

# DDESS-PR A-76 NEWSLETTER

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DDESS Puerto Rico

## Special Points of Interest:

- *This monthly newsletter is your guide to everything related to A-76 issues at DoDEA-DDESS-PR*
- *Inside you will find the Preliminary Planning Timeline which will keep you up to date on the first phase of the A-76 process*

## INTRODUCTION

Greetings! We are just a little over half way completed with the Preliminary Planning Phase of this competition.

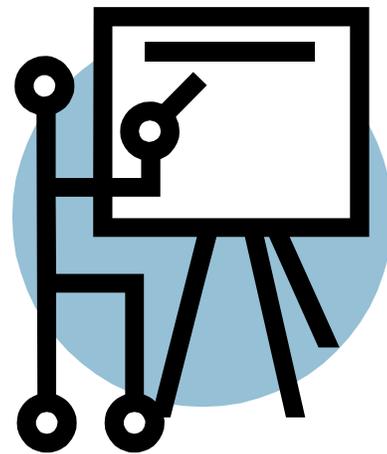
During the month of January, we completed the COMPARE entry for the Baseline Cost Estimate (BCE) and continued drafting the Preliminary Planning report that is due in March 2009.

During the month of February we will be completing the Preliminary Planning report and conducting a complete review. Once the review is complete, the report will be finalized. DoDEA HQ will then determine the status and logistics of the upcoming deadlines for this competition.

Now that we are toward the end of the Preliminary

Planning Phase, it is time to assign roles and responsibilities for the remainder of the competition.

In every competition, it is imperative to ensure that everyone involved understands their assigned roles and responsibilities. A breakdown of these roles and responsibilities is on page 2 of this newsletter.

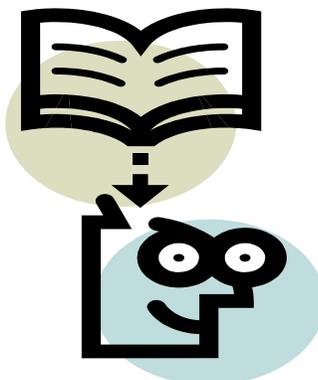


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## HUMAN RESOURCES CORNER

Leo Sanchez has been designated as the Human Resource Representative (Subject Matter Expert (SME)/Point of Contact (POC)) for the Preliminary Planning and Performance Work Statement Phase of the Puerto Rico competition. Mr. Sanchez can be reached at (678) 364-8045.



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# ROLES AND RESPONSIBILITIES

**Agency Tender Official (ATO):** The ATO certifies the Agency Cost Estimate (ACE) by signing the Standard Competition Form (SCF). The ACE is considered the government's cost proposal for the Most Efficient Organization (MEO) and represents the full cost of agency performance of the commercial activity, based on the requirements in the solicitation and the costing policy in Attachment C, OMB Circular A-76. The ATO is responsible for submitting the Agency Tender to the Contracting Officer by the solicitation closing date.

**Agency Tender (AT) Team:** The AT Team is comprised of technical and functional experts responsible for developing the Agency Tender. The AT Team conducts site visits to interview impacted employees and understand the local operating environment to determine the resources necessary to meet the requirements set forth in the solicitation. The AT Team is responsible for developing the Most Efficient Organization (MEO), Agency Cost Estimate, MEO Quality Control Plan and MEO Phase-in Plan.

**Human Resources Advisor (HRA):** The HRA assists the ATO and MEO Team in developing the Agency Tender. The HRA will assist with the development of the ACE by providing annual salaries, wages, night differentials, and premium pay. The HRA is also responsible for classifying position descriptions, including exemptions based on the Fair Labor Standards Act.

**Contracting Officer (CO):** The CO is responsible for ensuring that the ACE was developed in accordance with Attachment C of the Circular, is based on the standard cost factors in effect on the performance decision date, and uses the version of the COMPARE costing software that is in effect on the performance decision date.

**COMPARE Analyst:** The COMPARE Analyst is responsible for compiling cost documentation and entering cost estimates into the COMPARE software to develop the ACE, as required by the Circular.

# QUESTIONS AND ANSWERS

No questions were received during the month of January for inclusion in this issue. If you have any comments, concerns, or questions relating to this A-76 competition, please do not hesitate to call the CSPO Hotline at (703) 588-3227. Information is also available at <http://www.DoDEA.edu>. We encourage you to voice your opinions and ask questions if you are unsure about anything.

## PRELIMINARY PLANNING PHASE

