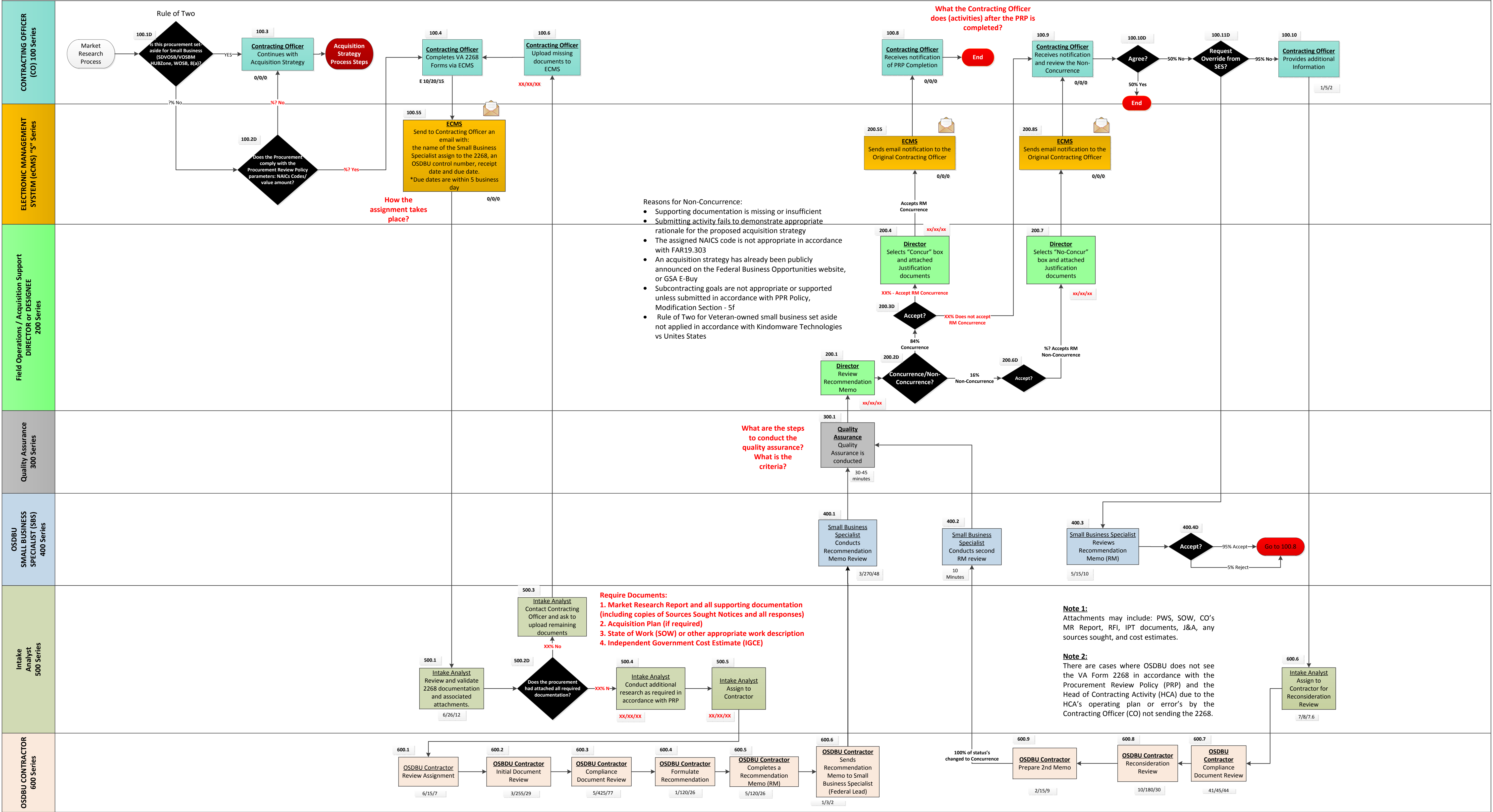


OSDBU Procurement Review Policy – 2268 Business Process Steps



PROCESS STEPS	TASK #	ACTION	ACTOR(S)	PERFORMANCE METRICS		
				Excellent	Acceptable	Unsatisfactory
1	1a	A requirement is established	CO			
2	2a	Conduct market research	CO			
3	3a	Decision: Has a SDVOSB/ VOSB been identified who can fulfill the requirement?	CO			
	3a-y	Yes, go to #4a, then 4a-1	CO			
	3a-n	No, go to #4b	CO			
4	4a	Continue with procurement strategy, go to 4a-1 (end of process)	CO			
	4b	Complete VA 2268 form, uploads to eCMS	CO			
5	5a	Receive VA 2268 form from eCMS	Director/ Designee	same day received	within 2 business days	3 business days
	5b	A control number is given to each 2268 (based on the Julian Calendar)	Director/ Designee	same day received	within 2 business days	3 business days
	5c	VA Form 2268 is assigned to Small Business Specialist (SBS) or Contractor for review.	Director/ Designee	same day received	within 2 business days	3 business days
6	6a	Receives and reviews 2268 with all attachments. Conduct additional research as required in accordance with PRP.	SBS & Contractor	3 business days	5 business days	7 business days
7	7a	Decision: SBS Concur with CO?	SBS & Contractor			
	7a-1	Concur with #7a, go to #8a and #8b	Contractor			
	7a-2	Non-concur with #7a, #7a, go to #8c and #8d	Contractor			
	7b	Decision: Contractor recommends concurrence?	Contractor			
	7b-1	Recommend concurrence	Contractor			
	7c-1	Recommend non-concurrence	Contractor			
	7c	Contractor completes Recommendation Memo (RM)	Contractor	1 business day	2 business days	3 business days
	7d	Send RM to SBS	Contractor			
	7e	Decision: RM Accepted?	SBS	1 business day	2 business days	3 business days
	7e-1	Does not accept RM, go to #7e-2	SBS			
	7e-2	SBS conducts second RM review	SBS	1 business day	2 business days	3 business days
	7e-3	Submit results of RM Review - go to 7e	SBS			
	7f	Accept RM recommendation to concur, go to #8a and #8b	SBS			
	7g	Accept RM recommendation to non-concur, go to #8c and #8d	SBS			
8	8a	Select ‘non-concur’ box on the 2268. Attach justification documents disagreeing with CO’s original decision.	SBS			
	8b	Concurrence to 2268 is received	CO			
	8c	Yes, select non-concurrence on 2268	SBS			
	8d	Non-concurrence to 2268 is received	CO			



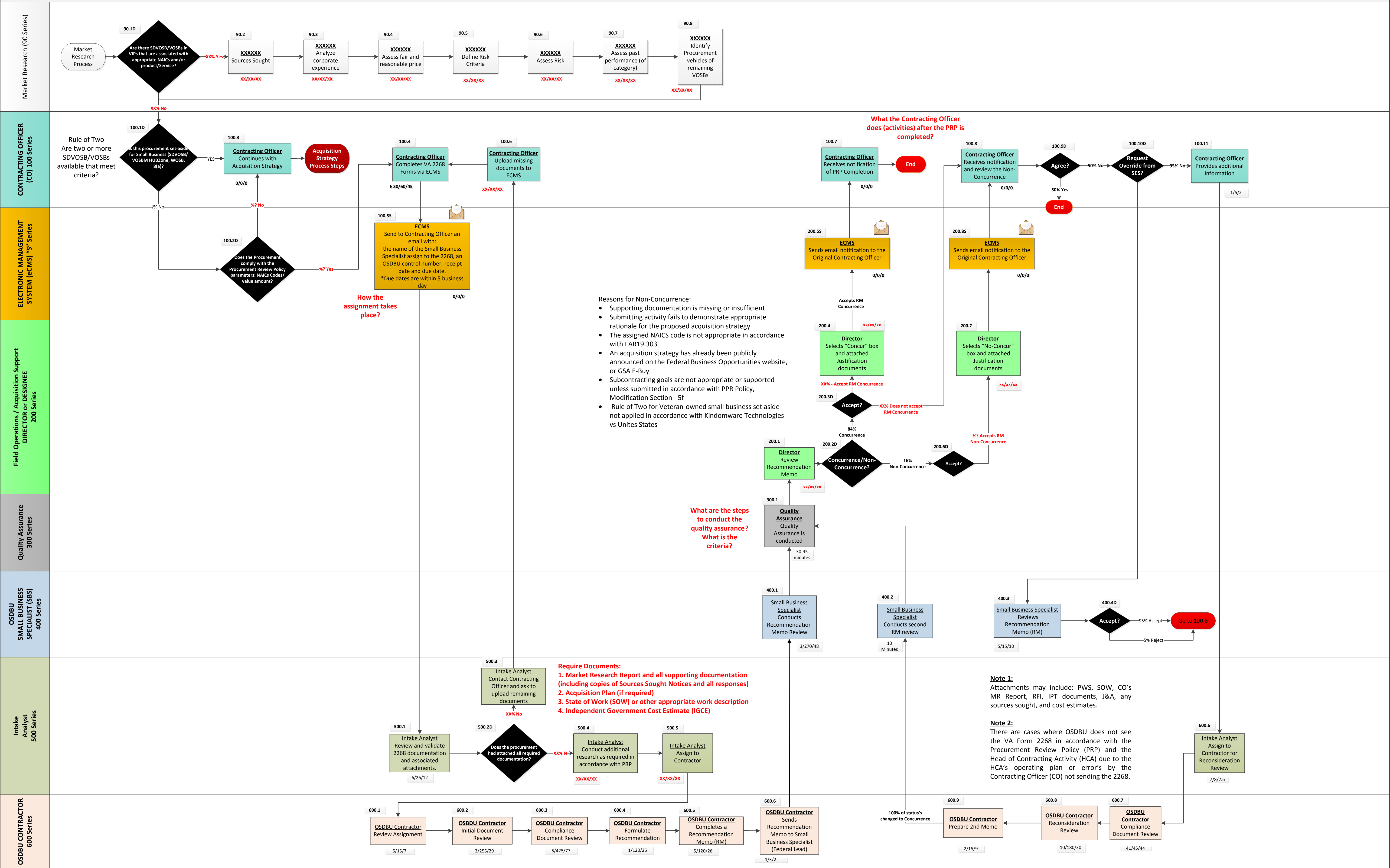
Under what conditions does a 2268 need to be escalated to a SBS for processing?

- Incomplete package (incomplete market research template for Rule of Two inquiry)
- Inadequate market research (what is needed besides the appropriate market research template and the acquisition plan?)
- Failure to follow defined process (if the process is electronically streamlined, this should be a rare event)

2268 Portfolio Manager roles/duties/considerations:

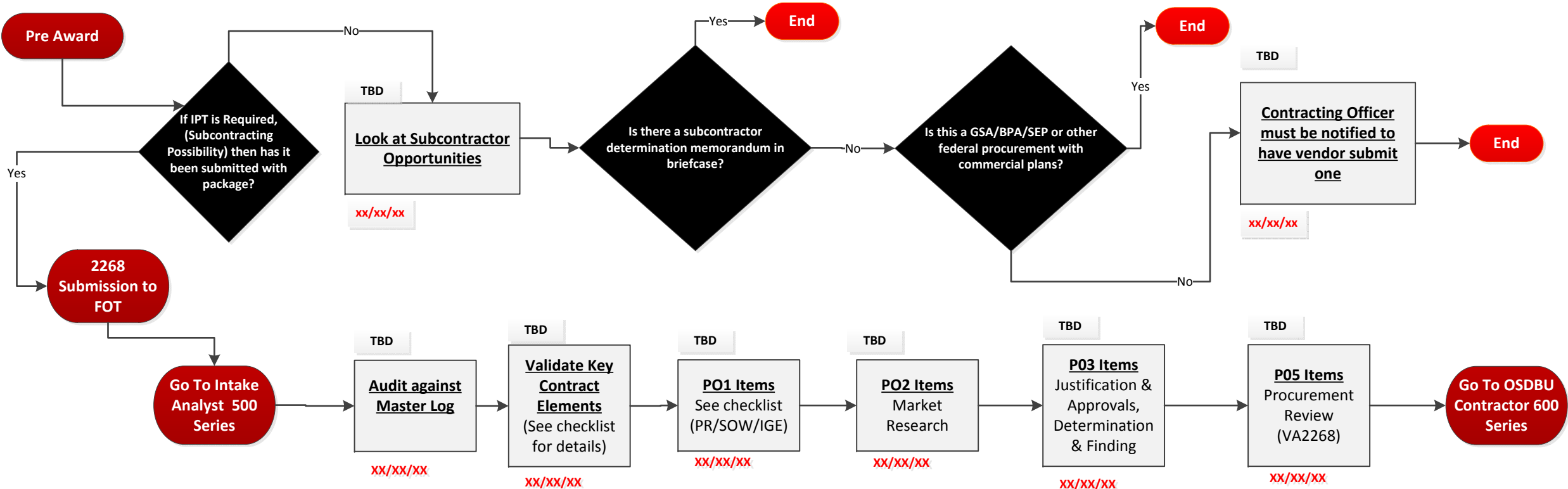
- By what system would the Portfolio Manager know that a 2268 was ready for processing/distribution? Email/VIP/eCMS?
- Receive 2268 form (market research) and acquisition plan as a ‘package’ - create a unique control number
- Could the Portfolio Manager do an initial vetting to make sure that the package is complete prior to disseminating for processing?
- Timings?
-

OSDBU Procurement Review Policy – 2268 Business Process Steps

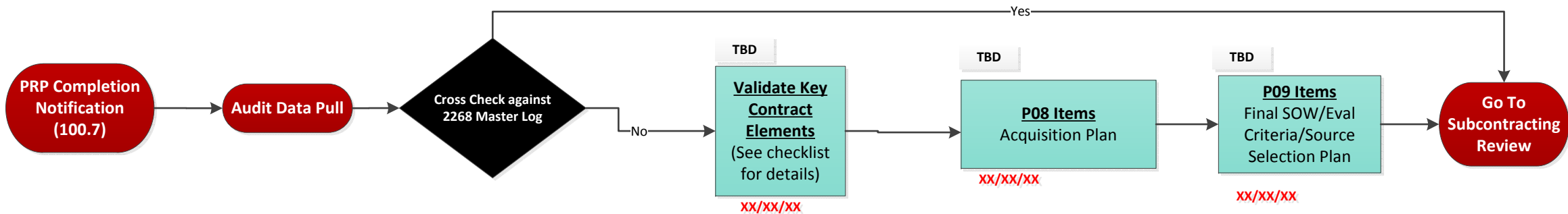


OSDBU AST/FOT – 2268 Pre/Post Review Steps

Pre-Review (Audit) (FOT) xxx Series



Post-Review (Audit) (FOT) xxx Series



Field Operations Subcontracting Review xxx Series

