



CUI  
**DEFENSE CONTRACT MANAGEMENT AGENCY**  
3901 A AVENUE, BUILDING 10500  
FORT LEE, VA 23801-1809

[Date]

MEMORANDUM FOR [title, e.g., ADMINISTRATIVE CONTRACTING OFFICER],  
[name]

SUBJECT: BP1 – Attachment C for contracts \$20M - \$100M - Earned Value Management System (EVMS) Procedure Review for [contractor name, location, CAGE(s)]

Per your request on [date of request], the DCMA EVMS Center reviewed [contractor name]'s EVMS plan submitted in response to the [proposal name and solicitation number]. The plan was assessed to determine its compliance with DFARS 252.234-7001. The submitted EVMS plan dated [plan date] is considered [acceptable/not acceptable].

For each applicable DFARS 252.234-7001 requirement, an assessment of the [contractor name] EVMS procedures follows:

The proposal shall—

- (1) The offeror shall submit a written description of the management procedures it will use and maintain in the performance of any resultant contract to comply with the requirements of the Earned Value Management System clause of the contract.

**[NOTE: If the offeror proposes to use an EVMS that has been determined by the CFA to be in compliance with the EVMS guidelines in EIA-748, the offeror may submit a copy of the documentation of such determination instead of the written description. In this instance you should reference the other contracts that utilize the EVMS, e.g. “The proposal provided by KTR X state they have an established EVMS and have utilized it on many programs, specifically citing its use on the PROGRAM A and PROGRAM B programs.”]**

Controlled by: DCMA Controlled by: PIX[X]– EVMS Center CUI Category: General Procurement and Acquisition, General Proprietary Business Information Distribution/Dissemination Control: [FED only/ FEDCON] POC: [Originating DCMA Office or person name, telephone, and email]
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**[OR]**

**[contractor name]**'s description states **[In one or two paragraphs provide details of their proposal to support this requirement, e.g. "The written procedures provided by KTR X describe the processes that will ensure their compliance with the EIA-748 guidelines. Examples include..."]**. Since **[contractor name]** has **[provide rationale for rating]**, this section is rated as a **[high/moderate/low]** risk.

- i. The description shall include a matrix that correlates each guideline in EIA-748 (current version at time of solicitation) to the corresponding process in the offeror's written management procedures; and

**[In one paragraph provide details of how the contractor's management procedures correlate to each guideline. Reference the section of the proposal, and identify any concerns with the level of detail/gaps in the provided information.]** This section is rated as a **[high/moderate/low]** risk.

- ii. The process the offeror will use to determine subcontractor compliance with EIA-748.

**[In one paragraph provide details of how the contractor will assess subcontractor compliance. Reference the section of the proposal, and identify any concerns with the level of detail/gaps in the provided information.]** This section is rated as a **[high/moderate/low]** risk.

- (2) The offeror shall identify the subcontractors (or the subcontracted effort if subcontractors have not been selected) to whom the EVMS requirements will apply. The offeror and the Government shall agree to the subcontractors or the subcontracted effort selected for application of the EVMS requirements. The offeror shall be responsible for ensuring that the selected subcontractors comply with the requirements of the Earned Value Management System clause of the contract.

**[In one paragraph provide details of subcontractors or subcontracted effort for which EVMS requirements will apply. Reference the section of the proposal, and identify any concerns with the level of detail/gaps in the provided information.]**  
This section is rated as a **[high/moderate/low]** risk.

**[If there is any additional information that has not been captured above, but impacts your assessment of the risk, state it here in one short paragraph, i.e. EVMS experience, use of consultants, etc; otherwise, leave this blank]**

Overall, we assess the description of **[contractor name]**'s EVMS Procedures as **[high/moderate/low]** risk towards a successful implementation if selected. **[In one or two sentences, support your rating referencing the procedures, process, or knowledge]**

Please contact the undersigned at **[group. lead@mail.mil]** or **[(xxx) xxx-xxxx]** if you have any questions concerning this assessment.

**[Group Lead Name]**  
**[Group name]** EVMS Group Lead  
DCMA Portfolio Management & Business  
Integration

CC:  
Ms. Donna Holden, Director, DCMA-PIX