

Contracting Basics – What to Expect



Presentation for

**Military Medicine
Partnership Days**

By

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unclassified



Outline

- ❖ **Overview of USAMRAA**
- ❖ **Acquisition Timelines**
- ❖ **Award Time Frames**
- ❖ **Impacts on Award Timelines**
- ❖ **Funding**
- ❖ **Unallowable Costs**
- ❖ **What You Can Do to Help**

The views expressed in this presentation are those of the author(s) and may not reflect the official policy or position of the Department of the Army, Department of Defense, or the U.S. Government.

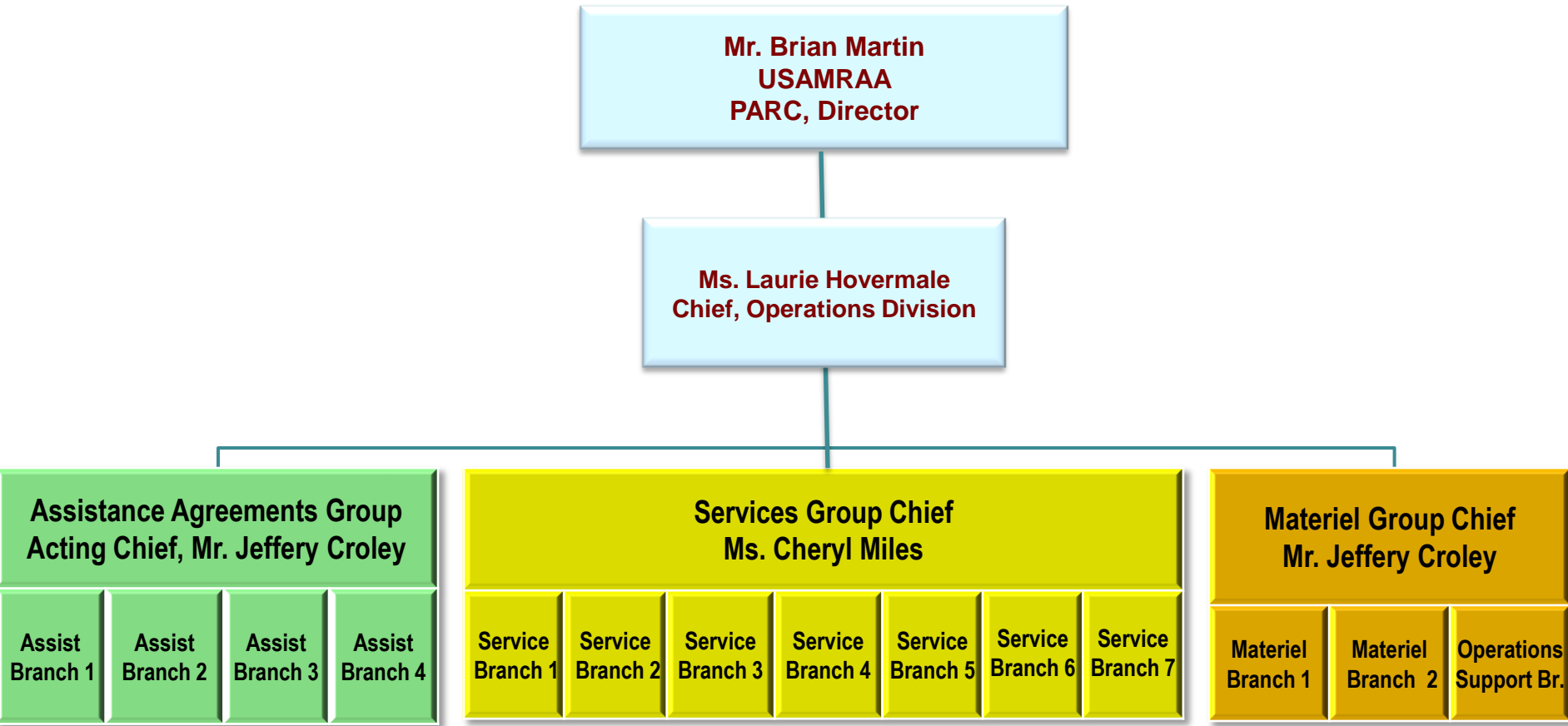
USAMRAA

Who we are & what we do.

USAMRAA provides business advice and solutions to its customers by -

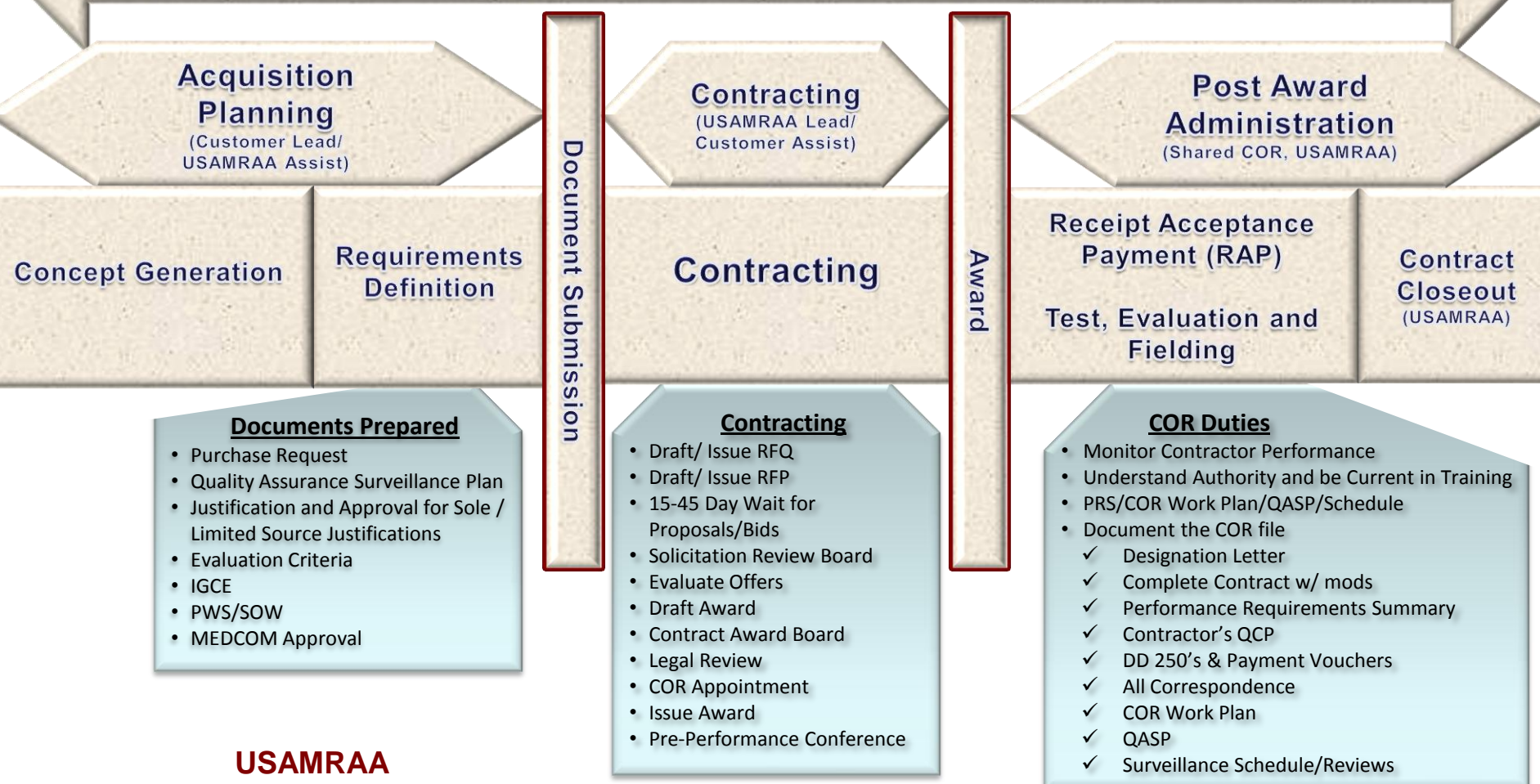
- ▶ Assisting Customers with Acquisition Strategy and Planning
- ▶ Being Integral in development of USAMRMC's Program Announcements (PA) and Broad Agency Announcements (BAA)
- ▶ Negotiating Costs, Terms and Conditions
- ▶ Supporting Peer and Programmatic Reviews
- ▶ Participating in Advanced Development IPTs, Programmatic Support, and Providing Business Advice
- ▶ Preparing and issuing
 - ◆ Contracts, Purchase Orders, BPAs,
 - ◆ Assistance Agreements (Grants and Cooperative Agreements), Other Transactions
 - ◆ Modifications
- ▶ Conducting Award Administration
- ▶ Preparing Closeout and Deobligating Funds

USAMRAA Operations



Acquisition Lead Time as part of the Life Cycle

Acquisition Time Line



Agreements Lead Time as part of the Life Cycle

Assistance Agreements Time Line

Assistance Agreements Planning
(Customer Lead/ USAMRAA Assist)

Identify Research Topics/Scientific Gaps. Award Mechanisms are developed.

BAA/PA

Draft Announcement

Document Submission

Assistance Agreements
(USAMRAA Lead/ Customer Assist)

Agreements

- Publish Announcement
- Proposals Received via Grants.Gov
- Peer Review
- Programmatic Review
- Assistance Review Board to DASA(P) if over \$ Threshold
- Award Recommendation
- Legal Review
- Cost Analysis
- GOR Appointment

Award

Post Award Administration
(Shared GOR, USAMRAA)

Receipt Acceptance Payment

Agreement Closeout (USAMRAA)

GOR Duties

- Monitor Performance
- Receive Report

USAMRAA

When to Expect an Award

After award notifications have been sent, the time needed to issue the award will take some time.

Assistant Agreements

- ❑ 90 – 150 days after receipt of the proposal and funds

Sole Source Contract Award

- ❑ 120 – 180 days

Competed Contract

- ❑ 1 – 3 days

What Can Impact Award Time Frame?

- 1. Complexity of the requirement.**
- 2. The acquisition strategy.
(i.e. sole source, competitive, etc.)**
- 3. The Gov't estimated value of the award.**
- 4. Availability of funding.**
- 5. The number of offerors being considered for award.**
- 6. The number of potential awards.**
- 7. Responsiveness of our customer.**
- 8. Responsiveness of the offerors.**
- 9. Protest.**
- 10. External coordination and/or approvals.**

FUNDING

Awards may be:

1. Fully Funded

2. Incrementally Funded

Award is partially funded, with remaining funds to be provided in accordance to the schedule in the award.

3. Or contain Options

May be exercised at the Government's discretion.

Unallowable Costs

The Federal Acquisition Regulations 31, Contract Cost Principles & Procedures and 2 CFR 200, Office of Management and Budget for Grants & Agreements contains guidance on what costs are specifically excluded from government reimbursement. Those costs, in general terms, are:

- ✓ **Advertising**
- ✓ **Airfare Travel Costs in excess of the lowest available option**
- ✓ **Alcohol**
- ✓ **Automobile Costs for Personal Use**
- ✓ **Debt Service**
- ✓ **Donations and contributions**
- ✓ **Entertainment**
- ✓ **Goods and Services Cost for Personal Use**
- ✓ **Lobbying**
- ✓ **Personal Housing and Living Expenses**
- ✓ **Public Relations**

**For more information,
check out the DCAA
Resource Center**

<http://www.DCAAPortal.com>

What You Can Do To Help

- ▶ Read the funding opportunity and submit the best, most complete proposal package.
- ▶ Be patient and responsive to requests for information.
- ▶ Read the award.
- ▶ Ask questions.