Phase 4: DoD “To-Be” Procurement Process Systems Maps Review

March 3-5, 1999
Game Plan

- Become Familiar With DoD “To-Be” Procurement Process Systems Maps
  - Review Systems Mapping Conventions
  - Review Role, System, and Transfer Mechanism Descriptions
  - Walk Through a High-Level Overview of All Systems Maps

- Participate in Systems Maps Working Sessions
  - Understand Scenarios, in Detail, Relative to the Map
  - Question and Answer Period--Identify and Resolve Issues, Questions, and Concerns
Game Plan (cont’d)

• Make Appropriate Changes to Documentation

• Document Open Issues and Assign Action Items (As Necessary)

➢ Discuss Next Steps
Systems Maps

- Segmented into Four Systems Maps
  - Requirement to Solicitation Map
  - Evaluation and Award Map
  - Administration and Payment Map
  - Financial Reporting and Contract Closeout Map
- Really All One Integrated Map
- Scenarios (Subprocesses) Developed for Each Map
Systems Maps (cont’d)

- Requirement to Solicitation Map
  - Funds Distribution
  - Requirement Development
  - Solicitation/Amendment
  - Synopsis and Release of Solicitation/Amendment
Systems Maps (cont’d)

- Evaluation and Award Map
  - Communication To and From the Offeror
  - Proposal Evaluation
  - Award and Modification
  - Committing Available Funds
Systems Maps (cont’d)

- Administration and Payment Map
  - Shipping through Acceptance
  - Performance Monitoring
  - Contract Performance Communication
  - Payment
  - Request for Refund/Demand Letter and Collection
  - FMS Deposits
Systems Maps (cont’d)

- Financial Reporting and Contract Closeout Map
  - Contract Closeout
  - Financial Reporting

- All Systems Maps
  - Monitoring Funds
Ground Rules

- During the Overview of the Systems Maps, Please Hold Your Questions Until the Question and Answer Period of the Systems Maps Working Sessions

- Each Systems Map Working Session Will Be Limited to Approximately 3 Hrs

- Consider the Question and Answer Period of Each Systems Map Working Session a Forum for Resolving Issues, Concerns, and/or Questions Pertinent to That Particular Systems Map
Ground Rules (cont’d)

- Listen Carefully to Others for New Ideas/Insights
- Stick to the Conversation at Hand
- Attempt to Limit Conversations Surrounding Issues to No Longer Than 10 Minutes
- If an Issue Cannot Be Resolved, It Will Either Be Considered:
  - An Outstanding Issue, Documented With a Proposed Recommendation
  - An Action Item Documented With an Assignee
Systems Mapping Conventions

Role → Input/output (how) → System → Database/Repository → Input/output (what)

- Intersecting vertical and horizontal lines:
- Inputs/outputs which branch to multiple processes:

Input/output
Input/output
Input/output
Role Descriptions

- Accounting Office--Responsible for Day-to-day Financial Operations
- Awardee/Payee--Responsible for Providing Specific Goods and Services Per a Procurement Instrument
- Configuration Control Board--Responsible for Reviewing, Coordinating, and Approving Change Proposals
- Contract Administration Office--Responsible for Managing Administration Functions
- Contracting Office--Responsible for Acquiring Goods and Services
- Counsel--Responsible for Receiving and Dispositioning Patent Information
- DCAA--Responsible for Auditing Contractor Costs and Systems
- Disbursing Office--Responsible for Disbursing Funds
- DSCA--Responsible for Administering Defense Security Cooperation Programs
- End User--Responsible for Establishing the Requirement for a Good or Service
Role Descriptions (cont’d)

- Evaluation Team--Responsible for the Evaluation of Proposals
- Financial Manager--Responsible for Ensuring Availability and Proper Use of Funds
- Industry--Responsible for Providing Goods and Services
- Offeror--Responsible for Proposing to Provide a Required Good or Service
- Industry/Other Interested Parties--Responsible for Obtaining Information About DoD Procurements
- Oversight Authorities (e.g. Service Secretariat, OSD, Service Hq)--Responsible for Providing Guidance in Procurement Activities
- Payment Office--Responsible for Determining Entitlement
- Public Affairs--Responsible for the Dissemination of Official Government Information to Congress and to the Press
- Receiving Activity--Responsible for the Receipts and/or Acceptance of Goods and Services
Role Descriptions (cont’d)

- Related Government Agencies (e.g. SBA, DOL, Commerce, GSA)--Responsible for the Administration of Government Programs
- Requiring Office--Responsible for Defining and Funding a Business Need for Goods and Services
- Review/Approving Officials (e.g. Counsel, SADBU, OSD, Service Secretariat, PEO, Service HQ, Congress, DoL (EEO), SBA, RO, Patent Counsel)--Responsible for Authorizing a Given Action to Be Taken
- Service/Agency Comptroller--Responsible for Receiving and Distributing Authorized Funds
Systems Descriptions

- Accounting Systems (e.g. STARS, DIAS)--Provides Funds Tracking in Services/agencies and Across Agencies
- Commerce Business Daily Net (CBDN)--a Web-based Version of the Publication Entitled Commerce Business Daily
- Central Contractor Registration (CCR)--Provides a Registry for Contractor Information
- Contractor Information System (CIS)--Provides Contractor Systems Information and Pre-award Survey Information
- Contractual Archives--Provides Storage of Closed Contract Files
- Defense Data Reporting System (DDRS)--Provides Financial Reports
- Defense Integrated Finance System Reengineered (DIFSR)--Provides Records of FMS Deposits
Systems Descriptions (cont’d)

- Defense Procurement Payment System (DPPS)--Provides Contractor and Vendor Pay Entitlement
- Defense Security Assistance Management System (DSAMS)--Provides Records of FMS Deposits
- Defense Standard Disbursement System (DSDS)--Provides the Disbursement of Funds
- DFAS Corporate Database/DFAS Corporate Warehouse (DCD/DCW)--Provides an Official Accounting Record for Commitments, Obligations, Expenses, Disbursements, and the Office Archive Record of Commitment, Obligation, Expense, Accrual, Disbursement, and Acceptance Information
- DoD Business Opportunities--Provides a Mechanism for Viewing and Responding to Solicitations
- Electronic Document Access (EDA)--Provides a Repository of Images of Contracts and Related Documents
Systems Descriptions (cont’d)

- E-Mall--Provides Access to Electronic Catalogues Via a Web-based Tool
- Financial Archives--Provides Storage of Closed Financial and Accounting Files
- Funds Distribution Systems--Provides Allotment and Allocation of Funds
- Past Performance Automated Information System (PPAIS)--Provides a Central Repository for Contractor Past Performance Information
- Quality Reporting Systems--Provide Information Regarding Failures on and Deficiencies in Supplies
- Requiring Systems (e.g. SMAS, CCSS, ABSS)--Provide the Ability to Generate, Track, and Manage Requirements
- Shared Data Warehouse (SDW--Provides a Central Repository for Contract Information
- Service Financial Management Systems (e.g. BCAS)--Provides Service Specific Funds Management
Systems Descriptions (cont’d)

- Service/OSD-Specific Contract Reporting Systems--Provides Information on DD 350 and 1067 Reports

- Service Specific Websites (e.g. NECO)--a Search Engine for Looking at Service-Specific Websites of Solicitations and Related Technical Information

- Specifications and Standards Systems (e.g. ASSIST)--Provides a Repository of Existing Military, Commercial, and Federal Specifications and Standards

- Standard Procurement System (SPS)--Provides Contract Authoring, Internal Document Management, and Electronic Filing

- SPS Data Entry Tool--Provides a Mechanism for Creating Procurement Requests to Feed SPS

- Wide Area Work Flow Tool (WAWF)--a Web-based Workflow Management Tool Used in Order to Route Information to Different Offices
Transfer Mechanism Descriptions

A Transfer Mechanism Is Defined As the Means by Which Data Is Exchanged.

- Direct Access--Application Which Requires Human to System Interface
- EDI (e.g. ANSI X-12 Format, User-defined Format, MILS)--Any Standard Form of Electronic Data Interchange
- EFT--Electronic Funds Transfer
- Electronic Media (e.g. CD, Tape, Floppy Disk)--Physical Electronic Medium
- E-mail--Message Distribution System
- File Transfer (e.g. Download, Upload, Replication)--System to System Link
- Generic Workflow Tool--Software That Aids the Routing of Documents for Review and Approval
- Link--Interface Between an Application and Its Underlying Database
- Outside Agency-Specific Tool--Software That Facilitates Obtaining Information, Reviews, or Approvals
- WWW--Direct Access Through a Browser
Overview of Systems Maps: Requirement to Solicitation

- The Requirement to Solicitation Map Depicts the Following:
  - The Process of Ensuring Monies Are Available to Fund the Requirement
  - The Initiation of the Requirement and Related Documentation (e.g. Specifications, Sources Sought Synopsis)
  - The Process of and Communication Related to Developing and Amending Solicitation
  - The Process of Releasing the Solicitation and Associated Documentation
Overview of Systems Maps: Evaluation and Award

The Evaluation and Award Map Depicts the Following:

- Communication Between DoD Parties and the Offeror
- The “Pre-award” Process of Requesting and Reviewing a Pre-award Survey, Reviewing Contractor Capability (Including Past Performance and Contractor System Status), Auditing Proposals, and Evaluating Offers
- Awarding a Contract--the Process of Creating and Distributing the Award and Associated Documentation to the Appropriate Parties
- The Process of Committing Available Funds
Overview of Systems Maps: Administration and Payment

- The Administration and Payment Map Depicts the Following:
  - The Acceptance of a Good and/or Service From Shipping to the Generation of Acceptance and Distribution of Acceptance Data
  - Communication During Performance Amongst DoD Parties and Between DoD and the Awardee
  - The Payment of a Good and/or Service From the Initiation of a Payment Request to the Generation of Payment Instruction and Distribution of Payment to the Awardee/Payee
  - The Collection of Monies Owed From an Awardee/Payee
  - The Deposit of FMS Funds
Overview of Systems Maps: Financial Reporting and Closeout

➢ The Financial Reporting and Closeout Map Depicts the Following:

• The Closeout Process--from the Notification of Final Payment and Delivery to the Development of a Closed Contract Checklist to the Closeout of Contract and Financial and Accounting Files

• The Creation and Distribution of Financial Reports

➢ All Maps Depict the Following:

• The Process of Monitoring Funds