

## **DEFENSE THREAT REDUCTION AGENCY VENDOR COMMUNICATION PLAN**

The Defense Threat Reduction Agency (DTRA) Vendor Communication Plan provides clear and consistent direction to the DTRA workforce, and industry partners, regarding engagement with industry prior to the award of contracts and task and delivery orders under the Federal Supply Schedule, Government-wide acquisition contracts, and other Indefinite Delivery/Indefinite Quantity contracts. The DTRA Vendor Communication Plan will be made available to the DTRA workforce and to the public, and will be updated at least annually. Core elements of the DTRA Vendor Communication Plan are:

1. **Statement of commitment:** DTRA is committed to communicating early, frequently, and constructively with industry. Our Vendor Communication Plan emphasizes outreach to the small business community and inclusion of vendors that DTRA has not worked with in the past. DTRA plans to annually conduct a “DTRA Contracts Office Town Hall with Industry,” which will share our Senior Executives’ vision of future programmatic direction. Our requirements/contracting officials will brief major upcoming competitive solicitations to further enhance the transparency of our business opportunities. The “DTRA Contracts Office Town Hall with Industry” will also provide our industry partners with greater insight into DTRA business processes. DTRA will protect, at all times, non-public information, including vendors’ confidential information and DTRA’s source-selection information.

2. **DTRA officials responsible for promoting vendor engagement:** The Head of the Contracting Activity is responsible for all Contracts Office functions and the Director, Office of Small Business Programs (OSBP) for Small Business Specialist functions.

3. **Brief description of efforts undertaken or planned to reduce barriers and promote engagement:**

a. The DTRA OSBP reduces barriers and promotes vendor engagement by:

(1) OSBP email and phone contact information are prominently posted on DTRA’s public Web site to facilitate vendor email/telephone pre-solicitation contact;

(2) OSBP meets daily with small business and non-traditional vendors that are interested in learning more about DTRA’s mission, business practices, and business opportunities; and

(3) OSBP conducts independent, small business focused, market research for consideration during acquisition strategy meetings.

b. DTRA Contracting Officers reduce barriers and promote vendor engagement by:

(1) Posting Sources Sought notices on the Federal Business Opportunities (FBO) Web site that elicit input from small business and non-traditional DTRA vendors and also provides industry advance notice of potential new DTRA requirements;

(2) Issuing draft Requests for Proposals (RFPs) that invite industry feedback;

(3) Conducting industry days for major competitive solicitations; and

(4) Issuing the required pre-solicitation FBO notices at the earliest practicable date.

**4. Criteria for identifying which acquisitions must include vendor input in the pre-award phase and the extent of the required engagement as a condition of Acquisition Plan approval:**

a. The DTRA default procedure is to conduct a pre-solicitation industry day for all major competitive solicitations. Generally, the solicitation-specific industry day is organized in two parts. The morning session includes briefings by program/contracting officials, and the afternoon session features one-on-one engagement meetings between DTRA personnel and prospective industry teams.

b. The schedule for issuance of the draft RFP, conducting the pre-solicitation industry day, proposal receipt, and discussions is addressed in every Acquisition Strategy Panel (ASP) decision brief, as well as the Acquisition Plan. Consistent with mission needs, the approved Acquisition Plan schedule provides maximum availability of pre-solicitation information to industry, thorough answers to vendor RFP questions, and a minimum 45-day proposal preparation time depending upon the complexity of the requirement. The approved Acquisition Plan schedule includes a reasonable amount of time for Contracting Officers to conduct comprehensive Federal Acquisition Regulation (FAR) Part 15 discussions.

**5. Publication of engagement events to include the “DTRA Contracts Office Town Hall with Industry,” solicitation-specific industry days, RFP questions and answers, etc.:**

Publication of various engagement events shall be posted and updated regularly on, but are not limited to, the following Web sites:

Federal Business Opportunities (<https://www.fbo.gov/>)

Grants.gov (<http://www.grants.gov/>)

DTRA Current Opportunities (<http://www.dtra.mil/Business/CurrentSolicitations.aspx>)

**6. Brief description of roles and responsibilities:**

a. OSBP: Responsible for daily vendor inquiries concerning DTRA’s mission, business practices, and business opportunities. OSBP will conduct continuous market research focused on the small-business community. Rules of engagement with the DTRA Contracts Office are that all vendor inquiries concerning a specific business opportunity are directed to the Contracting Officer subsequent to publication of a notice on the FBO Web site that identifies the specific business opportunity and the cognizant Contracts Office point of contact. OSBP will partner with the Contracts Office to sponsor the annual “DTRA Contracts Office Town Hall with Industry.”

b. Contracting Officer: Responsible for *all* vendor communications regarding a specific business opportunity subsequent to publication of the corresponding notice on the FBO Web site. Vendor communications include the sources-sought notice, draft RFP, solicitation-specific industry day, formal RFP, and any required FAR Part 15 clarifications/discussions with offerors.

c. Program Manager/Contracting Officer Representative: Responsible for supporting both OSBP market-research activities and all vendor communications led by the DTRA Contracting Officer.

d. General Counsel/Ethics Officers: Advises the DTRA Contracting Officer concerning vendor communication legal/ethical issues.

**7. Training and awareness efforts for employees and contractors:** The DTRA Contracts Office conducts quarterly training for all employees and support contractors. The DTRA Vendor Communication Plan will be a topic at the next quarterly training session. In addition, the Vendor Communication Plan will be posted on the DTRA Contracts Office Intranet portal site and the DTRA Acquisition Toolkit.

**8. Links to existing policies:** Current instruction and policies concerning acquisition planning, ASP briefs, and source-selection procedures are available on the Contracts Office Intranet portal site, as well as the Acquisition Toolkit. The DTRA Vendor Communication Plan is consistent with existing DTRA Contracts Office policies and procedures.

**9. Plans to follow-up with employees and industry representatives within 6 months of posting the vendor engagement plan:** The “DTRA Contracts Office Town Hall with Industry,” anticipated to be held during the first quarter of each fiscal year, is expected to draw 300–400 industry representatives. In addition, a Town Hall survey will explicitly invite industry feedback regarding how DTRA can further refine and improve communications with industry partners.