



GovCon 101: Roles & Responsibilities In Government Contracting

Seminar Presenter:

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GovCon 101: Roles & Responsibilities in Government Contracting - Objectives

GovCon 101: Roles and Responsibilities: *The roles of various individuals and parties in government contracting*

- *This seminar is focused on answering questions such as...*
 - *Who are these people? What do they do?*
 - *e.g., the Contracting Officer, the Contracting Officer's Representative, the Program Manager), as well as other critical Government positions you should know*
 - *How do other Government agencies and/or organizations such as GSA, DCAA, DCMA, DoL, GAO, COFC, and others participate in the process?*
 - *How do Prime contractor and subcontractors work with the Government entities?*

GovCon 101: Roles & Responsibilities in Government Contracting - Overview

Government Acquisition Process

- Pre-Award Activities
 - Determining and Validating Need & Procurement Planning
 - Conducting The Acquisition
- Post Award Program Execution

Roles & Organization Responsibilities

- General Government Acquisition Functional Workforce Areas
- Key Roles
- Key Support Organizations

GovCon 101: Roles & Responsibilities in Government Contracting - Overview

Government Acquisition Process

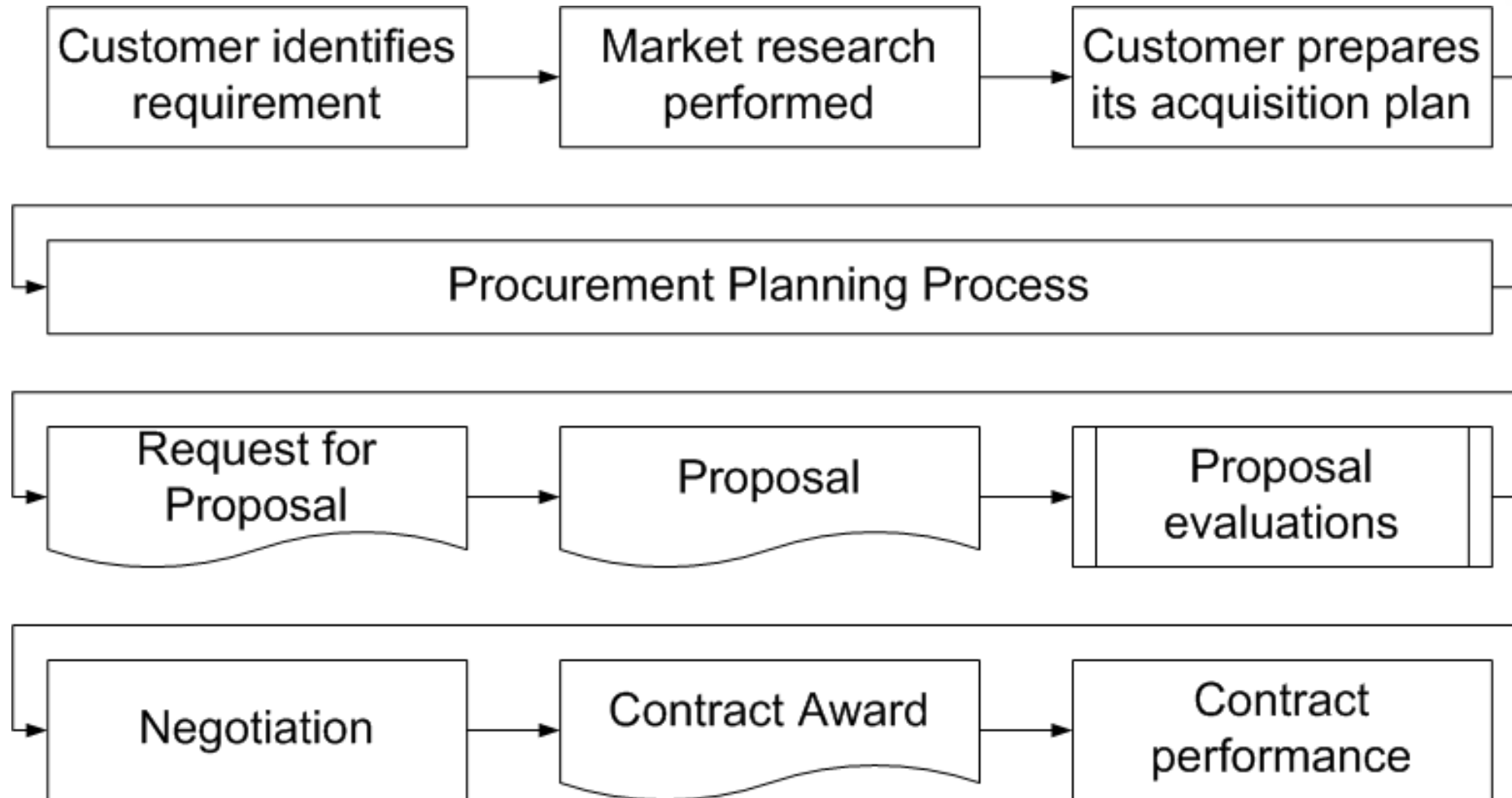
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Government Acquisition Process

A simplified and digestible view



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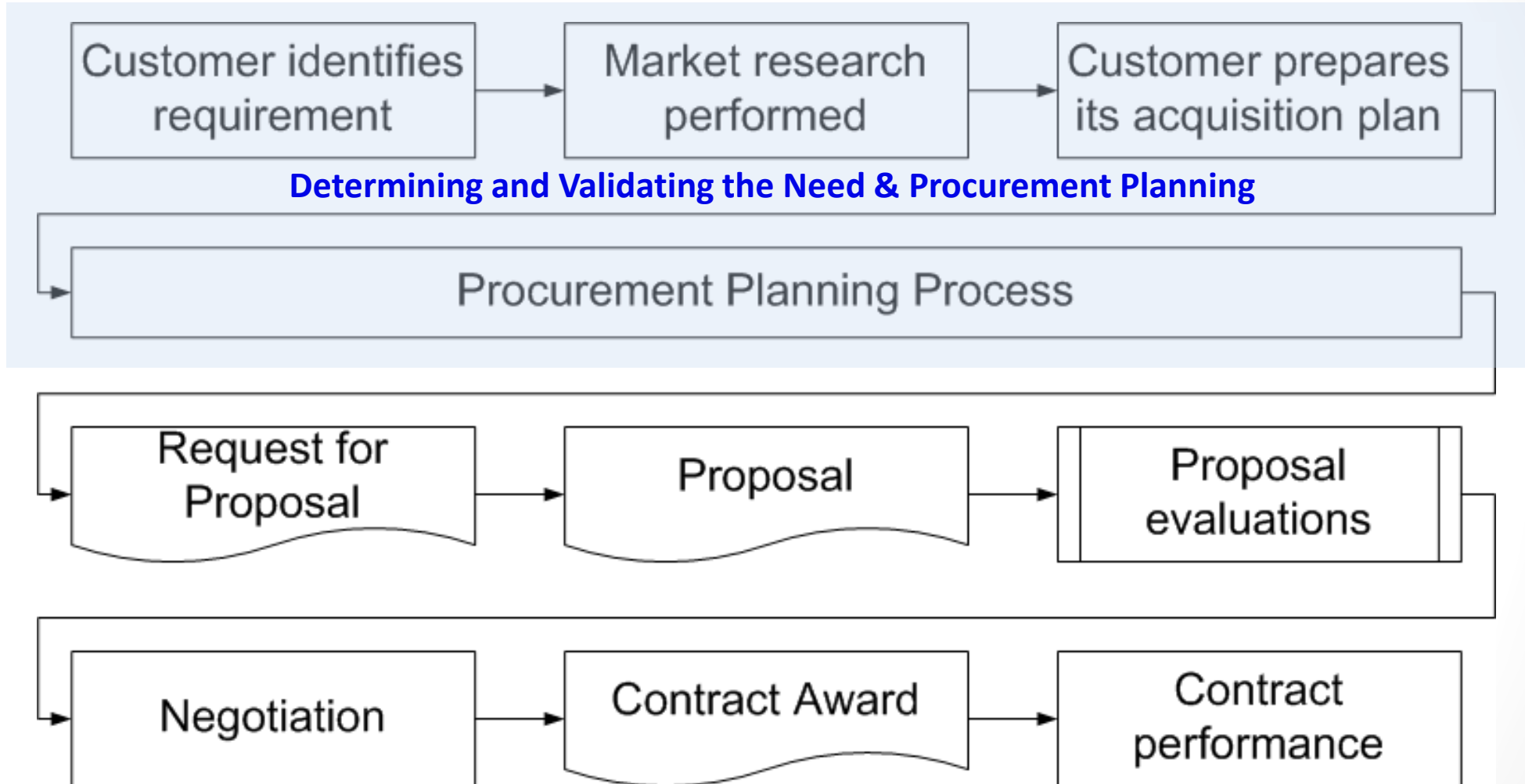
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Government Acquisition Process

Determining and Validating Need & Procurement Planning



Process Basics

Applies to both products and services, developmental, commercial, hybrid/custom

Determination of Government Need (Operational User, “Mission Tasked Organization”)

- Agency inability to conduct a current or new job/task with existing resources
- User submits need “up the chain of command” (Federal Civil or Defense) to validation organization

Validation of Need (Administration/ Headquarters)

- Consideration: “Can the job/task accomplishment approach be adjusted and get the job done with current tools?”
 - “Consideration of adjustment or change of techniques and procedures”
- If not, move into plans & programs, for funding
 - If funded, then submitted to acquisition organization

Market Research

- By all members of the acquisition team
 - Strategic Market “Surveillance”
 - Continuous by acquisition workforce
 - Tactical Market Research
 - Focused effort to find a plausible, timely, affordable and specific solution
- Can include early use of Industry Days, Sources Sought/Requests for Information, Industry “One-on-Ones”

Acquisition Planning

- Cuts across the acquisition team - Program Development & Management, Contracts, Test, Logistics
- Choose and tailor acquisition approach Program Management will follow to control program risks and meet program objectives
 - The acquisition plan documents cost, schedule, technical, business, management, and all other acquisition program governance

Procurement Planning

- Cuts across the acquisition team – as above
- Includes contracting approach to meet objectives defined in the Acquisition Plan (may be phased contracting)
- Type of competition
- Type of contract or agreement
 - E.g., FAR versus non-FAR, 24 types of means
- Planning for additional (more focused) use of Industry Days, Sources Sought/Requests for Information, Industry vendor “One-on-Ones”

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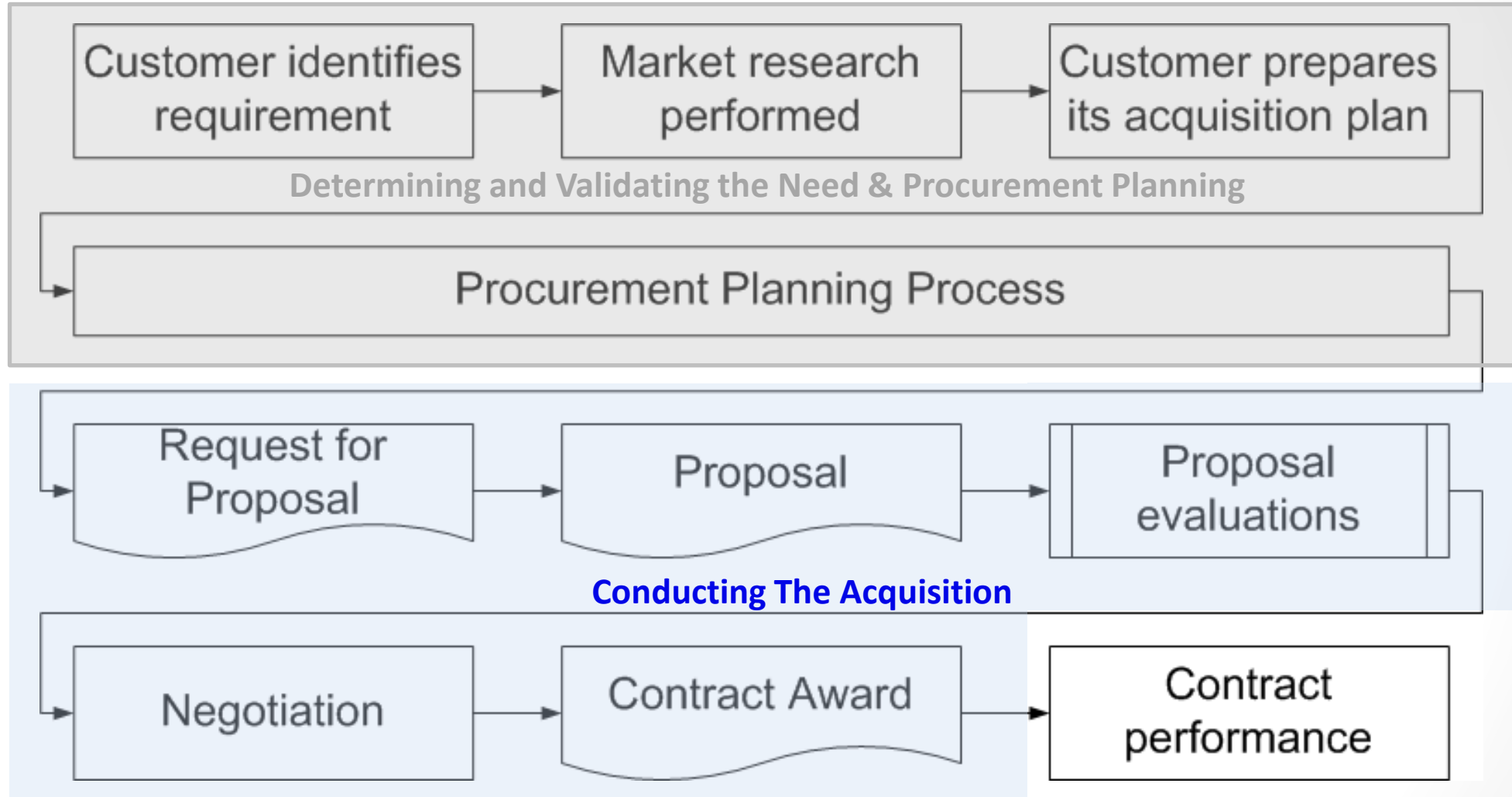
- **Pre-Award Activities**
 - Determining and Validating Need & Procurement Planning
 - **Conducting The Acquisition**
- Post Award Program Execution

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Government Acquisition Process

Conducting The Acquisition



Process Basics

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Request for Proposal (RFP)

- Request for Offering (RFO), Request for Quote (RFQ), Invitation for Bid (IFB), etc.
- Sections A-I
- Industry Days (before and after DRFP)
 - Inclusive of Q&A and One-On-Ones
- Draft RFP (DRFP)
 - May be segmented
 - Full RFP is 13 Sections
 - Q&A Periods
- Full RFP issued (e.g., SAM.gov)
 - Designated POCs in Contract Shop

Proposal

- Details beyond scope of 75-minute class (but available)

Proposal Evaluation

- Source Selection Evaluation Team (SSET)
 - Technical, Management, Functional, Cost, etc. Sub teams
 - “Action Officer” Level, SMEs, SETA, A&AS
 - e.g., O-1 to O-4, GS 9/11 to GS-14
- Source Selection Advisory Team (SSAT) (O5/O6, GS-14/15)
- Source Selection Authority
 - Major contracts are Flag Level Military or Civil Service
 - Some limited below that, some limited at CO level
- Discussions, Final Proposal Revision, Final Source Selection Decision, Announcements
- See Key Roles

Negotiation & Award

- Can be COR and CO Team, likely PM +
- Can be a few hours to much longer
- See Key Roles

Protests

- Protests before submission date, and after notification of a loss (10 days)
 - More on this in Supporting Organizations

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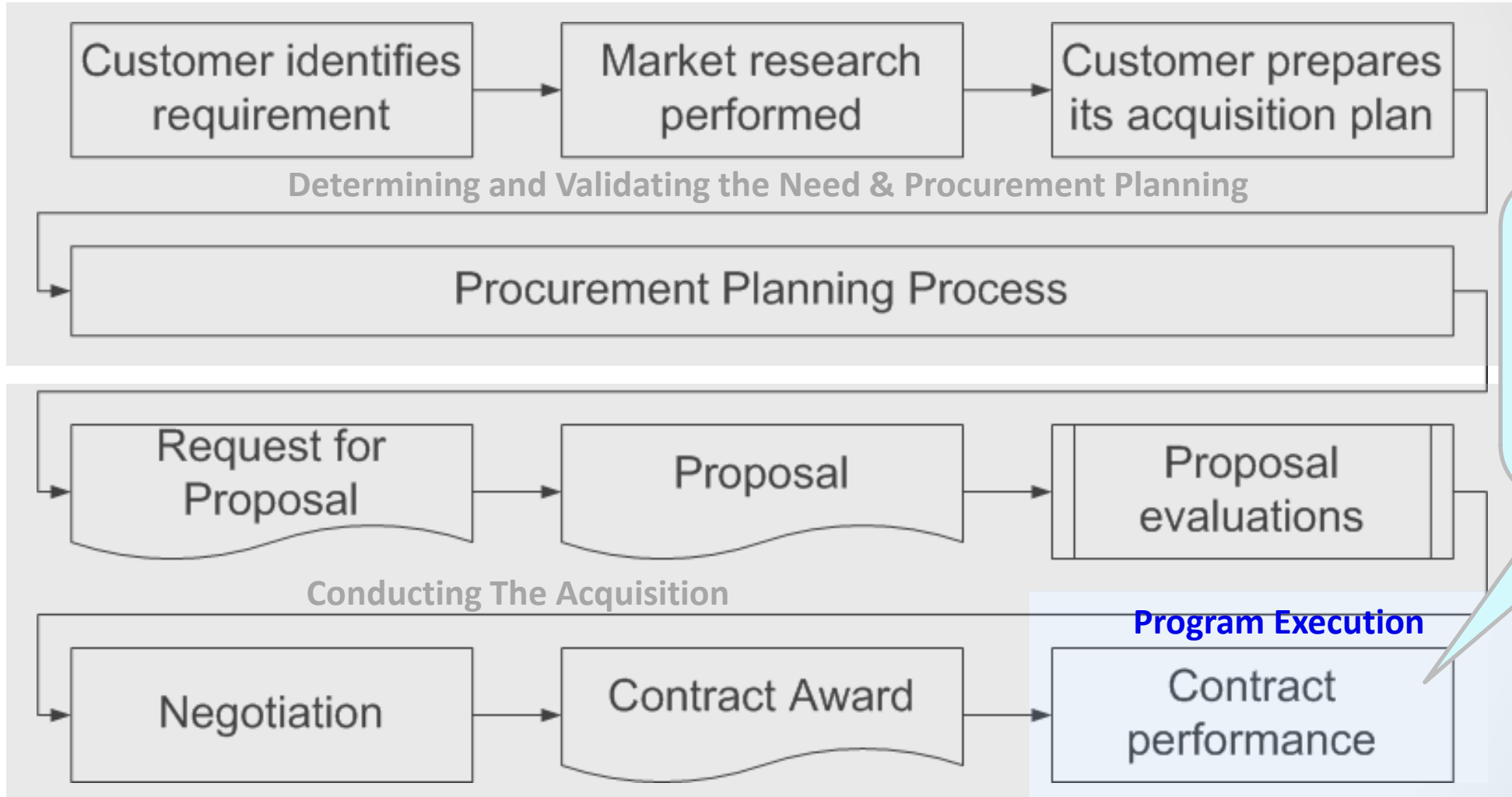
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Government Acquisition Process

Post Award Program Execution



Very specific to program scope, type (services, supplies, product development, etc.), contract type, value, oversight, etc. Some coverage in next section

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General Government Acquisition Functional Workforce Areas

Auditing

- \$700 billion in FY 2022 of contracted support
- Auditing professionals keep costs fair and reasonable for the taxpayer

Business – Financial Management & Cost Estimating

- Advisors to acquisition decision makers, responsible for financial planning, formulation and budgeting, budget analysis and execution, and cost estimating for a variety of Government programs

Contracting

- Negotiates the best deal for the Agency while demonstrating prudent stewardship of taxpayer dollars.
- Responsible to instill fairness and integrity in the acquisition process and serve as an overall business advisor to Agency teams

Engineering & Technical Management

- Key role in developing, fielding, and sustaining Agency systems & services and ensuring products and services are delivered on time, perform as expected, and are cost-effective
- Requires developing and implementing solutions with an integrated technical approach across the total life-cycle to satisfy stakeholder need including production planning and systematically examining producibility for systems

Life-Cycle Logistics

- Spans the system life cycle, encompassing acquisition and sustainment activities, and includes responsibility for planning, developing, implementing, and overseeing effective and affordable product-support strategies for Agency systems

Program Management

- Concerned with all functions of a program management office to accomplish program objectives for the development, production, deployment, and sustainment of systems and services to meet the user's operational needs

Test & Evaluation

- T&E is a critical part of an Agency acquisition process. Responsible to develop, optimize, execute and evaluate the testing of systems (and services as needed) performance, interoperability, reliability, maintainability and cybersecurity.
- Provide the Agency unbiased information to support and inform design improvements, production and fielding decisions

Users / Supported Organizations

- The user or supported organization where they system or service provides the ability to the Government enabling mission performance

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Key Roles

Various Agency Executives

- E.g., Senior Acquisition Executive, Program Executive Officer, etc.

Program Manager

- Acquisition team lead to execute the Acquisition Plan
- Other: Team Lead on SOW/PWS, control requirements, schedule, market research, COR (nomination), cost estimating, budgeting, program formulation, principal technical expert

Contracting Officer

- Warranted, responsible for performing all relevant contract functions – principal business advisor and agent for the government (developing business strategy, solicitation, conducting source selection, administrate resulting contract)
- Types:
 - Procuring (not in FAR) “Buying Office” Contracting Officer (“PCO”)
 - Contract Administrative Office Contracting Officer (CAO), e.g., DCMA
- Assists in requirements development and market research, advises on PWS and SOW

Contracting Officers Representative

- Designated by the Contracting Officer
- Delegated (by CO) specific authorities to conduct technical or administrative functions to ensure Contractor provides quality products and services (e.g., DoD has a list of 59 potential COR tasks and duties)
 - “Eyes and ears of the CO”
- A COR MAY NOT DO (e.g., Promise or authorize more work, work with Subs unless directed by Prime, divulge budget, grant deviations, increase funding, authorize funding expenditure, change PoP, authorize purchases, authorize GFI beyond what the contract designates, authorize subcontracting or consultants, approve travel above the contract, authorize overtime, issue stop work orders)

Small Business Specialist

- Principal advisor and advocate for small business engagement
- Chief analyst on small business laws, regulations and Agency policy
- May provide insight for market research and an understanding of industry small business capability
- May serve as the liaison with the Small Business Administration (SBA)

Cost/Price Analyst

- Evaluates the financial price and cost-based data for reasonableness, completeness, accuracy, and affordability
 - Some agencies use cost engineering personnel from within an engineering division to conduct cost/price analysis from a technical standpoint, especially in cases of price and cost realism

Finance/Budget Officer

- Advisor on finance and budgetary issues

Legal Advisor

- Ensures commercial practices (where applicable), and terms and conditions contemplated are consistent with the government’s legal rights, duties, and responsibilities
- Reviews acquisition documents for legal sufficiency
- Provides advice on acquisition strategies and contract terms

Others

- Functional Services Manager
- Chief Engineer, Solution Architect
- Quality Assurance Specialist (may work with the COR)
- Etc.

General rule, size of program and complexity determines oversight and Government Team size

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Key Support Organizations

Partial selection, partial scope of duties

Agency Operational, Acquisition, Logistics, and Test & Evaluation Teams

General Services Administration (GSA)

- SAM.Gov (System for Award Management)
 - Unique Entity Identifier Number (used to be DUNs Number)
 - Contractor Representations & Certifications
 - Commercial And Government Entity Code (issued by DLA) to ID a particular supplier's facility at a particular location
 - USG Contract Opportunity Database / Posting (replaced FBO)
 - Wage Determinations (e.g., DBA and SCA)
 - Etc.
- Also, a major procuring agency (e.g., FAR 8.4, GWACs, etc.)

Defense Logistics Agency (DLA)

- Joint Certification Program (US & Canada, DD-2345), to apply for access to Department of Defense/Department of National Defence (DOD/DND) unclassified export controlled technical data/critical technology

Defense Contract Management Agency (DCMA)

- Provides contract administration services for the Defense Department, other federal organizations and international partners, and is an essential part of the acquisition process from pre-award to sustainment
- Assure that contractor supplies and services are delivered on time, at projected cost, and meet all performance requirements to 225,000 contracts, valued at more than \$3.5 trillion, at 15,000 contractor locations worldwide
- Pre-award evaluation of pricing and assuring adequate management systems are in place
- See FAR 42.302 for all responsibilities

Defense Contract Audit Agency (DCAA)

- Primary responsibility for monitoring and auditing the accounting systems of contractors in doing their work for the DoD
 - Provides same services for other agencies (including DOW, NASA, etc.)

Department of Labor (DoL)

- Provides regionalized pay and benefits cost data, labor law data
- Also, a procuring agency (e.g., FAR 8.4)

Small Business Administration (SBA)

- Provides certification or approval for all Small Business Categories beyond basic Small Business (e.g., 8(a), SDB, HUBzone, WOSB, EDWOSB, ANC, VOSB, SDVOSB)
- Has select roles in approving Small Business matters as part of source selection (particularly when involving small businesses)

Protest Mechanisms

- **Government Accountability Office (GAO)**
- **US Court of Federal Claims (COFC)**
- **US Court of Appeals for the Federal Circuit (CAFC)**
- **Supreme Court of the US**

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Government Acquisition Process

Pre-Award Activities (Roles, & Organizations)

- Procurement Planning
- Conducting The Acquisition

Post Award Program Execution (Roles, & Organizations)

Contacts

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Richard “Rick A to Z” Agopsowicz

CorVantage, LLC. Executive Vice President, Program Execution



“Rick A to Z” leads CorVantage Program Execution of client strategies and programs to achieve their Business Objectives through Market Analysis, Pipeline and Business Development, Capture, Negotiations, and Public Sector Program Execution.

Professional Experience:

“A to Z” has over 45 total years of Government and Industry experience in operations and government acquisition across R&D and operational programs, complex program management, systems development engineering, Information Assurance, Information Operations/Cyber Development & Special Technical Operations, and business capture.

During his preceding 30-year career with the U.S. Air Force, he held positions from B-52 operational squadron level up to that of Director at the Air Force Information Warfare Center. He has spent 20+ years as an industry senior executive working with over 50 clients winning and executing programs. This includes leading over 170 campaigns across 42 Federal Agencies and 17 State & Local Governments as well as commercial business-to-business. He has worked in defense, homeland security, intelligence, Special Operations, energy, health and human services, biotechnology & life sciences, IT/telecommunications, and transportation.

“A to Z” is actively involved in the Professional Services Council, Washington Homeland Security Roundtable, Coast Guard Industry Academy Alumni Association, University advisory boards, and Technology Incubators & Accelerators. He is a guest lecturer at Defense Acquisition University DAWIA Senior Program Management and Contracting Officer courses. He also is a professional educator in Accessing Government non-dilutive R&D Funding, Source Selection Evaluation, Innovative Contracting, DoD Adaptive Acquisition Framework, and Best Practices in Business & Capture Leadership with George Mason University, Public Contracting Institute, and Federal Publications Seminars as well as directly with CORTAC Clients.

About CorVantage, LLC. For more than 14 years, our team has worked together providing proven leadership to help our clients succeed in Business Expansion & Capture, and Public Sector Program execution. We bring a team of seasoned professionals which have demonstrated success and a commitment to foster a collaborative team environment. Our team leaders have an average of more than 25 years of experience capturing and managing multi-billion-dollar projects.

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Selected Previous Experience

EVP, Business Capture & Program Sector Execution, CORTAC Group, Inc.

Managing Director, Business Development, Robbins-Gioia, LLC.

Senior Vice President, Capture Practice, Steven Myers & Associates

Director, US Air Force Information Warfare Center (AFIWC/RM), and Technical Director, Advanced Programs “Skunk Works”

Planner and operational lead conducting special operations in support of SOCOM, EUCOM, CENTCOM, LANTCOM, Intelligence Community, and UK MOD

Conceptualized, organized, and led the development & employment of National level capabilities during Desert Storm Joint Force Component/Task Force Activities

Program Manager, Air Force Information Systems Security Research & Development

B-52 Squadron and Wing Combat Crew Flight Instructor (Defensive Air tactics, techniques, and procedures) and Combat Crew Training School Flight Instructor

Strategic Air Command, 1st Combat Evaluation Group, COMBAT SKYSPOT instructor, as well as assigned to multiple 1CEVG Sites

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