

U.S. Army Corps of Engineers (USACE)

KICKOFF MEETING TOPICS

The proponent agency is CECT.

Administrative:

1. Who is the PM?

2. Who is the KO?

3. Who is the CS?

4. Has VCE-PCF cabinet been created (Y/N)? Yes No If yes, what is the PAN?

5. Has the PM set up labor codes for all functionals (Y/N)? Yes No

6. Is there a projected budget for the full PDT (Y/N)? Yes No If yes, what is projected budget for CT?

7. Fully funded by the customer or some/all by RF5910 account (Customer/RF5910/Some RF5910)?

History:

8. Is this a repeat, replacement or recurring acquisition?

9. What is/are contract numbers of previous contract(s)?

Acquisition overview:

10. What are we buying: commercial, services or construction, both?

11. Target dollar value?

12. Is a CSE and/or RSCA required (Y/N)? Yes No

13. What is proposed NAICS for this acquisition?

14. What is the proposed and PSC code for this acquisition?

15. Is the PSC code on the ODNI risk list (Y/N)? Yes No

16. Work difficulty; i.e. how hard it is (walking a 30% grade isn't complex, it's HARD)?

17. Work complexity; i.e. many interdependencies, components, systems, etc.?

18. Major elements; i.e. are there major elements of the work such as roads, buildings?

19. What are key deliverables; e.g. report(s), facility?

20. Requirements for compatibility with existing or future systems or programs?

21. Any known cost, schedule, and capability or performance constraints?
22. Planned contract type (FP, FPEPA, FPIF, FPAF, CPIF, CPAF, CPFF, CR, LH, TM)?
23. Contemplate the use of options (Y/N)? <input type="checkbox"/> Yes <input type="checkbox"/> No
24. Do we foresee brand name requirements (Y/N)? <input type="checkbox"/> Yes <input type="checkbox"/> No
25. Do we contemplate any issues with Buy American Act (Y/N)? <input type="checkbox"/> Yes <input type="checkbox"/> No
26. Scope available through GSA Federal Supply Schedules, PSS or OASIS (Y/N)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes which one?
27. What is baseline Army PALT goal for this acquisition, based on \$ and scope?
28. Sealed bid or negotiated procurement?
29. Source selection (Y/N)? <input type="checkbox"/> Yes <input type="checkbox"/> No
30. IFB, LPTA or Tradeoff?
31. If other than IFB, what are proposed evaluation factors?
32. Trade-offs. Discuss expected consequences of trade-offs; i.e. cost for schedule or tech?
33. Real estate matters involved (Y/N)? <input type="checkbox"/> Yes <input type="checkbox"/> No
34. Environmental issues?
35. Cultural resources issues?
36. Site security or sensitivity matters; i.e. working in a SCIF, close to a flight line, etc?
37. Unusual contractor investment; i.e. heavy upfront spend, unbalanced capital needed?
38. GFM, GFE or GFP (Y/N)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes which one(s)?
39. Any planned use of warranties (Y/N)? <input type="checkbox"/> Yes <input type="checkbox"/> No
40. Any access considerations to GFI, or can all be linked/shared on beta.SAM?
41. Will there be one or multiple NTPs?
42. Is there a need for contract incentives?
43. What approval levels are outside the District; e.g. consolidation, acquisition plan, J&As?
44. Will you use LDs for Construction or Services along with LD Subcontracting?
45. Any unique market conditions that will impact; e.g. remote location, high commodity cost?

46. Opportunities for acquisition streamlining; e.g. draft solicitations, pre-sol. conferences?
47. Consolidation or bundling (Y/N)? <input type="checkbox"/> Yes <input type="checkbox"/> No If so which one?
48. Potential for small business participation (Y/N)? <input type="checkbox"/> Yes <input type="checkbox"/> No
49. Competition plan; e.g. sole source, full and open?
50. Anticipate good subcontract competition (Y/N)? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, plans to promote subcontracting competition?
51. Adequacy of the contractor's accounting system an issue (Y/N)? <input type="checkbox"/> Yes <input type="checkbox"/> No
52. Any special clauses, special solicitation provisions, or FAR deviations required (Y/N)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list them?
53. If services, will performance-based acquisition be used (Y/N)? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, rationale?
54. Typical IS tools to support acquisition; e.g. ProjNet, Dr. Checks?
55. What is the general test plan; e.g. by facility, component, dependencies?
56. Any data rights issues (Y/N)? <input type="checkbox"/> Yes <input type="checkbox"/> No
57. If an Architect-Engineer action:
a. Who is AE Selection Authority? Has it been delegated in writing (Y/N)? <input type="checkbox"/> Yes <input type="checkbox"/> No
b. Is team familiar with AE TORN (Y/N)? <input type="checkbox"/> Yes <input type="checkbox"/> No Recommend viewing training @ KnowledgeNow.
c. What are your proposed evaluation factors?
58. If acquiring a new tool:
a. SATOC, MATOC, JOC, BPA, BOA, OTA?
b. What is target \$ capacity and length of tool?
c. Considered >5yrs (Y/N)? <input type="checkbox"/> Yes <input type="checkbox"/> No
d. Is there a Task Order \$ limitation?
e. How many orders anticipated?
f. Was previous tool a SB tool, 8(a), or Set aside (Y/N)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which one?
g. Set pricing at base with a seed/sample, or at TO level?
59. Other Questions