance (CMBOK 6.0)
 - 6.1 Administer Contract
 - 6.2 Ensure Quality
- Thanks to NCMA for 2.5 Hours Credit



Contract Has Been Awarded... First Things First!

Contract Management Body of Knowledge (CMBOK) Outline of Competencies

1.0 Leadership	2.0 Management	3.0 Guiding Principles	4.0 Pre-Award	5.0 Award	6.0 Post-Award	7.0 Learn
1.1 Competence	2.1 Business Management	3.1 Skills and Roles	4.1 Acquisition Planning	5.1 Cost or Price Analysis	6.1 Administer Contract	7.1 Continuous Learning
1.2 Character	2.2 Financial Management	3.2 Contract Principles	4.2 Requesting Offers	5.2 Conduct Negotiations	6.2 Ensure Quality	7.2 Individual Competence
1.3 Collaboration	2.3 Project Management	3.3 Standards of Conduct	4.3 Business Development	5.3 Source Selection	6.3 Subcontract Management	7.3 Organizational Capability
1.4 Vision	2.4 Risk Management	3.4 Regulatory Compliance	4.4 Develop Win Strategy	5.4 Manage Legal Conformity	6.4 Manage Changes	
	2.5 Supply Chain Management	3.5 Situational Assessment			6.5 Contract Closeout	
		3.6 Team Dynamics				

FIGURE 2. NCMA CMBOK COMPETENCY MODEL



The Tidewater Association of Service Contractors (TASC)

- Focal point for industry collaboration toward greater awareness of Government business opportunities while sharing industry's experience and perspective with Government partners to more clearly define, understand, and improve the acquisition process to optimize support to the warfighter and Federal agencies, as well as stewardship to the taxpayer. TASC is focused on providing value to both membership bases: Industry and Government -
- Industry Member: Value through access to government decision makers and forecasted opportunities by facilitating various industry day, education and networking events.
- Government Member: Value through access to industry feedback, a conduit for market research participation, education, and networking events.



The Tidewater Government/Industry Council (TGIC)

- Provide for effective avenues of communications, cooperation and consultation between Government Contracting Activities, their Customer Activities and to private industry in the Hampton Roads, Virginia area in order to improve the productivity of contracting and the quality of the end product for the mutual benefit of the Government and industry.
- Explore and develop methods of quality/productivity improvement; foster a spirit of cooperation; provide a forum to share new ideas and initiatives; and suggest changes to applicable policies, regulations and/or statutes through the appropriate channels.
- It is not the purpose of the Council to discuss specific contractual actions or discuss particular future procurements.



OLD DOMINION UNIVERSITY

Procurement Technical Assistance Center

Old Dominion University Procurement Technical Assistance Center (ODU PTAC) exists to help area businesses in establishing themselves to bid competitively on federal, state, and local government contracts.

This office is a Procurement Technical Assistance Center (PTAC), as part of the Procurement Technical Assistance Program ([PTAP](#))- a Federal program that exists to help expand the number of businesses capable of participating in the government marketplace.

As part the ODU Institute for Innovation & Entrepreneurship's (IIE), ODU PTAC's goal is to expand business-government partnership in Hampton Roads, thereby increasing the vitality of the local economy.

SERVICES WE PROVIDE AT NO CHARGE:

- One-on-One Counseling
- Registrations and Certifications Assistance
- Marketing Strategies
- Identifying Subcontracting Opportunities
- Solicitation and Proposal Review
- Post Award Issues
- Training
- Small Business Outreach



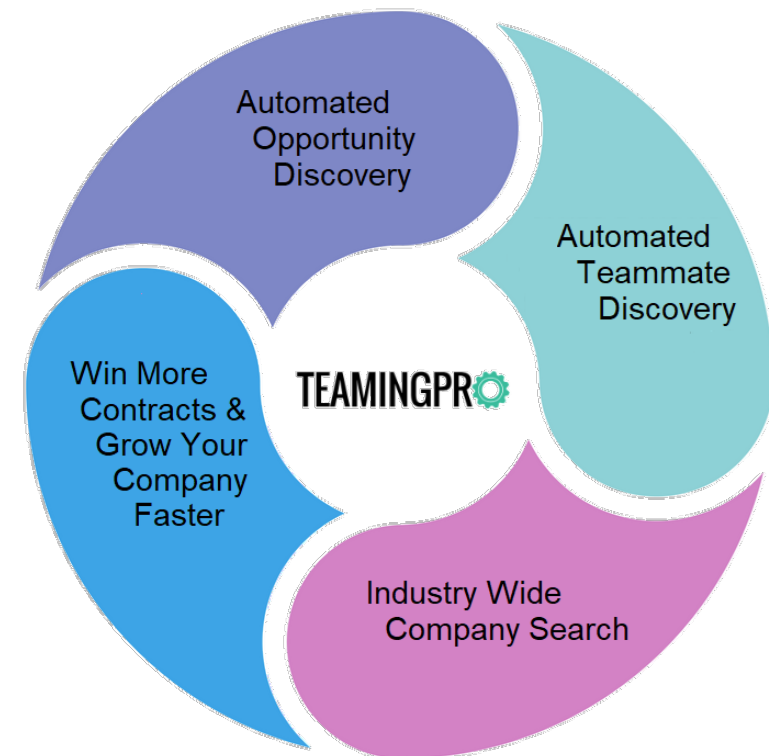
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Conceptual Contracting is a Woman Owned Small Business founded by Christa Halda to fill the need for comprehensive and affordable GSA solutions. While there are a number of government acquisition consulting firms offering GSA Services, there are few that solely concentrate on GSA schedules and even fewer that offer a fair and cost effective fee structure that is based on performance. Conceptual Contracting specializes exclusively on new Offers, Contract Modifications and Contract Maintenance for both product and service schedules. This has allowed us to perfect our craft in providing excellent service, establishing credibility in the GSA community, and building long-term relationships with clients and contracting officers. We are successful in securing new GSA Schedules for our clients and providing professional services to ensure contracts are accurate, compliant and successful. Let us win one for you!



Agenda

- Panelist Presentations
 - Jon Tobias
 - Chess Harris
 - Greg Kern
 - Kathryn Ravelo
 - Bob Brooks
- Break
- Audience Engagement with Questions and Answers



Rules of Engagement

- Non-attributional
- Contract, office, customer and contractor agnostic
- Submit questions at break
 - White Cards = Government
 - Colored Cards = Industry/Education
- Questions welcomed
 - As topics evolve
 - As time permits
- Please complete survey- your feedback is critical



Jon Tobias

- Corporate Background
 - Emerging Small Business (SDVO, 8(a))
 - Government Professional and non-Professional Services for Analysis, Planning, Training, Acquisition Management, Cyber/Intel, Engineering, Logistics and Maritime Support Services Worldwide
 - ISO 9001:2015, ISO 14001:2015, and ISO 45001:2018
- Personal Background
 - Career Navy Explosive Ordnance Disposal officer with fleet operational and staff background
 - Industry Experience
 - Military Requirements and Concept Development Consultant for small DC Metro-based company
 - Business Director for an industry leading manufacturer of Unmanned and Autonomous Underwater Vehicles (UUV/AUVs)
 - Senior Vice President for Operations at ITA responsible for successful project transition strategy, proposal, planning, and execution across a diverse portfolio of programs
- Points
 - Developing a proposal transition plan
 - Following ISO processes
 - Executing the plan





Execution Transition Plan

Execution Transition Plan					
Task Name	Resource Name	Duration	Start	Finish	% Complete
Engage Transition Team	Division Director (Transition Manager)				
Review Contract and Develop Contract Compliance Matrix	Contract Operations, FSO, HR, IT, PM, QHSEMS, Subcontracts				
Develop Execution Transition Plan	PM				
Schedule Internal Kickoff Meeting	Div Dir,PM				
Schedule Government Kickoff Meeting	Contracts,PM				
Schedule Subcontractor Briefing	Subcontracts,PM				
Obtain List of Incumbent Personnel - 1st Right of Refusal	PM				
Issue Purchase Orders	Subcontracts				
Issue Subcontracts	Subcontracts				
Review DD 254 (When Received)	FSO,PM				
Send ITA DD 254 to Subcontractors (After DD 254 Received)	FSO,Subcontracts				
Finalize and Secure Onboarding Location(s)	HR				
Conduct Internal Kick-off Meeting	PM				
Determine QASP vs QCP requirements	PM, QHSEMS				
Briefs for Approval (Client & Subs) and Final Execution Transition Plan	PM,CEO,Contracts,Div Dir,Quality,Transition Mgr,Subcontracts				
Provide Govt with Kick-off Meeting Presentation Materials	PM				
Kick-off Meeting w/Govt (Based on Govt availability)	Transition Mgr,Contracts,PM				
Coordinate Inprocessing	PM,HR				
Coordinate CAC requirements	PM,FSO				
Post Kick-off Meeting	Contracts,Div Dir, FSO, HR, PM, QHSEMS, Subcontracts				
Conduct Subcontractor Briefing	Contracts,HR,PM,Transition Mgr				
Meet w/Incumbent Employees	HR,PM,Transition Mgr,Contracts				
Interview Candidates	Div Dir,PM				
Offer Letters Issued	HR				
Provide Gov PM & COR w/List of Personnel	PM				
Submit report of Kick-off Meeting minutes to KO	PM				
Submit Employee List to Sponsoring Agencies (as needed)	FSO				
Forward Visit Requests using JPAS	FSO				
Prepare for Onboarding	HR,Div Dir,Exec Asst,FSO,IT,PM,QHSEMS				
Conduct Group Onboarding	HR,Div Dir,FSO,PM,QHSEMS				
ITA CEO Welcome & Overview Brief	CEO				
Contract Summary Brief	PM				
Host Location Requirements and Restrictions	PM				
Contractors in the Workplace Brief	Contracts				
ISO Training & Code of Safe Conduct Brief	QHSEMS				
Security Requirements and Training	FSO,QHSEMS				
Information Assurance/IT Training	PM				
ITAR Training	PM				
Ethics Training	PM				
OPSEC Training	PM				
Combating Trafficking in Persons Training	PM				
Coordinate Employee CAC Cards	FSO,PM				
Project Labor Setup Request Form	PM,Contracts				
JSA	PM,QHSEMS				
Safety Walkthrough	PM,QHSEMS				
Environmental Aspect - Impact Assessment	PM,QHSEMS				
Notify COR or Govt PM Before Performance of this Contract	PM,QHSEMS				
Brief Executive Management weekly until Transition Complete	Division Director (Transition Manager)				



Chess Harris

- Corporate Background
 - VO/MO SB; 2018 Tidewater SB of the Year; CMMI-3
 - SimIS: Information Technology (IT) services company that models future environments and secures the enterprise – core competencies: Test % Evaluation, eLearning, Cyber, Enterprise Architecture (DODAF compliance and outyear resourcing strategies)
- Personal Background
 - Current Position: Director, Business Development
 - 26 yr veteran; 19 yrs corporate business development, operations, and management
- Points
 - Meeting before the Kick-off– setting conditions for contract success
 - Recruiting –ensuring the best qualified staffing solution and compliance
 - Transition – knowledge transfer: staff (SOPs, best practices), applications, and archives (digital and hardcopy)



Greg Kern

- Corporate Background
 - President, Echelon Services: Native Hawaiian Organization (NHO)-owned 8(a) providing professional IT, Intel and Systems Engineering services and is a certified IT Reseller for Cloud Services (AWS and Azure), Office365, etc
- Personal Background
 - Retired Air Force B-1 WSO, B-52G Electronic Warfare Officer, and Information Operations/STO operations and requirements officer
- Points
 - tbd





Kathryn Ravelo

- **Corporate Background**

- Goldbelt C6, LLC is a 8(a) subsidiary of Goldbelt Inc., an Alaska Native Corporation (ANC)
- We lead the Research and Development efforts for Goldbelt, Inc.
- Prime contracts include work for the U.S. Food and Drug Administration, Center for Disease Control, U.S. Air Force Research Laboratory (AFRL), U.S. Coast Guard, and U.S. Army Corp of Engineers (USACE)

- **Personal Background**

- Experienced FSO and Contract Manager for over 15 years
- Current Vice-President of NCMA Norfolk Chapter

- **Points**

- DD254 execution
- Will the company be reimbursed if we have to wait for a DD254?
- Badging and computer access
- Can EE's work offsite while waiting for access?
- Difference between bringing on incumbent EE's and new hires





Robert G Brooks

- **Corporate Background**

- 40 years as a small, medium professional services provider on a national basis for Federal, State, Higher Ed, local governments
- Presented over 70 educational sessions (850 personnel) for a major technical engineering industry publisher

- **Personal Background**

- BS in Industrial and Systems Engineering
- Licensed Professional Engineer
- Former Securities Analyst with major brokerage firm

- **Points**

- Got the contract; Great! How are you going to pay for it? (What?.... I want it to pay me!)
- Relationship between Project Schedule, Deliverables, and Invoicing
- Cash-on-hand versus Cash Flow; which matters most?



Break

- Return in 15 Minutes
- Please provide question cards on your way out

- DD Form 1484 Link:

<https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1484.pdf>



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Audience Questions and Wrap Up

- Audience engagement is appreciated to improve engagement on questions.
- Don't forget to return surveys!
- Take a Tri-fold to learn more about TASC, TGIC and ODU opportunities
- Closing Comments from NCMA, TASC and ODU HRPAC
- Next TGIC Phase is Subcontracts (CMBOK 6.3): Contract Has Been Awarded... Mobilizing & Managing Teaming Dynamics!
 - Training:
 - Mar 24 at TCC-ATC: 1800 College Crescent, Virginia Beach
 - Apr 14 at Reed Integration: 7007 Harbour View Blvd, Ste 117, Suffolk
 - Reverse Industry Day: Contract Has Been Awarded... Mobilizing & Managing Teaming Dynamics!
 - May 6 at ODU Darden College of Education: 4310 Hampton Blvd, Rm 1106, Norfolk