



Contracting Process (MCICOM Major Phases & DoD CMS Life Cycle Phases)

(1) Generating Requirement & Acquisition Planning	(2) Solicitation of Requirement	(3) Evaluation of Quotes/Offers	(4) Contract Award	(5) Contract Administration
Procurement Administrative Lead Time (PALT)				
Pre-Award (Life Cycle Phase)		Award (Life Cycle Phase)		Post-Award (Life Cycle Phase)
10 – 30 days		7 – 14 days		7 – 21 days
7 – 30 days		7 – 21 days		Timeframe Varies
<ul style="list-style-type: none"> - Defining and Validating Requirement (specifications, required tasks and outcomes, PWS, justifying sources, verify bona fide need, supporting documents, procurement authority, use of COR, administrative reviews, cost estimates) - Conducting Market Research (industry availability, current/new products and services, types of vendors, ample competition, fair and reasonable pricing, response times) - Determining Procurement Strategy (use of business set-asides, contract type/procurement vehicle, evaluation criteria of quotes and basis for award) 	<ul style="list-style-type: none"> - Creation of Solicitation Document (oral/email document or official solicitation form [SF 1449] with requirement details, contract provisions, closing date/time) - Posting of Requirement/Solicitation (based on requirement, no posting with vendor distribution only, local site posting, or other Govt Point of Entry (GPE) posting (SAM, GSA, etc.)) - Solicitation Amendments/Updates (providing answers to vendor questions, clarifying specifications, potential extension to original closing date based upon solicitation changes) 	<ul style="list-style-type: none"> - Technical Evaluation of Quotes/Offers (screening quotes/offers provided, conducting technical evaluations of quotes based on established evaluation criteria, confirming acceptability of quotes and responsibility of vendors, validating vendor past performance, ensuring vendors are registered with the Government [SAM/SBA], request clarifications with vendors on quote/offer uncertainties) 	<ul style="list-style-type: none"> - Preparing Award Decision Document (rationale behind award decision, amount of competition, how evaluation of quotes/offers was conducted, justifying basis of award) - Creation of Contract Award (use of SF 1449 or other award document, contract action reporting) - Award Reviews (administrative and legal reviews, bilateral endorsements) - Posting of Contract Award, Distribution of Award, Unsuccessful Offer Debriefs (\$ value of award, GPE posting, limited offeror debriefs) 	<ul style="list-style-type: none"> - Execution of Contract Requirements (vendor performance/delivery) - Monitoring Performance (observation and reporting of vendor performance, COR, Govt Tech Rep) - Contract Modifications (in scope changes based on unforeseen circumstances, use of SF 30) - Receipt, Invoicing, and Payment (inspection and acceptance actions, proper payment made to vendor) - Contract Closeout (DD 1594 closeout document, contract file retention)