

Lessons Learned –October to December 2001

Performance Work Statement (PWS) Development Phase

Supporting Documentation

Draft Advisory 02-03 refers to the Revised Supplemental Handbook Part II, Chapter 3.E.4, and it is important to review this reference.

The IRO must certify the government's ability to perform the PWS within the staffing resources provided in the MEO. A table or Excel spreadsheet including the PWS paragraph number and description, the frequency of task occurrence per year, the hours for each task occurrence, and the Management Plan paragraph number where this task is addressed has been used by various studies to fulfill this requirement. The IRO must be provided sufficient documentation to assure that the hours per task are reasonable. The table should include the total hours for a particular task for a year, equal to the FTE required for that task. Also, the total of all PWS tasks should be shown as the MEO total.

Management Plan Development Phase

Quality Assurance Evaluator

MEO, ISSA, or contractor service providers must measure and report to the Quality Assurance Evaluator work produced. This requirement may be included in the QASP.

The Quality Assurance Evaluator must not be part of the MEO. Government personnel outside the MEO perform the functions of the QAE. The service provider must document the evaluations of the QAE.

Security Clearances

Security clearance rates are updated by Program Advisory 02-02, released December 2001.

Other one time conversion costs

Line 10 costs usually include only the 4% Severance Pay and costs for security clearances. The DoD A-76 Costing Manual specifically states that if there should be 'other one-time conversion costs' – costs from certain actions not necessary in the event of a contract decision. DoD Components are required to attempt to mitigate these costs. (See A-76 Costing Manual C10.4, Pg. 82).

Mode of Operation

The 'Mode of Operation' will be 'In House' if the function is done completely in house at time of announcement, the MEO proposes to do the function completely in house, and if the function is currently staffed in part by temporary contract personnel only as the most expedient method of dealing with attrition.

'Mode of Operation' will be 'Mix' if the function is part in house and part contract at announcement, and in cases where attrition causes the workforce to become 'mixed' during the study and the MEO proposes retaining this mix.

Implementation and Transition Phase

In-House performance of the QASP

Post-MEO Reviews performed to date indicate a trend of altering the format of the QASP (forms, method for capturing data, etc.) after an In-House decision. Quality must be measured according to the QASP regardless of the Service Provider.