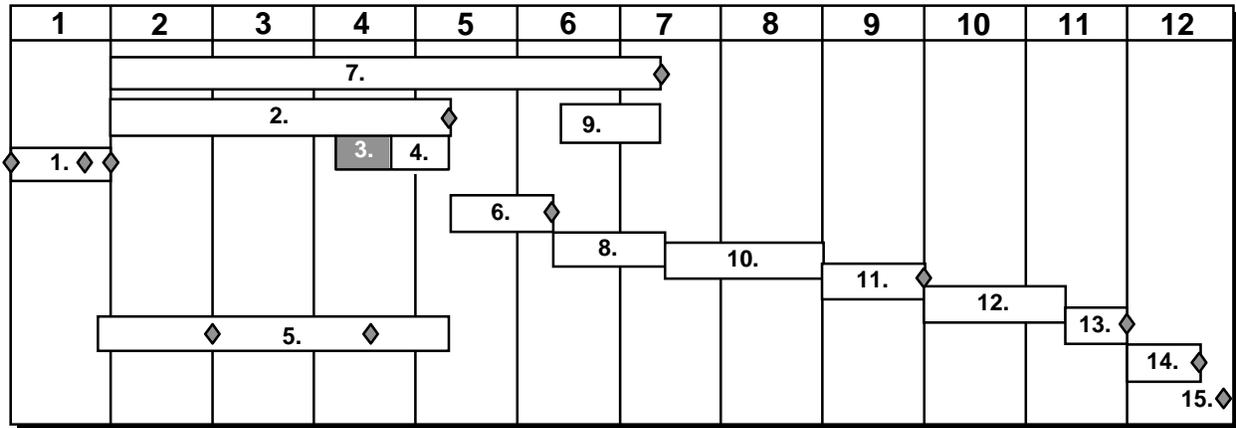


## STEP 3: REVIEW AND REVISE PWS AND QASP

### 3.1 OVERVIEW



◆ Major Milestone Event

The goal of Step 3 is to perform a review of the PWS and QASP within the command in preparation for review by a higher authority (in Step 4). The purpose of this review is to ensure that all the important issues that were raised during Steps 1 and 2 have been adequately reflected in the PWS and QASP. Such issues may include determining whether business-related matters have been adequately addressed; whether boundaries of the commercial activity have been adequately defined; whether the PWS is performance based and focused on desired outcomes rather than process based; and whether surge requirements are adequately addressed.

During this step, effective communication and coordination among the key and advisory players listed below will ensure that all of these important issues are adequately addressed in the PWS and QASP. Automated document control tools can aid this coordination effort. Additionally, careful coordination within the command will facilitate the higher level

approval of the PWS and QASP that takes place in Step 4.

### 3.2 ROLES AND RESPONSIBILITIES

#### Key Players

- **Commanding Officer.** Ensures quality of PWS and QASP by reviewing at the command level. Approves PWS and QASP for higher level of review.
- **Functional Manager.** Reviews draft documents of CA team and provides feedback in a timely manner.
- **CA Team Leader/CA Team.** Collects feedback from Commanding Officer, senior management, functional manager, and other reviewers and incorporates comments as appropriate. Reviews documents for quality and accuracy.
- **Contracting Officer.** Reviews draft documents created by the CA team for contractibility and provides feedback in a timely manner.

**Advisory Players:** The following personnel provide advice and counsel as required:

- Legal Counsel
- Safety Representative
- Security Representative
- Environmental Representative
- Human Resources Officer (HRO)
- Comptroller

### **3.3 CHECKLISTS FOR KEY PLAYERS**

- **Commanding Officer**
  1. Receive final version of PWS/QASP from staff
  2. Review PWS/QASP
  3. Provide comments
- **Functional Managers**
  1. Review PWS/QASP before Commanding Officer's review
  2. Finalize input and provide to CA team
- **CA Team Leader**
  1. Distribute PWS/QASP to senior management, functional management, contracting officer and other appropriate staff for review
  2. Incorporate comments as appropriate
  3. Perform final quality check before sending documents to Commanding Officer
- **Contracting Officer**
  1. Review PWS/QASP for contractibility
  2. Provide timely feedback to CA team