

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: DELIVERY ORDER CONTRACT (DOC)	FMEP-G-0055B	Rev. No. 0
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1.0 PURPOSE

To define the Facilities Maintenance and Engineering (FME) process for the use of the Delivery Order Contract (DOC).

2.0 GENERAL

When a requirement for construction/alteration/renovation of a National Cancer Institute (NCI) facility is identified, a determination is made whether the Operations and Maintenance (O&M) Department can fulfill the requirements. In order to make that determination, the skills required to accomplish the effort and the scheduling of the effort are first examined to verify that the customer's schedule could be met.

If the necessary skills and schedules can be met with in-house resources, the work is typically done by the O&M Department. Should the O&M Department not have the necessary skills, or be unable to meet the customer's schedule, a determination is made to subcontract the work to a contractor. Frequently, the customer's requirements are met using a mix of the O&M Department and either the DOC contractor, or another contractor.

If the work is to be subcontracted, a determination must be made as to whether the work should be sent to the DOC Contractor, or if the work is to be fulfilled using either full and open competition, or a "short list" of contractors who provide regular support to the NCI facilities.

The Delivery Order Contract (DOC) provides for the management and execution of a broad variety of minor construction, alteration, and renovation projects for the NCI facilities on an as-needed basis. The work extends beyond the conventional, single project construction concept in that it involves the scheduling, coordination, procuring and installation of a fluctuating series of unrelated tasks. The tasks are often time-critical and of a highly visible nature, which requires the DOC Contractor to respond rapidly to the requirements with top quality craftsmanship, without compromising safety standards, configuration control, operational readiness, etc., using a flexible and multi-disciplined work force.

Some of the benefits of using the DOC Contract are:

- Full and Open Competition takes several weeks longer to make an award. A conservative estimate of the amount of time between when the solicitation is first advertised to the time it is awarded is ten (10) weeks. See table below:

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PROCESS	DOC CONTRACT	COMPETITIVE (multiple offerors)
ADVERTISE	N/A	ADVERTISED AT LEAST 30 DAYS
PROPOSAL SUBMISSION	15 CALENDAR DAYS AFTER RECEIPT OF LETTER RFP	AT END OF ADVERTISE PERIOD
SOURCE EVALUATION BOARD	N/A	YES
EVALUATION TIME	2 - 3 DAYS	1 WEEK
NEGOTIATION TIME	3 - 4 DAYS	2 WEEKS
COA	2 WEEKS	2 WEEKS
AWARD	5 - 6 WEEKS AFTER ISSUANCE OF LETTER RFP	9 - 10 WEEKS AFTER SOLICITATION IS FIRST ADVERTISED
<p>THE DOC CONTRACT ALLOWS A FAST RESPONSE TO CUSTOMER REQUIREMENTS BY ELIMINATING THE REQUIREMENT FOR ADVERTISEMENT, AND SHORTENED PROPOSAL EVALUATION AND NEGOTIATION TIME.</p>		

- Under the provisions of the DOC Contract, the DOC Contractor cannot refuse any task that is valued at \$100.00 or more. The maximum limit is \$2,500,000.00.
- The DOC Contractor maintains an office at Fort Detrick for the sole purpose of supporting work for an NCI facility. As such, the DOC Contractor can provide a faster response time.
- The DOC Contractor and his subcontractors are familiar with the facility and facility standards, people, processes, building, etc., and in many cases, have performed renovations adjacent to a facility requiring a prospective work effort. As such, they are aware of the conditions to be encountered in accomplishing an assigned effort.

3.0 PROCEDURE

The DOC process is carried out in four phases. These four phases are:

Project planning.

DOC Contractor proposal development, negotiation of a fair and reasonable price, and SAIC/NCI approval.

Construction activities.

DOC closeout.

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3.1 Project Planning

a) FME develops a Scope of Work or an Architect / Engineer develops a Statement of Work and drawings (with input from FME, Environmental, Health and Safety (EHS), Construction Subcontracts, Program, and where applicable, United States Army Garrison (USAG)). Potential long lead items and constraining factors are identified during the project planning phase.

b) FME develops conceptual estimate, fiscal approval, and commitment authorization and gets approval from the Program and NCI.

c) A Purchase Request is sent from FME to Construction Subcontracts with the following documentation: Scope of Work or Statement of Work, drawings, conceptual estimate, fiscal approval, commitment authorization.

3.2 Proposal Preparation, Review and Negotiation, and SAIC/NCI Approval

a) When all necessary documentation is received from FME, Construction Subcontracts assigns a Delivery Order Number, and issues a Letter Request for Proposal to the DOC Contractor.

b) The DOC Contractor prepares a fixed-price proposal for accomplishing the effort. The proposal must identify long lead items and include a schedule.

c) FME and Construction Subcontracts evaluates the proposed price, the list of long lead items, and the schedule, and discusses any constraining factors and/or dates with the Program, where applicable.

d) FME sends correspondence to Construction Subcontracts advising that the proposed price and/or schedule are either acceptable, or not acceptable. If not acceptable, the correspondence outlines issues and provides guidance as to what is acceptable.

e) If the original proposal is found to be unacceptable, the DOC Contractor is advised of the issues and discussions are scheduled. FME and Construction Subcontracts conduct discussions with the DOC Contractor, and agree upon a firm-fixed price and schedule (in # of days) with DOC Contractor.

f) Once a fair and reasonable firm-fixed price is agreed to, Construction Subcontracts prepares a Contracting Officer's Authorization (COA) package for approval by NCI.

g) NCI reviews the COA package, and either approves or rejects it. An approved COA package authorizes Construction Subcontracts to issue a Delivery Order to the DOC Contractor.

3.3 Construction Activities

a) Upon receipt of an approved COA, Construction Subcontracts issues a Delivery Order to the DOC Contractor. This document outlines the schedule for completion, the negotiated firm-fixed price, and any other necessary information. A copy of the Scope of Work or Statement of Work and any drawings are attached or incorporated by reference.

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b) The DOC Contractor completes the Delivery Order requirements with a minimum of disruption to operating facilities. Should an interruption be required, the DOC Contractor works with the FME Project Manager and the Contracting Officers Technical Representative (COTR) to schedule the disruptions.

Note: Refer to procedure FMEP-P-0840, Scheduled Power Outage.

c) When the work is completed and the space can be occupied, an inspection is scheduled. FME and Construction Subcontracts, the Program, the DOC Contractor, and an A/E representative, if applicable, conduct the final inspection. A punch list is generated which identifies open items. If it is determined that the space can be occupied, a Certificate of Substantial Completion is issued, and any punch list items are outlined therein.

d) The DOC Contractor completes all punch list items, then prepares and submits as-built drawings.

e) FME reviews the as-built drawings to determine that they are correct. FME then conducts a final inspection to determine that all punch list items have been completed. If necessary, as-built drawings and final inspections will be repeated until all Delivery Order Contract requirements have been achieved.

3.4 Closeout Activities

a) The DOC Contractor submits a final invoice and release of claims paperwork.

b) If all contractual requirements have been met, Construction Subcontracts submits an Acceptance Package to the Government for approval. Final acceptance is not achieved until signature by NCI.

c) Upon NCI acceptance of the work, Construction Subcontracts submits the final invoice to SAIC Accounts Payable for processing and accomplishing the internal closeout process. This process includes an evaluation of the DOC Contractor's performance on the Delivery Order Contract.