

MacTech Solutions LLC

Federal Contract Governance & Risk Management Manual

Consolidated Enterprise Action Items

1. Governance & Clause Architecture

- Build and maintain Clause Risk Log for every solicitation.
- Implement mandatory pre-bid clause review workflow.
- Develop standardized risk classification scoring model.
- Train leadership on Level 3 and Level 4 clause escalation.

2. Subcontract Governance

- Develop master subcontract template with mandatory flow-down clauses.
- Create subcontract approval checklist integrated with FRM-020 and FRM-021.
- Implement insurance validation verification prior to subcontract execution.
- Maintain subcontract risk classification register.

3. Financial Integrity & DCAA Alignment

- Implement accounting system capable of segregating direct/indirect costs.
- Design DCAA-aligned chart of accounts.
- Develop automated indirect rate calculator.
- Create job cost monitoring dashboard.
- Implement daily timekeeping enforcement controls.

4. Allowability & Cost Controls

- Create quarterly allowability audit checklist.
- Segregate unallowable cost GL accounts.
- Document executive compensation review methodology.
- Establish written consistency policy for cost treatment.

5. Insurance & Risk Transfer

- Obtain Tier 1 baseline insurance coverage.
- Develop contract insurance escalation review worksheet.

- Create indemnification-to-insurance alignment matrix.
- Establish subcontractor insurance verification workflow.

6. Indemnification Governance

- Create indemnification classification worksheet (Levels 1–4).
- Implement mandatory escalation protocol for Level 3 clauses.
- Develop liability cap negotiation guidelines.
- Create indemnification approval documentation template.

7. CUI Boundary & Cyber Governance

- Document formal CUI system boundary diagram.
- Implement MFA enforcement across CUI systems.
- Create centralized cyber evidence repository.
- Conduct annual cyber governance review.
- Develop subcontractor cyber affirmation form.

8. Incident Response & 72-Hour Reporting

- Develop written incident response playbook.
- Conduct annual 72-hour reporting tabletop exercise.
- Implement forensic log retention protocol.
- Create incident documentation retention workflow.

9. CMMC Mapping & Evidence Integration

- Build structured CMMC control mapping matrix.
- Assign domain control owners.
- Implement POA&M; tracking system.
- Schedule annual internal mock assessment.

10. SDVOSB & Structural Compliance

- Conduct annual ownership and control review.
- Implement affiliation risk assessment process.
- Maintain updated Delegation Register.
- Document negative control safeguards.

11. Governance KPI Dashboard

- Design executive governance dashboard with quarterly reporting.
- Track clause risk trends.
- Monitor funding threshold alerts.
- Document annual governance certification report.