



Earned Value Management Systems Center (EVMSC) Business Practice 1 EVMS Pre-Award Support

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| Effective Date: | 11/9/2023 |
| DAI Code(s): | D1300 – Proposal Assessment Support |
| Point(s) of | Danielle Bemis, Policy Lead |
| Contact: | Keven Davis, Policy Lead |

Purpose: Defines the process to review contractor proposals to implement a compliant EVMS.

Reference(s):

1. **Defense Federal Acquisition Regulation Supplement (DFARS)**
 - a. 252.234-7001: Notice of Earned Value Management System
2. **Electronic Industries Alliance (EIA) 748**
 - a. EVMS Standard 32 Guidelines

Definitions:

1. **Earned Value Management System (EVMS) Plan:** If the offeror proposes to use a system that has not been determined to be in compliance with the requirements in EIA 748, the offeror shall submit a comprehensive plan for compliance with the guidelines in EIA 748.

Roles and Responsibilities:

1. **Director**
 - a. Ensures compliance with this BP.
 - b. Ensures locally developed training, guidance and tools align with this BP.
 - c. Assist and mentor the workforce with the implementation and execution of this BP.
 - d. Elevates through the chain of command unresolved challenges, including gaps, in executing the processes and procedures of this BP.
 - e. Ensures the EVMS Center has a process in place to review documentation and provide advice on identified weaknesses to the cognizant Contract Management Office (CMO).
2. **Group Lead**
 - a. Ensures compliance with this BP.
 - b. Assigns responsibilities to the Team as outlined in this business practice.
 - c. Serves as the conduit between the Segment Lead and the EVMS Center Director to resolve gaps in policy/manuals/guidance.
 - d. Assist and mentor the workforce with the implementation of this BP.
 - e. Provides oversight of the team's effort and supports communications with the cognizant Contracting Officer (CO), DCMA Contract Management Office (CMO), the Program Management Office (PMO) and

the contractor.

- f. Ensures review results are communicated and coordinated with appropriate stakeholders.

3. **Segment Lead**

- a. Ensures compliance with this BP.
- b. Plans, schedules, and executes this business practice in coordination with the Group Lead.
- c. Communicates status with the CO, CMO, PMO, and contractor, as applicable.
- d. Assigns and oversees the efforts of the assigned EVMS Specialist(s) in accordance with the process defined below, ensuring resources are properly allocated.
- e. Coordinate with CO on supplier business system status.
- f. Ensures that submitted work products are timely, accurate and distributed appropriately.

4. **EVMS Specialist**

- a. Complies with this BP and other issued directives.
- b. Executes the process defined in this BP as directed by the Segment Lead and Group Lead.
- c. Accurately documents all compliance activities.
- d. Maintains appropriate level of communications with Segment Lead.

5. **Contracting Officer** (referred to as “CO” in this issuance). Coordinate with the EVMS Center for review of contractor proposed EVMS plan.

PROCESS:

1. Overview: EVMS assessments will be conducted in accordance with applicable overarching DCMA surveillance policies as well as the requirements of this business practice and are part of the contract solicitation phase. DCMA EVMS Center support should be requested from any EVMS stakeholders, such as the Government PMO, the cognizant CO, the DCMA CMO, etc. The EVMS pre-award assessment process can be summarized in three (3) phases as identified below.
2. Risk Assessment: Risk is an ongoing and continuous process. All workload acceptance and participation in EVMS compliance events must be prioritized by a risk assessment in accordance with the EVMSC PDREP Surveillance Planning Training document.

PLAN:

3. Requirement Notification - Upon receipt of a request from a CO to review an EVMS Plan, the Group Lead will work with the CO to determine a schedule to complete the review.
4. Review Requirements - The Group Lead will ask the CO if there are any supplemental requirements for the review in addition to DFARS 252.234-7001 or other Agency equivalent and will determine if any information or assistance to support the review has been provided to the CO by the offeror.
5. Assign Team Responsibilities - The Group Lead will assign a Team and provide the scope and timeline to complete the review.
6. Non-Disclosures - It is not uncommon for the CO to require the team to sign non-disclosure agreements (NDA) as part of the source selection board process. While it is standard practice for COs to request NDAs of the source selection members, DCMA is not required to sign an NDA.

CONDUCT:

7. Prior Approval - Prior to proceeding with the EVMS Plan review, the Segment Lead will confirm the site does not already have an Approved EVM System. If the system is "Approved", the EVMS plan review is not required, and the Group Lead will contact the CO to close out the effort (skip to Reports).
8. Level of Assessment - Depending on the value of the proposal, the EVMS Specialist will utilize the appropriate section in the DCMA EVMS Plan Assessment spreadsheet (Attachment A) as a guide to consistently evaluate each offeror's plan. Population of the spreadsheet assists in assessing the risk of the plan's compliance to the minimum requirements of DFARS 252.234-7001 and provides a subset of questions to identify concerns regarding its viability. Additional questions may be added to address other concerns as necessary.
9. Additional Requirements - If the CO has identified EVMS proposal requirements to the offeror in addition to DFARS 252.234-7001 or other Agency equivalent (e.g., the Integrated Program Management Report (IPMR), EVMS tools, etc.), the EVMS Specialist will verify these requirements are addressed within the

offeror's proposal and document concerns as necessary.

10. System Description Evaluation - If the offeror submits an EVM System Description (SD) as part of the proposal, this must also be assessed by the Team. The team will utilize Business Practice 2 to ensure the SD meets the requirements of the EIA 748 Standard. Any anomalies in the SD will be documented and included as part of the memorandum to the CO.

REPORT:

11. Memorandum for Record - The EVMS Specialist will complete a Memorandum for Record (MFR); there are different templates for proposals greater than \$100M (Attachment B) and for proposals between \$20M-\$100M (Attachment C). The sections in the MFR will summarize the findings/notes recorded in the assessment spreadsheet. The MFR will summarize the offeror's compliance with DFARS 252.234-7001 or NFARS 1852.234-1 criteria and any additional EVMS proposal requirements. The MFR will also communicate any concerns identified regarding the EVMS Plan's viability, and the offeror's response to any additional EVMS proposal requirements as well as potential risk areas.
12. Submit Report - The DCMA EVMS Plan Assessment spreadsheet and MFR will be submitted to the Group Lead for review and approval. The Group Lead will then submit the MFR to the Director for concurrence. Once the Director has approved the assessment, the Group Lead will submit the package to the CO.

NOTE – In compliance with DCMA manual 3101-04, communications containing reports or other deliverables that are sent outside of the agency must contain a statement and link to the DCMA Customer Satisfaction Survey (i.e., "We greatly appreciate your feedback to help us better support your needs, please complete a brief survey at: <https://www.dcmamil/Customers/Customer-Satisfaction-Survey/>").
13. Document Naming Convention – All documents requiring archival shall use the naming convention CAGEDocTypeDAYMONYYYY.
14. Classification Markings – The author of any document(s)/attachments(s) related to this BP shall ensure appropriate classification IAW applicable laws, regulations, and Government-wide policies, and the safeguarding and protection requirements for each.
15. Documentation Archival - Any formal documentation that is distributed outside the DCMA EVMS Center needs to be archived within the Agency system of record.

Attachments:

- A. DCMA EVMS Plan Assessment
- B. Template - EVMS Plan MFR for Contracts \$100M or Greater
- C. Template - EVMS Plan MFR for Contracts \$20M - \$100M

(on behalf of)

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