



Solutions for the Information Technology Enterprise (SITE)



Vendor Management Program
09 November 2010

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Unclassified

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Vendor Management Agenda

- **Purpose of Vendor Management Program**
- **Quarterly Program Management Reviews**
 - **PMR Guidelines – provides instructions on the quarterly Program Management Reviews (PMR) that the SITE Program will be conducting**
 - **PMR Slide Template – standard slides to be used for the PMRs**
- **Monthly Contract Activity Report**
- **SITE Web Presence**
 - **STORMS, *SITE Website, Shared Folders***
- **SITE Proposal Labor Submission Format**
- **SITE Labor Hour and ODC Reporting Submission Format**
- **COR Administration Program**





Purpose of Vendor Management Program

To improve control, reduce risk and drive more value from SITE task orders:

- **Facilitates program accountability and integrity (ceiling management, contract administration, COR monitoring & QASP, etc.)**
- **Provides consistent management of all SITE Task Orders**
- **Keeps SITE PMO, SITE PCO, CORs & Management apprised of task order performance with regard to cost, schedule and scope**
- **Facilitates early identification of risks, issues and opportunities**
 - **Incorporate both COR & vendor feedback into reporting process**
- **Strategic Enterprise Task Orders Management**





Quarterly Program Management Review (PMR)

- **Contractor Program Manager (PM) will brief their respective task orders IAW with PMR Slide Template (NTE 30 minutes per task order)**
 - **Cost, schedule, performance issues, risks, accomplishments, significant events and expenditure rates**
- **Government participation includes**
 - **SITE Program Management Office (PMO)**
 - **Contracting Officer Representatives (CORs)**
 - **SITE Procuring Contracting Officer (PCO)**
 - **Decentralized Contracting Officer (DCO)**
 - **Intelligence Support Panel Representatives (ISPRs)**
- **Conducted the 3rd Thursday in January, April, August, October**
- **PMR slides submitted to site@dia.mil NLT 5 working days prior to PMR**
- **SITE PMO will distribute the PMR slides to appropriate government officials NLT 3 working days prior to PMR**

NOTE: Contractor PMs are highly encouraged to coordinate their PMR slides with the COR prior to submission to the SITE PMO.





[Vendor Name - Task Order Name 1]

DESCRIPTION	SCHEDULE/DELIVERABLES & SIGNIFICANT ACTIVITIES
<p>Identify key requirements, objectives, goals, and key elements of the project. Additionally, provide a brief description operational benefits expected.</p> <p>Period of Performance: dd mmm yyyy – dd mmm yyyy Current Year Value: \$xxM</p>	<p>Schedule (List completed in last 90 days and planned completions in next 90 days. If no specific deliverables, report on QASP)</p> <ul style="list-style-type: none"> ✓ 01 Jan – 1 Feb: Validate Requirements ✓ 10 Feb : Preliminary Design Review ✓ 15 Feb – 15 Mar: Completed Transition ▪ 01 Apr – 10 Apr: Complete IOC at NE RSC ▪ 15 Apr – 30 May: Complete IOC at SE RSC ▪ 01 Jun – 30 Jun: FOC at all RSC ▪ 15 Apr – 30 May: Complete IOC at SE RSC

FUNDING	TASK ORDER ISSUES/RISKS																																																																				
<p>Planned vs. Actual (Labor and ODC)</p> <table border="1"> <caption>Task Order Expenditures Data (Estimated)</caption> <thead> <tr> <th>Month</th> <th>Planned Expenditures</th> <th>Invoiced Amount</th> <th>Delta</th> </tr> </thead> <tbody> <tr><td>1-Sep</td><td>\$1,000</td><td>\$1,000</td><td>\$0</td></tr> <tr><td>1-Oct</td><td>\$2,000</td><td>\$1,500</td><td>-\$500</td></tr> <tr><td>1-Nov</td><td>\$3,000</td><td>\$2,500</td><td>-\$500</td></tr> <tr><td>1-Dec</td><td>\$4,000</td><td>\$3,000</td><td>-\$1,000</td></tr> <tr><td>1-Jan</td><td>\$5,000</td><td>\$4,500</td><td>-\$500</td></tr> <tr><td>1-Feb</td><td>\$6,000</td><td>\$5,000</td><td>-\$1,000</td></tr> <tr><td>1-Mar</td><td>\$7,000</td><td>\$6,000</td><td>-\$1,000</td></tr> <tr><td>1-Apr</td><td>\$8,000</td><td>\$7,000</td><td>-\$1,000</td></tr> <tr><td>1-May</td><td>\$9,000</td><td>\$7,500</td><td>-\$1,500</td></tr> <tr><td>1-Jun</td><td>\$10,000</td><td>\$8,000</td><td>-\$2,000</td></tr> <tr><td>1-Jul</td><td>\$11,000</td><td>\$8,500</td><td>-\$2,500</td></tr> <tr><td>1-Aug</td><td>\$12,000</td><td>\$9,000</td><td>-\$3,000</td></tr> </tbody> </table>	Month	Planned Expenditures	Invoiced Amount	Delta	1-Sep	\$1,000	\$1,000	\$0	1-Oct	\$2,000	\$1,500	-\$500	1-Nov	\$3,000	\$2,500	-\$500	1-Dec	\$4,000	\$3,000	-\$1,000	1-Jan	\$5,000	\$4,500	-\$500	1-Feb	\$6,000	\$5,000	-\$1,000	1-Mar	\$7,000	\$6,000	-\$1,000	1-Apr	\$8,000	\$7,000	-\$1,000	1-May	\$9,000	\$7,500	-\$1,500	1-Jun	\$10,000	\$8,000	-\$2,000	1-Jul	\$11,000	\$8,500	-\$2,500	1-Aug	\$12,000	\$9,000	-\$3,000	<p>ISSUE 1:</p> <p>ISSUE 2:</p> <table border="1"> <thead> <tr> <th>#</th> <th>RISK DESCRIPTION</th> <th></th> <th>MITIGATION</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Risk Name</td> <td style="background-color: red;"></td> <td></td> </tr> <tr> <td>2</td> <td>Risk Name</td> <td style="background-color: yellow;"></td> <td></td> </tr> <tr> <td>3</td> <td>Opportunity Name</td> <td style="background-color: green;"></td> <td></td> </tr> </tbody> </table>	#	RISK DESCRIPTION		MITIGATION	1	Risk Name			2	Risk Name			3	Opportunity Name		
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Current Risk Status: High Risk ■ Medium Risk ■ Opportunity ■





IDIQ ISSUE - [*Issue Name 1*] for SITE PMO Resolution

(U) Background	
(U) Discussion	
(U) Bottom Line/Impact	
(U) Way Ahead	
(U) Requested SITE PMO Action	





SLA/Performance Standard Reporting

SLA/Performance Standard	Standard	Achievement
[SLA 1]		
[SLA 2]		
[SLA 3]		
[SLA 4]		
[SLA 5]		
[SLA 6]		





Monthly Contract Activity Report (CAR)

- CAR template is compliant with Section G-9 Reporting Requirements in base IDIQ Contract
 - Requirement for CAR is one per awarded task order
- Provide to site@dia.mil and COR NLT 10th of each month

NOTE: Intent of the CAR is to additionally serve as a monthly report to COR. However, the COR maintains the right to request additional reporting as indicated in the task order.





SITE Web Presence

- **SITE Website**
 - URL: www.SITEIDIQ.gov
 - Contains basic SITE information
- **SharePoint Shared Directory**
 - Password protected
 - Available for use January 2011
 - Used to share information (i.e. COR Folders, Monthly Reports, Labor Hour Reports, PMR slides, and RFP submissions)
- **STORMS (SITE Task Order Requirements Management System)**
 - Password protected
 - Government task order management system
 - Contractors will not have access





SITE Proposal Labor & ODC Submission

- **Purpose:**
 - Validate that offerors task order labor rates do not exceed the SITE IDIQ labor rates
- Submitted with each cost proposal in spreadsheet format to site@dia.mil
- SITE PMO will upload information into STORMS for validation
- Upon award negotiated labor rates/ODCs become the baseline for the winning offeror (i.e., level of effort, agreed upon task order labor rates and ODCs)





SITE Proposal Labor Submission Format

PoP Start Date to 13 May 14 May to PoP End Date

Contract	Task Order	PoP	Price Group	Category	PoP Start Date to 13 May				14 May to PoP End Date				
					Hourly Rate	Hours	Monthly Rate	Months	Hourly Rate	Hours	Monthly Rate	Months	
Proposals	ESD	Base	Group 3	01. Hardware Maintenance Technician									
Proposals	ESD	Base	Group 3	02. Hardware Support Assistant									
Proposals	ESD	Base	Group 3	03. Senior Hardware Technician									

How will Offsite % markup get applied (Task Order PoP or IDIQ PoP)?

Based on Task Order PoP

Hourly Rate	Hours	Monthly Rate	Months	Hourly Rate	Hours	Monthly Rate	Months	Markup
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Based on IDIQ PoP

Hourly Rate	Hours	Monthly Rate	Months	Markup	Hourly Rate	Hours	Monthly Rate	Months	Markup
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Example where both on-site and off-site support is required for a labor category

Contract	Task Order	PoP	PriceGroup	Category	Hourly Rate	Hours	Monthly Rate	Months	Markup	Hourly Rate	Hours	Monthly Rate	Months	Markup
Proposals	ESD	Base	Group 3	01. Hardware Maintenance Technician	\$12.00	100				\$12.00	100			
Proposals	ESD	Base	Group 3	01. Hardware Maintenance Technician	\$12.00	200			5.00%	\$12.00	200			5.00%





Other Possible Columns for Labor Spreadsheet

Contract	Task Order	PoP	PriceGroup	Category	Hourly Rate	Hours	Monthly Rate	Months	Markup	Hourly Rate	Hours	Monthly Rate	Months	Markup
Proposals	ESD	Base	Group 3	01. Hardware Maintenance Technician	\$12.00	100				\$12.00	100			
Proposals	ESD	Base	Group 3	01. Hardware Maintenance Technician	\$12.00	200			5.00%	\$12.00	200			5.00%

PoP Total Hours	PoP Total of Hourly Cost	Pop Total Months	PoP Total Monthly Cost	Pop Total Labor Category Cost	Grand TOTAL
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SITE Proposal ODC Submission Format

TITLE	EXAMPLE	DESCRIPTION
Contract	HHM402-10-D-XXXX	Prime's Contract Number
TaskOrder	ESD	Task Order Identifier (pre award)
PoP	Base	Period of Performance
ODC Tracking ID	202020	Unique tracking identifier
Type	Material	ODC Type as defined in Section B-7 of IDIQ
Item	ABC Software Licenses	Description of purchase
Count	2	Number of items purchased
Each	\$400	Single item cost
Markup	5%	Material Mark-up if applicable

Section B-7 of IDIQ contract :
 Housing
 Material
 OTSS
 Relocation
 Special Vehicles Travel and Per Diem
 Transportation (equip)
 Tuition
 Facilities
 OEM Payments

Contract	Task Order	PoP	TrackingID	Type	Item	Count	Each	Markup
Proposals	ESD	Base	T001	Travel	DoDIIS Conference	2	\$1,500.00	
Proposals	ESD	Base	M001	Material	Server	10	\$500.00	5.00%





SITE Monthly Labor Hour & ODC Reporting

- **Purpose:**
 - **Validate Task Order negotiated labor rates**
 - **Calculate task order expenditure rates**
 - **Assist COR in certifying invoices**
 - **Production of Financial Management Reports as needed**
- **Submitted in .xls monthly to site@dia.mil**
 - **Due the 10th day of each month**
- **SITE PMO will upload information into STORMS**
- **SITE CORs will be able to access the information via STORMs reporting capabilities**





SITE Monthly Labor Reporting

TITLE	EXAMPLE	DESCRIPTION
Line	1	Sequential Line Number
Invoice	1843726	Invoice Number submitted to paying agency
Date	7/14/2010	Date of Invoice
BillingStart	6/1/2010	Period of Invoice Start
BillingEnd	6/30/2010	Date of Invoice End
Contract	HHM402-10-D-XXXX	Prime's Contract Number
TaskOrder	0001	Task Order Number
CLIN	0001	CLIN number
SCLIN	0001AA	SCLIN number
WorkerID	A12001	Unique worker identifier
LastName	Smith	Employees Last Name
Firstname	Tony	Employees First Name
MI	E	Employees Middle Initial
Company	Aptune, Inc.	Employee's Company Name
CompanyID	694883254	Unique Company Identifier. DUNS, Tax ID or CAGE?

TITLE	EXAMPLE	DESCRIPTION
Category	01. Hardware Maintenance Technician	Approved Labor Category
PriceGroup	Group 1	Labor Price Group Identifier
Hours	20	Number of labor hours
HourlyRate	\$30.25	Hourly Rate Charged
Months	1	Number of man-months
MonthlyRate	\$5000.00	Monthly Rate Charged
Markup	7%	Offsite markup (if applicable)
Billed	\$6018.75	Amount Billed
City	Washington	City where work is performed
State	DC	State where work is performed (blank if overseas)
Country	USA	Country where work is performed (DIA Tri-graph)
Workspace	G	Type of work space: G = Government provided C = Contractor provided





SITE Monthly ODC Reporting

TITLE	EXAMPLE	DESCRIPTION
Line	2	Sequential Line Number
Invoice	1843726	Invoice Number submitted to paying agency
InvoiceDate	7/14/2010	Date of Invoice
BillingStart	6/1/2010	Period of Invoice Start
BillingEnd	6/30/2010	Date of Invoice End
Contract	HHM402-10-D-XXXX	Prime's Contract Number
TaskOrder	0001	Task Order Number
CLIN	0005	CLIN number
SCLIN	0005AA	SCLIN number
ODC Tracking ID	202020	Unique tracking identifier
Type	Material	ODC Type as defined in Section B-7 of IDIQ
Item	ABC Software Licenses	Description of item purchase
Count	2	Number of items purchased
Each	\$400	Cost for each (single) item
ItemTotal	\$800	Total cost of item count
Markup	5%	Material mark-up percent (if applicable)
Billed	\$840	Actual amount billed including % of mark up
Status	F	Status Code -- Partial (P) or Final (F)

Section B-7 of IDIQ contract :

- Housing
- Material
- OTSS
- Relocation
- Special Vehicles Travel and Per Diem
- Transportation (equip)
- Tuition
- Facilities
- OEM Payments





SITE Monthly Transaction Formats

LABOR Monthly Transaction Format

Contract Information

Line	Invoice	Date	BillingStart	BillingEnd	Contract	TaskOrder	CLIN	SCLIN
1	1843726	7/10/2010	6/1/2010	6/30/2010	HHM402-10-D-XXXX	0001	0001	0001AA

Worker Information

WorkerID	LastName	FirstName	MI	Company	CompanyID
M245600	Tony	Smith	E	Company C	A694883254

Billing Information

Category	PriceGroup	Hours	HourlyRate	Months	MonthlyRate	Markup	Billed	City	State	Country	Space
1. Hardware Maintenance Technician	Group 1	20	\$31.25	1	\$5,000.00	7%	\$6,018.75	Washington	DC	USA	G

ODC Monthly Transaction Format

Contract Information

Line	Invoice	Date	BillingStart	BillingEnd	Contract	TaskOrder	CLIN	SCLIN
2	1843726	7/10/2010	6/1/2010	6/30/2010	HHM402-10-D-XXXX	0001	0005	0005AA

ODC Information

TrackingID	Type	Item	Count	Each	ItemTotal	Markup	Billed	Status
XZ2DF	Material	Software	2	\$400.00	\$800.00	5%	\$840.00	F





COR Administration Program

- **COR Administration program will ensure CORS are fully engaged with their task orders and possesses full awareness of their task order funding, schedule, and performance status**
 - COR Folder Reviews
 - Work site visits
 - PMR participation
 - Corrective measures
- **Ensure Government receives cost effectiveness and quality services by providing SITE CORs with training (including performance-based training) and necessary tools and resources**
- **Vendor feedback on progress in achieving performance-based contracting objectives**





BACK-UP





Contract Activity Report

MONTHLY STATUS REPORT
Task order name: <i>[task order name]</i>
Contract number: <i>[contract number]</i>
Date: <i>[ddmmyyyy]</i> (Date of Report)
Reporting period: <i>[ddmmyyyy- ddmmyyyy]</i>

DESCRIPTION OF WORK BEING PERFORMED
<i>[brief general description of work being performed]</i>

TASK ORDER POINTS OF CONTACT			
Contracting Officer (CO)	Address	Phone Number	Email
<i>[CO Name]</i>	<i>[Street Address] [City, State Zip Code]</i>	<i>[xxx-xxx-xxxx]</i>	<i>[CO email address]</i>
Contracting Officer Representative (COR)/Alternate COR Name	Address	Phone Number	Email
<i>[COR Name]</i>	<i>[Street Address] [City, State Zip Code]</i>	<i>[xxx-xxx-xxxx]</i>	<i>[COR email address]</i>
<i>[ACOR Name]</i>	<i>[Street Address] [City, State Zip Code]</i>	<i>[xxx-xxx-xxxx]</i>	<i>[ACOR email address]</i>
Government Project Manager	Address	Phone Number	Email
<i>[Government PM Name]</i>	<i>[Street Address] [City, State Zip Code]</i>	<i>[xxx-xxx-xxxx]</i>	<i>[GovPM email address]</i>
Contractor Project Manager	Address	Phone Number	Email
<i>[Contractor PM Name]</i>	<i>[Street Address] [City, State Zip Code]</i>	<i>[xxx-xxx-xxxx]</i>	<i>[CtrPM email address]</i>





Contract Activity Report

SUPPORTED SITES
[Site name and location]
[Site name and location]

TOTAL NEGOTIATED VALUE (BASE AND ALL OPTION PERIODS)							
Base/Option	Period of Performance	CLIN 0001	CLIN 0002	CLIN 0003	CLIN 0004	CLIN 0005	Total
Base	[ddmmyyyy]-[ddmmyyyy]	[\$x,xxx,xxx]				[\$x,xxx,xxx]	[\$x,xxx,xxx]
Option 1	[ddmmyyyy]-[ddmmyyyy]	[\$x,xxx,xxx]				[\$x,xxx,xxx]	[\$x,xxx,xxx]
Option 2	[ddmmyyyy]-[ddmmyyyy]	[\$x,xxx,xxx]				[\$x,xxx,xxx]	[\$x,xxx,xxx]
TOTAL		[\$x,xxx,xxx]				[\$x,xxx,xxx]	[\$x,xxx,xxx]

MODIFICATIONS					
Mod	Purpose of Modification	Date Issued	Modification to TO Value	Modification to TO Funding	Incremental-Funding Through
Base TO Contract	Awards & incrementally fund base year	[ddmmyyyy]	[\$x,xxx,xxx]	[\$x,xxx,xxx]	[ddmmyyyy]
Mod P0001	Administrative to provide the DD254	[ddmmyyyy]	N/A	N/A	
Mod P0002	Add \$2,000,000 funding to Incrementally fund base year	[ddmmyyyy]	[\$x,xxx,xxx]	[\$x,xxx,xxx]	





Contract Activity Report

RISKS				
Risk #	Risk Description	Probability (H/M/L)	Impact (H/M/L)	Summary of Mitigation
1		[H=High M=Medium L=Low]	[H=High M=Medium L=Low]	
2				
3				

STATUS OF DELIVERABLES			
Deliverable	Description	Due Date	Status
		[ddmmmyyyy]	[Complete/On-time/Late]
		[ddmmmyyyy]	
		[ddmmmyyyy]	

INVENTORY LISTING OF SUPPORTED EQUIPMENT, IF REQUIRED			
Description	Serial Number	Location	Status
			[Operational/Non-Operational]





Contract Activity Report

MODIFICATIONS IN PROGRESS	
Purpose of Modification	Expected Date
Incrementally Fund CLIN 0001	[ddmmyyyy]

CONTRACT FUNDING STATUS THRU [ddmmyyyy]					
Base/Option/CLIN	Current Funded	Invoiced	Funds Remaining	Percent Expended	Charges Not Yet Invoiced
Base CLIN 001	[\$x,xxx,xxx]	[\$x,xxx,xxx]	[\$x,xxx,xxx]	x%	None
Base CLIN 005	[\$x,xxx,xxx]	[\$x,xxx,xxx]	[\$x,xxx,xxx]	x%	[\$x,xxx,xxx]

SCHEDULED COMPLETION	
Scheduled Completion Date	Assessment
[ddmmyyyy]	[vendor's assessment of whether or not the performance is on schedule]

ISSUES			
Issue #	Issue Description	Proposed resolution	Resolution Date
1			[ddmmyyyy]
2			[ddmmyyyy]





Contract Activity Report

ADDITIONAL INFORMATION AS REQUESTED BY SPECIFIC TASK ORDER

[add information that is requested at the task order level that is not requested in this report]

DATE TASK ORDER CLOSED OUT

[ddmmmyyyy] or [N/A]

