

MACTECH SOLUTIONS LLC

MAC-SOP-009

Federal Contract Governance & Risk Management Manual

Version 1.0 – Draft for Internal Development

Controlled Document – Uncontrolled if Printed

1.0 PURPOSE

This manual establishes MacTech's formal federal contract governance framework aligned with FAR, DFARS, SBA regulations, and QMS standards.

It defines structured risk mitigation, profit protection, compliance assurance, and lifecycle contract management protocols.

It is designed to elevate MacTech to prime-level operational maturity.

2.0 SCOPE

Applies to all federal prime contracts, subcontracts, teaming agreements, NDAs, vendor agreements, and proposals.

Covers pre-bid through closeout phases, including dispute and audit readiness.

3.0 AUTHORITIES & REFERENCES

FAR Parts 1, 4, 9, 12, 15, 19, 31, 42, 43, 44, and 52.

DFARS 204, 212, 215, 219, 252.204-7012, 252.204-7021.

SBA SDVOSB/VOSB ownership and control compliance requirements.

4.0 GOVERNANCE STRUCTURE

Managing Member retains exclusive and unconditional authority.

Director of Contract Governance oversees clause analysis, risk scoring, subcontract controls, and dispute prevention.

Quality maintains document control, revision tracking, and audit compliance.

5.0 CONTRACT LIFECYCLE FRAMEWORK

Phase 1 – Pre-Bid Legal Review.

Phase 2 – Risk Scoring and Bid/No-Bid Determination.

Phase 3 – Contract Award & Clause Reconciliation.

Phase 4 – Performance Monitoring & Compliance Tracking.

Phase 5 – Change Management & Claims Protection.

Phase 6 – Closeout & Audit Preparation.

6.0 PRE-BID LEGAL REVIEW

All solicitations must undergo formal clause identification.

High-risk clauses include termination, audit rights, indemnification, liquidated damages, and data rights.

No proposal submission without documented review approval.

7.0 RISK SCORING METHODOLOGY

Contracts rated Low, Moderate, High, or Prohibited.

Assessment includes financial exposure, compliance burden, staffing feasibility, and cyber obligations.

High-risk ratings require Managing Member approval.

8.0 SUBCONTRACT & FLOW-DOWN CONTROL

Mandatory FAR and DFARS clauses must flow down appropriately.

CMMC and CUI protections enforced contractually.

Audit rights and compliance monitoring required for subcontractors.

9.0 CHANGE MANAGEMENT & CLAIMS PROTECTION

All scope changes documented in writing.

Cost and schedule impact analysis mandatory.

Documentation preserved for equitable adjustment claims.

10.0 TERMINATION RESPONSE PROTOCOL

Immediate escalation for cure notices.

Settlement cost analysis for termination for convenience.

Corrective action documentation for default scenarios.

11.0 INTELLECTUAL PROPERTY PROTECTION

Proprietary markings required on all sensitive materials.

Review FAR 52.227 clauses before execution.

Protect trade secrets and licensing rights.

12.0 SBA & AFFILIATION SAFEGUARDS

Maintain 55% ownership and exclusive control.

Prevent negative control by minority members.

Review JV agreements for affiliation risk.

13.0 RECORD RETENTION & AUDIT READINESS

Store all documentation in controlled repository.

Retention in accordance with FAR audit requirements.

Access restricted and version-controlled.

14.0 CONTINUOUS IMPROVEMENT

Annual governance audit.

Post-contract lessons learned documentation.

Quarterly FAR/DFARS regulatory monitoring.

15.0 SUPPLEMENTAL GOVERNANCE ANALYSIS SECTION

Detailed clause breakdown and mitigation strategies.

Escalation workflows and documentation requirements.

Financial impact modeling and insurance coordination.

Compliance validation and internal audit alignment.

Integration with QMS corrective action processes.

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APPROVAL & SIGNATURE HISTORY

Role	Name	Signature	Date
Managing Member	Brian J. MacDonald		
Director of Contract Governance	John M. Elso		