



**DEPARTMENT OF VETERANS AFFAIRS  
DEPUTY ASSISTANT SECRETARY FOR ACQUISITION AND LOGISTICS  
WASHINGTON DC 20420**

IL 003A3-12-04  
February 2, 2012

**OFFICE OF ACQUISITION AND LOGISTICS INFORMATION LETTER**

**TO:** 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 Datacenter, Records Management Center, VBA Benefits Delivery Centers, and the VA Health Administration Center; and the Executive Director and Chief Operating Officer, VA National Acquisition Center

**ATTN:** VA Contracting Officers and Program Managers

**SUBJ:** Postaward Conferences

**I. PURPOSE**

This Information Letter (IL) establishes guidelines and requirements for planning, conducting, and documenting postaward conferences for the Department of Veterans Affairs (VA).

**II. BACKGROUND**

A postaward conference aids both government and contractor personnel to (1) achieve a clear and mutual understanding of all contract requirements and (2) identify and resolve potential problems. A postaward conference (e.g., face-to-face conference, teleconference, or videoconference) is a substantive review and analysis of the contract terms and conditions. The postaward conference is sometimes referred to as a "kick-off" meeting, pre-performance conference, "pre-construction" conference, or postaward orientation conference.

### **III. APPLICABILITY**

This requirement applies to all Contracting Officers (CO) and Program Managers (PM) within the VA acquisition community, and provides guidance on conducting postaward orientation based on the value and complexity of a contract per Federal Acquisition Regulation (FAR) 42.502(b).

### **IV. ACTION**

- A. For awards \$1 million and above, VA shall conduct postaward orientation, as follows:
  - 1. For contracts for services (including installation and maintenance), construction, research and development, and supplies (involving complex requirements, delivery schedules or other complicating factors in the judgment of the CO or PM), VA shall conduct postaward orientation through a formal conference.
  - 2. For other contracts, VA shall conduct orientation through formal letter or email.
- B. For awards below \$1 million, the CO shall follow the guidance in FAR subpart 42.5. Note that this IL provides documentation requirements for orientation conducted for such awards.
- C. VA encourages the PM to play a major role in any postaward conference conducted. Where practicable, the CO shall designate the PM as postaward conference Chairperson for services, complex supplies, and research and development contracts. The CO will serve as postaward conference Chairperson for pre-construction. The CO will coordinate with the PM and will discuss specifics as outlined below.
- D. The Chairperson shall:
  - 1. Prepare the agenda and conduct a preliminary meeting of government personnel to:
    - a. Assist in determining the appropriate agenda items and scheduling the postaward conference.

- b. Review the details associated with costs, schedule, risks, and performance of the contract to be discussed with the contractor.
2. Establish the time and place of the conference (not later than 21 calendar days after the award).
3. Appoint a note taker to record meeting minutes.
4. At the conclusion of the conference, ensure the appointed note taker prepares and distributes meeting minutes of the conference to the CO (for the official contract file), contractor, contracting officer's technical representative (COTR), and others as required.
5. Prepare a summary report of the conference as a matter of record for the contract documenting major issues, agreements or disagreements.

E. The CO shall:

1. Participate in all postaward conferences.
2. Prior to the conference, enter postaward conference data into VA's electronic Contract Management System (eCMS), in accordance with steps outlined in Attachment A.
3. Designate a chairperson for the proceedings.
4. Provide appropriate notifications to government representatives (e.g., COTR, PM) and request the contractor provide the points of contact responsible for communicating with government representatives.
5. Place a copy of the report in the official contract file and upload a copy into eCMS in the Award Action Briefcase, and title the document "C05 Postaward Report for Contract Number (insert contract number)."
6. At a minimum, the CO shall discuss:
  - a. Contract Type
  - b. Delivery Order Procedures (if applicable)
  - c. CO's Authority
  - d. Unauthorized Commitments
  - e. COTR Responsibilities

- f. Security Requirements
- g. Extent of Subcontracting (if applicable)
- h. Overview of Contract Clauses
- i. Special Clauses or Significant Contract Requirements
- j. Quality Assurance Surveillance Plan (if applicable)
- k. Performance Objectives, Measures, and Standards (if applicable)

F. For postaward orientation for contracts below \$1 million, the CO or the PM shall at a minimum:

1. Identify the government representative responsible for administering the contract and the COTR.
2. Cite any unusual or significant contract requirements.
3. Forward a copy of the notice to the appropriate contractor personnel.
4. Place a copy of the written notice in the official contract file and upload a copy into eCMS in the Award Action Briefcase, and title the document "C05 Postaward Report for Contract Number (insert contract number)."

G. The contractor is generally responsible for conducting postaward conferences with subcontractors. However, the prime contractor may invite government representatives to a conference with subcontractors, or the government may request the prime contractor initiate a conference with subcontractors for complex, sensitive, or mission critical requirements.

## **V. POSTAWARD SAMPLE DOCUMENTS**

Attachment A provides instructional guidance for postaward conference decisions in eCMS. Use the sample documents, Postaward Conference Agenda (Attachment B) and Notification of Postaward Conference (Attachment C), as guides for postaward conferences.

## **VI. REPORTING REQUIREMENTS**

COs shall record postaward conferences in eCMS in accordance with the reporting requirements and guidance contained in the attachments to this IL.

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## **VII. POINT OF CONTACT**

Please direct questions regarding this IL to the Office of Acquisition and Logistics, Procurement Policy and Warrant Management Service, at (202) 461-6918, or e-mail at: [VA.Procurement.Policy@va.gov](mailto:VA.Procurement.Policy@va.gov).

*//S//*

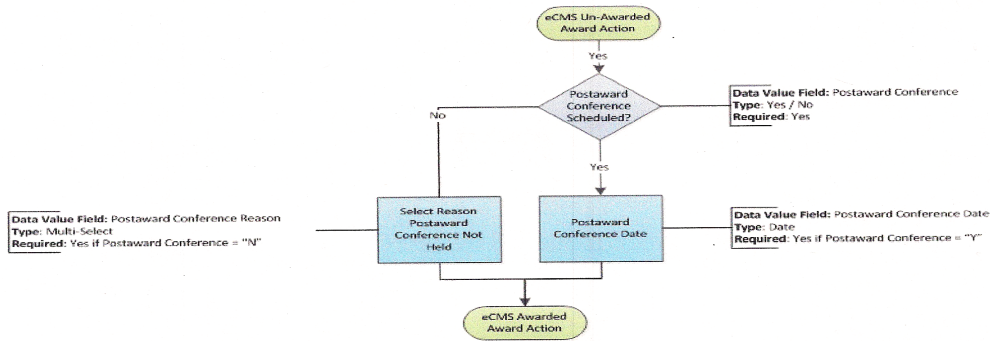
Jan R. Frye  
Deputy Assistant Secretary  
for Acquisition and Logistics

### eCMS Postaward Conference Instructional Notes

The following steps are provided for documenting postaward conference decisions in eCMS. These fields are implemented to ensure the Department of Veterans Affairs (VA) contracting officers (CO) perform due diligence when considering postaward conference activities.

In order to comply with VA requirements, the CO must complete the eCMS data value fields described below.

The following Postaward Conference Workflow illustrates the requirements for conducting the appropriate postaward procedures.



Postaward Conference Workflow

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### eCMS Functionality (Release 4.2)

The following describes the eCMS postaward data value fields. Following contract award, the CO must complete the following fields in the eCMS Contract Action by selecting the appropriate response.

1. Postaward Conference (Data Value Field):
  - (1) Yes
  - (2) No
  
2. Reason Postaward Conference not held (Data Value Field):
  - (1) Not a contract for services, construction, or research & development
  - (2) Contract is for supplies but not deemed complex
  - (3) Issued a post-award letter in lieu of a post-award conference
  - (4) Award value is below \$1 million and post-award orientation letter or email was not needed
  - (5) Other
  
3. Projected Postaward Conference Date (Data Value Field):
  - (1) Enter the projected date of the postaward conference

### Planned eCMS Functionality

A future release of eCMS will incorporate an edit check feature to automatically identify awards of \$1 million or greater and enforce required data value rules.

For information regarding eCMS, please contact the VA Acquisition Systems Helpdesk at email [VA.Acquisition.Systems@va.gov](mailto:VA.Acquisition.Systems@va.gov) or 1-877-634-3739.

### Related eCMS Reference Material

Briefcase Tab Online Tutorial:

[http://arc.aac.va.gov/Acquisition/ECMS/eCMSTrainingMaterials/VA%20eCMS%20Online%20Tutorials/Overview\\_of\\_Briefcase\\_Tab\\_Online\\_Tutorial/launcher.html](http://arc.aac.va.gov/Acquisition/ECMS/eCMSTrainingMaterials/VA%20eCMS%20Online%20Tutorials/Overview_of_Briefcase_Tab_Online_Tutorial/launcher.html)

(END)

**SAMPLE  
POSTAWARD CONFERENCE AGENDA**

- I. Introduction
- II. Opening Remarks
- III. Overview of the Contract
- IV. Special Emphasis
  - Contract Type
  - Delivery Order Procedures (If Applicable)
  - Contracting Officer's Authority
  - Unauthorized Commitments
  - Contracting Officer's Technical Representative (COTR)
    - COTR Responsibilities
  - Invoicing and Certification
  - Security Requirements
    - Extent of Subcontracting (If Applicable)
    - Overview of Contract Clauses
    - Special Clauses or Significant Contract Requirements
- V. Discussions
- VI. Adjourn



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ATTACHMENT C

**SAMPLE  
NOTIFICATION OF POSTAWARD CONFERENCE**

Mr./Ms. \_\_\_\_\_  
3 Camptown Drive  
San Diego, CA 92108

Dear \_\_\_\_\_:

You are hereby notified the postaward conference for the subject contract is (Insert Date). The Department of Veterans Affairs (VA) will hold this postaward conference in accordance with the provision of the basic contract.

The conference will be held at (Insert Time) at the following location:  
Department of Veterans Affairs  
Room # \_\_\_\_\_  
(Insert Complete Street Address)  
(Insert City, State, and Zip Code)

Enclosure (1) is the final agenda.

Should you have questions concerning this correspondence, please contact Mr./Ms. ( \_\_\_\_\_ Insert First and Last Name \_\_\_\_\_ ), Contract Specialist or Contracting Officer for the contract. Mr./Ms. ( \_\_\_\_\_ Insert Last Name \_\_\_\_\_ ) may be reached at (XXX) XXX-XXXX.

Sincerely,

(Insert Name)  
Contracting Officer

Enclosure