

Roles and Responsibilities

Acquisition Phase/ Function	CFO	CIO	IRB	GM	PM	COTR	CO	Acq Pln	Perf Meas	Analysis Group
Strategic Planning										
1. Modernization Blueprint	A	A	A	R						A
2. Annual performance plan	A	A		R					A	A
• Performance objectives	A	A		R					A	A
• General measurement strategy	A	A		R					A	A
3. Modular Project Structure	A	R	A	A						
4. Architecture Plan and Standards	A	R	A	A						
5. Modular Resourcing Strategy							R	A	A	
Investment Review										
6. Issue Project Request	A	A		R						A
7. IRB Review / Approval			R					A		A
8. Develop Business Case	A	A		R				A		A
9. Final IRB Review / Approval			R							A
10. Initiate Budget Request	A			R						
Project Initiation										
11. Designate PM	A	A		R						
12. Designate and initiate IPT	A	A		R	A		A	A	A	
Requirements Analysis										
13. Market Research—Technical		A			R		A	A	A	
14. Market Research—Business		A			A		R	A	A	
15. Alternatives Analysis		A			R		A	A		
16. Cost Benefit Analysis		A			R		A	A		
17. Risk Management Plan		A		A	R			A		
Acquisition Plan										
18. Acquisition Strategy					A		R	A	A	
19. Contract Type										
20. Milestones										
21. Incentives										A
22. Source Selection Procedures		A		A	R			A		
23. Implementation Plan		A		A	R			A		
Pre-RFP Considerations										
24. Acquisition alternatives					A		A	R		
25. Small/Small Disadvantaged Business Considerations					A		A	R		
26. Publicizing Requirement					A		A	R		
Requirements Documentation										
27. Prepare Performance-based SOW		A		A	R		A	A	A	A
28. Prepare QA Plan		A		A	R		A	A	A	A
29. Obtain Certified Funding	A	A		A	R					
Prepare & Issue RFP / RFQ					A		R	A	A	
30. Prepare Evaluation Criteria					A		R			
31. Prepare Terms and Conditions					A		R			
32. Prepare Contractor Incentive Clauses	A	A		A	A		R			A
33. Prepare and Test Pricing Models	A				A		R			
34. Prepare Bidders Mailing List							R			

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35. Issue RFP/RFQ							R			
Evaluating Offers										
36. Technical/Management Evaluation		A		A	R		A			A
37. Price Evaluation	A						R		A	A
38. Past Performance Evaluation					A		R			
39. Responsibility Determination	A						R			
Source Selection										
40. Conduct Negotiations		A			A		R			
41. Source Selection “Best Value” Determination (SSA)	A	A		R	A		A			A
42. Award contract							R			
43. Obligate funds	A						R			
Contract Management										
44. Designate COTR				A	R		A			
45. Delegate Responsibilities to COTR					A		R			
46. Conduct post-award conference					A	A	R		A	
47. “Daily” contact/ “clarifications” with contractor					A	R	A		A	
48. Monitor contractor performance <ul style="list-style-type: none"> • Technical, schedule and cost performance • Accept deliverables • Approve payments 		A			A	R	A		A	A
Contract Changes										
49. Any Action to Change/Modify Contract Scope <ul style="list-style-type: none"> • Price • Delivery Schedule • Technical Requirements/ Deliverables 	A	A	A	A	A	A	R		A	A
50. Other Contract Changes/Mods					A	A	R		A	
51. Exercise contract options	A	A	A	A	A	A	R		A	A
52. Technology refreshment	A	A	A	A	A	A	R		A	A
Contract Closeout										
53. Disposal	A	A			A	A	R			
54. Exchange/Sale	A	A			A	A	R			
55. De-obligate excess funds	A				A	A	R			
56. Final closeout audit	A				A	A	R			

Notes from QA – This is an excellent document for suggested roles and responsibilities of various members of an Agency staff during pre- and post- award phases of a contract. This document does not include the suggested composition of an IPT/IST nor does it include the functions normally performed by an IPT.

Definition of Abbreviations used in the Matrix:

***R** – Responsible for completing the function*

***A** – Assists the Responsible Party complete the function*

CFO – Chief Financial Officer

CIO – Chief Information Officer

IRB – Investment Review Board

GM –

PM – Project Manager

COTR – Contracting Officer Technical Representative – now known as the COR

CO – Contracting Officer

Acq Pln – Acquisition Planning Group

Perf Meas – Performance Measurement Group

Analysis Group – Analysis Group