



DEFENSE INTELLIGENCE AGENCY  
WASHINGTON, DC 20340-5100

SITE PMO Charter  
06 November 2009  
OPR: DS-DSE

## **SOLUTIONS FOR THE INFORMATION TECHNOLOGY ENTERPRISE (SITE) CHARTER**

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### **1. PURPOSE**

**1.1** The Solutions for the Information Technology Enterprise (SITE) Program Charter identifies the mission, applicability, roles, responsibility and management of the program. The core action of the SITE Program Charter is the establishment of a SITE Program Management Office (PMO). The SITE PMO is the Defense Intelligence Agency's (DIA) Chief Information Officer's (CIO) designated organization for managing the SITE program. The SITE PMO manages the program in partnership with the DIA Office of the Acquisition Executive (AE).

**1.2** The Office of the Acquisition Executive provides support through streamlined acquisition planning, efficient contracting and an enterprise approach to acquisition program management. DIA AE-2C serves as the Procuring Contracting Office (PCO) for SITE and has the overall contractual responsibility for the basic SITE contracts. Upon request the PCO will be available to provide guidance to the Decentralized Contracting Office (DCO) executing Task Orders under the SITE contracts.

**1.3** The Office of the Chief Financial Executive provides the budget/financial oversight for the SITE program.

### **2. MISSION**

**2.1** The mission of the SITE PMO is to manage the acquisition framework for delivering the full scope of information technology services and capabilities to the Defense Intelligence Agency (DIA), the Military Services, the U.S. Coast Guard, the Combatant Commands (COCOMs), the Joint Reserve Intelligence Program (JRIP), and other

Defense and non-Department of Defense (DoD) Departments or Agencies with intelligence missions, or that use intelligence information systems.

**2.2** The SITE acquisition program provides customers with access to multiple Indefinite Delivery/Indefinite Quantity (IDIQ) contracts to meet information technology (IT) requirements and technical support services. These services support the Government by providing contractor support for system design, development, fielding, and sustainment of global intelligence and Command, Control, Communications and Computer, Intelligence, Surveillance and Reconnaissance (C4ISR) assets vital to the security of the United States.

SITE awardees include both small and large businesses. Task Orders that fall within the scope of the SITE contracts will be competed among these contracted vendors.

### **3. APPLICABILITY**

**3.1** The SITE Program Charter applies to the SITE PMO and the customers involved with the SITE acquisition program. The Office of the Acquisition Executive (AE) provides contracting support to SITE.

**3.2** The stakeholders for SITE include:

- Defense Intelligence Agency (DIA)
- Military Services
- Joint Reserve Intelligence Program (JRIP)
- Combatant Commands (COCOMs)
- Other Defense Agencies
- Non-DoD Departments/Agencies with intelligence missions which use DoD intelligence information systems

### **4. ROLES AND RESPONSIBILITIES**

**4.1** The SITE Program Manager (PM) will be the primary point of contact for SITE. The SITE PM will manage the program in coordination with the SITE Procuring Contracting Officer (PCO).

**4.2** The PCO will be the lead authority on all contract related issues and in communications with industry, Decentralized Contracting Officers (DCOs), and delegate COR duties. As the lead authority the PCO will perform all administrative functions associated with the contracts, including issue of modifications, final decisions, explanations of terms and conditions and contract interpretation. Manage all protests and contract litigation in coordination and consultation with the Office of General Counsel.

**4.3** The SITE PCO will be the final authority for determining if task orders are within the scope of work authorized by the SITE contracts. The SITE PMO will serve as the technical advisor to the Contracting Officer on these issues.

**4.4** The SITE PM is the lead authority on issues and in communications with the customers in conjunctions with the ISPR.

**4.5** The SITE PM will establish and maintain a customer forum called the Intelligence Support Panel (ISP) which consists of representatives from DIA, the Services and Agencies who utilize the SITE contracts.

**4.6** The SITE PM will work with each requesting authority that has an approved Memorandum of Understanding (MOU) for using SITE to ensure procurement integrity across the contracts.

**4.7** The SITE PM shall staff and manage the SITE Program Management Office (PMO)

**4.8** The SITE PMO will provide/administer program guidance and documentation to include the SITE Ordering Guide, Security Classification Guide (SCG), Standard Operating Procedures (SOPs), and other documents applicable to the SITE Program.

**4.9** The SITE PMO will maintain a record of all approved Memorandum of Understanding (MOUs) and associated Task Orders to respond to inquiries regarding the overall status and progress of SITE program execution/funding allocations.

**4.10** The SITE PMO will provide a copy of all approved MOU's and changes in maximum ceiling authorizations to the PCO. The PCO will provide the SITE PMO a copy of all Task Order award documents and Task Order modifications that either obligate or de-obligate funds (or a CMS report containing this information).

**4.11** The SITE PMO will assist SITE customers by providing best practice samples, templates and training in developing the Independent Government Cost Estimates (IGCE), Quality Assurance Surveillance Plans (QASP), Source Selection Plans (SSP), and Statement of Objectives (SOO)/Statement of Work (SOW)/Performance Work Statement (PWS) needed for SITE Task Orders.

**4.12** The SITE PMO, in coordination with the PCO, will track the contract ceiling, budget and expenditure rates of SITE task orders, to include review of overall project performance and reporting of project status to management.

**4.13** The SITE PMO will work with ISP representatives to establish, review quarterly, and modify, as appropriate, the approved ordering procedures and methods

**4.14** The SITE PMO will work with the ISP representatives to establish quarterly reviews for their allotted ceiling.

**4.15** The SITE PMO has overall responsibility for the SITE Quality Assurance Program and will work with DIA AE (and other DIA offices as appropriate) and the ISP representatives, to perform oversight of SITE program activities.

**4.16** The SITE PMO will conduct regular and recurring Program Management Reviews (PMR) with SITE vendors ISP Representatives and the SITE PCO

**4.17** The SITE PMO, with support from the SITE PCO, shall host a customer forum (at least annually) where Contracting Officers, Contracting Officer's Representatives (COR), ISP representatives and program/project managers from SITE customer organizations can discuss SITE performance and enhancement. Agenda items for the forum may be proposed by any ISP representative. Agenda items for decision and discussion will be solicited in advance of the forum. This forum will:

- Provide updates to Federal Acquisition Regulation (FAR)/Defense Federal Acquisition Regulation (DFAR) policy/guidelines and/or any other policy/guidelines/governance that may impact SITE customers
  - PCO will ensure program and procedural compliance with the FAR, DFARS, and other governing regulations, policies, laws and statutes.
- Review and address the contract ceiling, minimum contract obligations and scope of customer requirements
  - PCO will ensure minimum contract obligations are met and contract ceilings are not exceeded
- Discuss ordering trends and ensure customer concerns have been identified and resolutions are being addressed in a timely manner
- If required, provide contract specific training for the PMO, ISP Representatives, Contracting Officer's Representatives (CORs), and Contractor staff on Task Order processing and quality assurance.
- Ensure requesting activities, CORs, PMs and ISP representatives are familiar with the types of data collected and the reports available through the SITE Task Order and Requirements Management System

**4.18** The SITE PMO and ISP representatives are responsible for providing compliance oversight of the CORs assigned to SITE task orders. They will ensure that each assigned COR is trained in their duties and responsibilities and has a letter of appointment from a warranted contracting officer.

**4.19** The SITE PMO will provide support to other users' Conferences/Program Management Reviews as applicable.

**4.20** The SITE PMO will consult with the SITE PCO on all contract related issues

- The SITE PMO in conjunction with the PCO will ensure fair competition among service providers and business process solutions in the source selection process

**5. EFFECTIVE DATE**

**5.1** The SITE PMO Charter will be effective upon signature by the Deputy Director for Information Management & Chief Information Officer.

**5.2** The SITE PMO Charter is to be reviewed at least annually and Amendments will be added as needed and approved by the Deputy Director for Information Management & Chief Information Officer.

**APPROVAL**

SIGNED

GRANT M. SCHNEIDER  
Deputy Director for  
Information Management  
and Chief Information Officer

SIGNED

MARK J. BOGART  
Acquisition Executive  
and Senior Procurement  
Executive