

Date: June 15, 2012

From: Deputy Assistant Secretary for Acquisition and Logistics (003A)

Subj: VA PROCUREMENT POLICY MEMORANDUM (PPM) - Mandatory Usage of VA's Electronic Contract Management System (eCMS) (VAIQ 7108531)

To: See Distribution

1. Purpose. This Procurement Policy Memorandum (PPM) clarifies Department of Veterans Affairs (VA) guidance regarding the use of the Electronic Contract Management System (eCMS) for all procurement actions valued above the micro-purchase threshold. This PPM rescinds Information Letter (IL) 049-07-06, Implementation and Mandated Use of VA's Electronic Contract Management System (eCMS), dated June 15, 2007. The requirement to use eCMS is effective immediately.

2. Background. Consistent use of eCMS improves transparency and reduces duplicative data entry in the Federal Procurement Data System Next Generation (FPDS-NG) and USA Spending.gov. It provides management with visibility into key metrics and workload without requiring time-consuming data calls. Using eCMS also supports legal and technical compliance by populating contract documents with up-to-date provisions and clauses. Finally, eCMS provides the "Official Contract of Record" in paperless form, electronically accessible to support continuity of operations in the event of an emergency. It is imperative that the VA acquisition workforce uses eCMS when soliciting for, awarding, or administering contract awards so that there is a clear record of the Department's contract actions available for internal and external audits, program reviews, advanced reporting, and other oversight duties.

3. Applicability. This applies to all acquisitions above the micro-purchase threshold, except task or delivery orders placed by an Ordering Officer designated by a contracting officer (CO). Purchases of high technology/high cost equipment by the National Acquisition Center (NAC) on behalf of a medical center will be entered by the NAC rather than the medical center.

a. VA Head of Contracting Activity (HCAs) shall create and implement an effective eCMS review process to ensure compliance with this PPM within 90 days of its issuance.

b. All VA personnel initiating a contract action above the micro-purchase threshold, including COs and contract specialists shall:

(1) Receive training in use of eCMS and obtain a production account. New employees shall complete eCMS training within 90 days of employment or as soon as the training schedule allows.

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(2) Create within eCMS, using the eCMS document generation feature, all pre-solicitation, solicitation, and contract documents available for creation using the Documents Tab.

(3) Upload to the Action Briefcase all documents associated with the action which cannot be generated within eCMS, including a complete copy of the final executed and signed contract, any associated modifications, and legal reviews.

(4) Enter all data completely and reliably, as specified in the eCMS training, with particular attention to the following details:

(a) Label all documents in accordance with the Action Briefcase index. Only documents associated with an action are located within its briefcase; do not “Copy” or “Move” briefcases to any subsequent action.

(b) For related contract actions, use the Connected Actions Tab to designate them as “Connected” or “Related” to each other.

(c) Update all contract action State and Status indicators as the procurement progresses.

c. All COs must:

(1) Ensure the Action Briefcase contains all documents necessary to support the CO’s decisions at every stage of the acquisition cycle including planning and developing requirements, soliciting and evaluating offers, making awards and notifying unsuccessful offerors, and administering the contract through contract closeout. The attachment, “eCMS contract file documentation,” provides a list of typical contract documents. Based on the type of acquisition the CO will include the appropriate documents in the briefcase.

(2) Confirm, prior to signing any action prepared for his or her signature by other VA personnel, the contents of the eCMS contract file conform to the requirements of Federal Acquisition Regulation (FAR) Subpart 4.8. Per FAR 1.602, COs are responsible for ensuring performance of all necessary actions for effective contracting and safeguarding the interests of the United States.

(3) Monitor progress on procurement milestones to ensure accurate reporting of data on Procurement Action Lead Times (PALT).

(4) Ensure the eCMS contract file contains all documents required for technical and legal reviews, and review processes established by the Office of Acquisition, Logistics, and Construction and the cognizant HCA.

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d. Contracting Activity Supervisors must:

(1) Receive training in use of eCMS within 90 days of employment and ensure eCMS users remain current in their training.

(2) Implement the HCA’s eCMS review process to ensure compliance with this PPM.

(3) Evaluate personnel according to eCMS usage performance standards as outlined in employee performance plans, where applicable, to ensure the Action Briefcase properly documents all CO decisions as required at every stage of the acquisition cycle.

e. All eCMS Application Coordinators must:

(1) Obtain local administrator rights to manage their respective organization’s eCMS users.

(2) Conduct new user eCMS training prior to establishing new eCMS accounts.

(3) Maintain the eCMS accounts for all users, including updating accounts to reflect change such as employee roles and responsibilities, warrant levels, and desktop access rights.

(4) Conduct refresher training for all users when required.

(5) Serve as the Veterans Integrated Service Network (VISN) FPDS-NG point of contact, which includes monitoring FPDS-NG data, as applicable.

(6) Run eCMS reports from MicroStrategy, as required.

(7) Provide management reports based upon the organization’s performance metrics.

(8) Maintain the organization’s Shared Desktops.

(9) Monitor and destroy files in the Archive Closed Shared Desktop that have exceeded the proper contract file “Destruction” date.

(10) Participate in the monthly application coordinator conference calls.

(11) Attend National and/or Administration/Staff Office level conferences as required.

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f. Please direct questions regarding this PPM to the Office of Acquisition and Logistics (003A), Procurement Policy and Warrant Management Service (003A2A), at (202) 461-6918, e-mail: VA.Procurement.Policy@va.gov.

/s/Jan R. Frye

Attachment

Distribution:

Under Secretaries for Health, Benefits, and Memorial Affairs; Chief Facilities Management Officer, Office of Facilities Management; Directors, VHA Service Area Offices; Directors and Network Contract Managers, Veterans Integrated Service Networks; Directors, VA Medical Center Activities, Domiciliary, Outpatient Clinics, Medical and Regional Office Centers, and Regional Offices; Directors, Denver Acquisition and Logistics Center, Corporate Franchise Data Center, Records Management Center, VBA Benefits Delivery Centers, and VA Health Administration Center; and the Executive Director and Chief Operation Officer, VA National Acquisition Center, National Cemetery Administration

eCMS CONTRACT FILE DOCUMENTATION

Due to the scope and variety of VA acquisition, a single mandatory list is not possible. Contracting Officers (COs) and their supervisors should use their best professional judgment to determine what documents are relevant to a given acquisition. Key decisions for each phase below must be represented by appropriate documentation. The list below suggests documents a CO should consider to ensure the official contract file in eCMS is complete, as directed by FAR Subpart 4.8 and this VA procurement policy memorandum.

PRE-SOLICITATION PHASE

- Purchase Request (VA Form 2237)
- Original Statement of Work (SOW)
- Independent Government Estimate
- Market Research
- Justification & Approvals, Determinations & Findings
- Interim Contract Authority, Facility Specific Approvals
- Procurement Review (VA Form 2268)
- Small Business Set-Aside & 8(a) Correspondence
- Wage Determinations and Requests (Professional Services Determination)
- Acquisition Plan
- Final SOW/Evaluation Criteria/Source Selection Plan
- Security/Background Requirements (HR, IRM, ISO, etc.)
- Miscellaneous Correspondence/Memos
- Review Documents (Pre-Solicitation)

SOLICITATION PHASE

- Solicitation and Attachments
- FedBizOpps Posting
- Pre-Bid Proposal Conference, Site Visit, Minutes
- Vendor Questions & Requests for Information
- Amendment Back-Up Documentation
- Abstract of Bids/Proposals
- Copy of All Unsuccessful Offers (including no bid responses) (if feasible)
- Record of Late Proposals/Rejected Bids
- Successful Offer—ORCA
- Verification of Bid/Proposal
- Technical Evaluation
- Request/Report of Pre-Award Survey
- Protest Prior to Award
- Record of Oral Presentations
- CO Determination of Competitive Range/Notice to Offerors
- Discussions or Exchanges
- Request for Final Proposal Revisions (FPRs)

Best Value Decision (Source Selection Documents)
 Determination of Responsibility including checks of VetBiz
 Central Contractor Registration (CCR), Excluded Parties List System (EPLS)
 HHS Exclusionary List, VETS 100 Report, D&B Report
 Small Business Administration (SBA) Certificate of Competency
 Subcontracting Plan Review/Approval
 Pricing & Audit Reports, Certification of Cost & Pricing Data/Analysis
 Record of Negotiations/Price Negotiation Memorandum (PNM)
 EEO Clearance (>\$10M)
 VA Directive 1663 Certifications/Approvals
 Notice of Award (Congressional Notification >\$4M)
 Notice to Unsuccessful Offerors, Pre-Award Notice
 Record of Debriefings
 Miscellaneous Correspondence/Memos
 Review Documents (Pre-Award)

CONTRACT ADMINISTRATION

FedBizOpps Posting of Award Announcement/J&As
 Protest/Mistake After Award
 Signed Contract
 Integrated Funds Distribution, Control Point Activity, Accounting, and Procurement
 (IFCAP Purchase Order/Obligation Document for Modifications)
 Pre-Performance/Post-Award Conference Minutes
 Payment/Performance/or Other Bonds
 Insurance Certification
 Award Letter/Contract Receipt/Notice to Proceed
 Subcontracting Plan/List of Sub-Contractors (SF 1413's)
 Security/Background Check Documentation
 Contracting Officer's Technical Representatives (COTR)
 Nomination/Appointment/Training
 COTR/Quality Assurance Records
 Delegation of Project Coordinator/Job Superintendent
 Contract Progress/Performance (Reports/Meetings)
 Delinquency Notices (e.g., Cure, Show Cause, Liquidated Damages)
 Stop Work Order/Suspension of Work
 Postaward Conference Documentation (e.g., meeting minutes, report)
 Site Visit Documentation
 Warranty Documentation
 Submittal Log
 Progress Schedule/Progress Reports
 Schedule of Values
 Labor Investigation Correspondence
 Apprentice Certifications
 Labor Checks
 Payroll Documentation

Material Submittals
Drawings (if feasible)
Specifications (if feasible)
Invoices/Payment Vouchers
Termination Documentation
Assignment of Claims
Final Acceptance/Completion/Beneficial Occupancy
Contract Completion Certificate
Release of Claims
Performance Evaluations
Option Renewal Letters/Documentation
Enhanced Sharing Report
Claims and Supporting Documentation
Miscellaneous Correspondence/Memos
Signed Modifications and Supporting Documentation
Signed Delivery Order
Signed Task Order

CONTRACT CLOSEOUT

Final Reports
Final Approved Invoice
Contract Completion Statement
Signed Deobligation of Funds Modification