

## Acquisition Award

### End-to-End Business Process: Acquisition

#### Business Scenario(s) Covered; Contract Award,

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#### Business Actor(s):

Program Office, Procurement Office, Source Selection Panel, Finance Office, Offerors

### Synopsis

The source selection process is completed by the team and recommendations provided to the procurement office. The procurement office completes final analyses, including confirming active registration in the System for Award Management, final coordination with appropriate organizations/data sources, and notifies successful offeror(s) of the award(s).

The Procurement Office prepares the contract award documentation including the selection of applicable contract clauses which should be distinctly identified for reporting and analysis. Any additional documentation required by the Federal Acquisition Regulation (FAR) and agency policy or procedure, if applicable, is incorporated in the contract file (Justifications and Accreditations, Determinations and Findings, etc.). The contract document identifies the successful offeror via its universal entity identifier. Contract line items are established, the contracting officer's representative is officially appointed with a letter outlining responsibilities. A funds check is completed followed by funds obligation. The contract award is issued and executed. Unsuccessful offerors are notified (pre-and post-award, as applicable). An award notice is published. Offeror debriefings are held, pre- or post-award, if requested by the unsuccessful offeror and may be provided to the successful offeror. Vendor feedback is performed, if applicable.

A kickoff meeting is conducted with the successful offeror, Procurement Office, and COR, and key stakeholders (e.g. program office representatives, SMEs, to include security, contract performance points of contact) to review expectations, terms and conditions, future communications, etc.

A contract modification may be necessary soon after contract award, for example, after identifying any issues after award or during orientation/kick-off.

### Assumptions and Dependencies

1. There are real-time and automated interfaces and data integration within and among agency and Federal-wide solutions.
2. All predecessor events required to trigger the Initiating Event have been completed.
3. The estimated cost for the acquisition is above the simplified acquisition threshold amount, not a BPA, BOA, or FAR 13.5 or FAR 12 procedure.
4. In cases of vendor protests additional steps and documentation are required
5. With an ID/IQ award, consider contract management decisions, system operability, and mission delivery.

**Initiating Event**

Contract award

**ACQUISITION AWARD**

**Typical Flow of Events**

#	ACQ-Procurement Office Event	Non-ACQ Event	Input(s)	Output(s) / Outcome(s)
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1	ACQ.040.040 a. Develop and document contract award documentation b. Route contract award documentation for Procurement review c. Provide contract award for vendor signature and receive back d. Request funds availability check for obligation		<ul style="list-style-type: none"> <li>Contract award documentation</li> <li>Draft FPDS contract action report</li> <li>Vendor signature</li> </ul>	<ul style="list-style-type: none"> <li>Contract award documentation</li> <li>Provide contract award for vendor signature</li> <li>Request for funds availability check for obligation</li> </ul>
2		a. Receive and process request for funds availability check for obligation b. Provide response to funds availability check for obligation (FFM.010.020 Funds Allocation and Control)	<ul style="list-style-type: none"> <li>Request for funds availability check for obligation</li> </ul>	<ul style="list-style-type: none"> <li>Response to funds availability check for obligation</li> </ul>
3	ACQ.040.040 a. Receive response to funds availability check for obligation b. Approve contract award documentation c. Request funds obligation for contract award		<ul style="list-style-type: none"> <li>Response to funds availability check for obligation</li> <li>Contract award documentation</li> </ul>	<ul style="list-style-type: none"> <li>Approved contract award documentation</li> <li>Request for funds obligation for contract award</li> </ul>
4		a. Receive request for funds obligation for contract award b. Obligate funds for contract award (FFM.030.020 Obligation Management)	<ul style="list-style-type: none"> <li>Request for funds obligation for contract award</li> </ul> Approved contract award documentation	Appropriate funds obligation entries created with reference to source information

5	ACQ.040.040 - Execute and Issue Contract document		<ul style="list-style-type: none"> <li>• Approved contract award documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Issued contract award</li> <li>• Publicize contract award notice</li> <li>• Approve FPDS contract action report</li> <li>• Notify unsuccessful offerors.</li> </ul>
6	ACQ.040.040 a. Receive debriefing requests from unsuccessful offerors b. Develop, document, and provide debriefing information to unsuccessful offerors		<ul style="list-style-type: none"> <li>• Debriefing requests from unsuccessful offerors</li> <li>• Revised proposals from offerors</li> <li>• Updated source selection report</li> </ul>	<ul style="list-style-type: none"> <li>• Debriefing information</li> </ul>
	ACQ.050.010 a. Notify vendor of contract kickoff meeting b. Develop and document contract kickoff briefing, including contract administration information, unusual contract terms and conditions, and other appropriate contract information c. Provide contract kickoff briefing information	Coordination of required certifications for security purposes or may be required even before the post-award orientation meeting.	<ul style="list-style-type: none"> <li>• Executed contract</li> </ul>	<ul style="list-style-type: none"> <li>• Contract kickoff briefing information</li> </ul>