

High Impact Acquisition Coordination Form

This form is being sent to the COTR/program office for input to ensure contract information on the Manage Contract Detail Form in ProSight is up-to-date and current for this HIA Quarterly Review.

Date: (Contracting Officer enters date sent to COTR/program office).

Date for Return from COTR to CO office: (allow time to facilitate a complete and accurate accounting of contract status within the required timeframe)

Quarterly Review: (Contracting Officer enters quarter and year, e.g. 2QFY09)

Section 1 – Contract Name.

Item Name:
Contract Name:

These two lines must match and contain information in this format Contract and/or Task Number - (Investment Name), e.g., TIRNO-00-Z-00002/D.O. 0045 - (Top Project 1 (Consolidated)).

Section 2 General Contract Information

(PM) Contract or Task Order Number:

(CO) CO Unique Identifier: No answer required.

*(PM) Type of Contract/Task Order (In accordance with FAR Part 16):

(PM) Contractor Name:

*(PM) Start date:

*(PM) End Date:

*(PM) Total Estimated Value:

(CO) Cumulative Obligations to Date:

(CO) Comments:

All of the above information can be verified from the contract or contract modifications. Cite record used to verify information and initial below.

_____ initials

Section 3 Contract Type

- *(PM) Has the contract been awarded?
- *(PM) If so what is the date of the award? If not, what is the planned award date?
- (CO) Contract Status:
- *(PM) Is this an Interagency Acquisition?
- *(PM) Is it performance based?
- *(PM) Competitively awarded?
- *(PM) What, if any, alternative financing option is being used?
- *(PM) Does the contract include the required security & privacy clauses?

All of the above information can be verified from the acquisition plan, contract or contract modifications. Cite record used to verify information and initial below.

_____ initials

Section 4 EVM Information

- (PM) EVM in the contract? (E300 requirement)
- (PM) If no, when will it be in the contract?
- (PM) If earned value is not required or will not be a contract requirement, explain why?
- (PM) Does this contract have development modernization or enhancement features (ref. CPIC EVM Guide)? If yes, continue answering questions in this section. If no, skip to next Section.
- (PM) Select the Treasury EVM thresholds that apply to actions with Development, Modernization or Enhancement (DME). The following thresholds for the **contractor-developed component** of investments apply to DME costs *at the Contract Line Item Number (CLIN) level* for performance-based acquisitions and to DME costs *at the Task Order level* for non-performance-based contracts:
 - / / **DME costs above \$50 million** – “Full” 32 ANSI criteria EVMS – *external validation is required.* The contractor must supply proof of validation by the Cognizant Federal Agency (CFA) that EVM is applied in full compliance with ANSI/EIA Standard 748. CFA is defined in Federal Acquisition Regulation (FAR) Subpart 42.003.
 - / / **DME costs \$20 to \$50 million** – “Full” 32 ANSI criteria EVMS – *self-validation is required.* The contractor must provide proof of self-validation that EVM is applied in full compliance with ANSI/EIA Standard 748.

/ / DME costs under \$20 million – “Core” EVM reporting is required. EVM principles must be applied for tracking investment cost, schedule, and performance, but need only comply with a subset of ANSI/EIA Standard 748 criteria, listed in CPIC EVM Guide at Appendix C.

(CO) If EVM is in the contract, was the contract baseline (IBR or (IBR CORE)) developed consistent with Treasury’s EVM threshold compliance for DME.

(CO) If a baseline change request did occur on the investment, validate that you took appropriate contract action.

(CO) Comments.

Examples of EVM verification can be obtained from the ANSI/EIA criteria found in the Full and Core EVMS Requirements in the CPIC EVM Guide, and or other documentation related to validation/acceptance, IBR/IBR Core, etc. Cite progress and status of EVMS and record used to verify information and initial below.

_____ initials

Section 5 Cost, Schedule, Performance

(CO) Is the contract on schedule?

(CO) Is the contract on budget?

(CO) Is contractor delivering in accordance with the contract?

(CO) Comments

Examples of cost, schedule, performance information can be verified from inspection and acceptance of deliverables in accordance with the contract, EVM data, compliance or non-compliance with contract clauses; progress reports; recent technical interchange meetings; status of service level agreements; payments IAW prescribed contract payment clause (if T&M, notice of exceeding 85% of ceiling price in the schedule). Cite record used to verify information and initial below.

_____ initials

Section 6 Investment Project Manager Contact Information

Name:

Investment Bureau:

Phone Number:

Email:

The COTR must verify this information and keep it updated. Cite record used to verify information and/or initial below to indicate up-to-date information.

_____ initials

Section 7 Contracting Officer Information

*(PM) CO Name:

CO Bureau:

*(PM) CO Phone:

*(PM) CO E-Mail:

*(PM) CO FAC-C or DAWIA Certification Level:

Cite record used to verify information and/or initial below to indicate up-to-date information.

_____ initials

Section 8 Qualifications

(CO) Does the CO have appropriate acquisition qualifications per OFPP memo 05-01?

(CO) COTR Email:

(CO) Does the COTR have qualifications per DTAR 1001.67?

(CO) Comments

Cite record used to verify information and/or initial below to indicate up-to-date information.

_____ initials