



Earned Value Management Systems Group (EVMSG) Business Practice 1 EVMS Pre-Award Support

Effective Date: February 27, 2025
DAI Code(s): D1300 – Proposal Assessment Support
Point(s) of Contact: Ms. Betisa Brown, Policy Lead, Betisa.G.Brown.civ@mail.mil
Mr. Erik Berg, Operations Supervisor, Erik.S.Berg.civ@mail.mil
Approved By: Ms. Donna Holden, Director, EVMS Group

Purpose: Defines the process to review contractor proposals to implement a compliant EVM System.

Applicability: This Business Practice (BP) applies to the following functional area: Earned Value Management System (EVMS). All EVMS Functional Specialists must comply with this manual and other related issuances to the maximum extent practicable.

Policy: It is DCMA policy to:

- a. Perform risk-based surveillance in support of Contract Administration Services and in compliance with Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation Supplement (DFARS), and other applicable regulations, supplements, directives and instructions, DCMA instructions and DCMA manuals (DCMA-MANs).
- b. Execute this Business Practice in a safe, efficient, effective, and ethical manner.

Reference(s):

1. **Defense Federal Acquisition Regulation Supplement (DFARS)**
 - a. 252.234-7001: Notice of Earned Value Management System
2. **Electronic Industries Alliance (EIA) 748**
 - a. EVMS Standard 32 Guidelines

Definitions:

1. **Earned Value Management System (EVMS) Plan:** If the offeror proposes to use a system that has not been determined to be in compliance with the requirements in EIA 748, the offeror shall submit a comprehensive plan for compliance with the guidelines in EIA 748.

Roles and Responsibilities:

1. Group Director

- a. Ensures organizational compliance with this BP.
- b. Ensures locally developed training, guidance and tools support execution of this BP.
- c. Ensures the EVMS Group has a process in place to review documentation and provide advice on identified weaknesses to the cognizant Contracting Officer (CO) and other relevant stakeholders.

2. Team Supervisor

- a. Ensures team compliance with this BP.
- b. Assigns responsibilities to the team as outlined in this BP.
- c. Serves as the conduit between the Segment Lead and the Group Director to resolve gaps in policy/manuals/guidance.
- d. Assists and mentors their team with the implementation of this BP.
- e. Provides oversight of the team's effort and coordinates with all EVMS stakeholders in their assigned area of responsibility including but not limited to: the DCMA cognizant Contracting Officer (CO), DCMA Contract Management Office (CMO), the Program Management Office (PMO) and the contractor.
- f. Ensures relevant files are routed through internal document control in accordance with this BP prior to distribution.
- g. Ensures relevant files are retained in the Agency system of record.
- h. Ensures review results are communicated and coordinated with appropriate stakeholders.

3. Segment Lead

- a. Non-supervisory functional leader who ensures segment compliance with this BP.
- b. Plans, schedules, and executes this BP in coordination with the Team Supervisor.
- c. Communicates status with the CO, CMO, PMO, and contractor, as applicable.
- d. Oversees the efforts of the assigned EVMS Specialist(s) in accordance with the process defined in this BP, ensuring resources are properly allocated.
- e. Coordinates with the CO on contractor EVMS business system status.
- f. Ensures that submitted work products are timely, accurate and distributed appropriately.

4. EVMS Specialist

- a. Executes the process defined in this BP, including related direction received from chain of command.
- b. Maintains communications with assigned Segment Lead and ensures submitted work products are timely and accurate.

5. **Contracting Officer** (referred to as “CO” in this issuance). Coordinates with the EVMS Group and appropriate team within the group for review of the contractor’s proposed EVMS plan.

PROCESS:

1. **Overview**: EVMS assessments are conducted in accordance with applicable overarching DCMA surveillance policies as well as the requirements of this business practice and are part of the contract solicitation phase. DCMA EVMS Group support can be requested from any EVMS stakeholders, such as the Government PMO, the cognizant CO, the DCMA CMO, etc. The EVMS pre-award assessment process can be summarized in three phases (plan, conduct, report) as identified below.
2. **Risk Assessment**: Risk is an ongoing and continuous process. All workload acceptance and participation in EVMS review events must be prioritized by an established risk assessment process. See Business Practice 4 for more details on the risk assessment process.

PLAN:

3. **Requirement Notification** - Upon receipt of a request from a CO to review an EVMS Plan, the Team Supervisor works with the CO to determine a schedule to complete the review.
4. **Review Requirements** - The Team Supervisor asks the CO if there are any supplemental requirements for the review in addition to DFARS 252.234-7001 or other Agency equivalent and will determine if any information or assistance to support the review has been provided to the CO by the offeror.
5. **Assign Team Responsibilities** - The Team Supervisor assigns resources and provide the scope and timeline to complete the review.
6. **Non-Disclosures** - It is not uncommon for the CO to require the team to sign non-disclosure agreements (NDAs) as part of the source selection board process. While it is standard practice for COs to request NDAs of the source selection members, DCMA is not required to sign an NDA.

CONDUCT:

7. **Prior Approval** - Prior to proceeding with the EVMS Plan review, the Segment Lead confirms the contractor EVM System does not already have an approved status according to the Agency system of record. If the system is “Approved”, the EVMS plan review is not required, and the Team Supervisor contacts the CO to close out the effort (skip to “Reports” section below).
8. **Level of Assessment** - Depending on the value of the proposal, the EVMS Specialist utilizes the appropriate section in the DCMA EVMS Plan Assessment (Attachment A) as a guide to consistently evaluate each offeror’s plan. Attachment A assists in assessing the risk of the plan’s compliance to the minimum requirements of DFARS

252.234-7001 and provides a subset of questions to identify concerns regarding its viability. Additional questions may be added to address other concerns as necessary.

9. Additional Requirements - If the CO has identified EVMS proposal requirements to the offeror in addition to DFARS 252.234-7001 or other Agency equivalent (e.g., the Integrated Program Management Report (IPMR), EVMS tools, etc.), the EVMS Specialist must verify these requirements are addressed within the offeror's proposal and document concerns as necessary.
10. System Description Evaluation - If the offeror submits an EVM System Description (SD) as part of the proposal, this must also be assessed by the team. The team utilizes Business Practice 2 to assess whether the SD meets the requirements of the EIA 748 Standard. Any SD concerns will be documented and included as part of the memorandum to the CO.

REPORT:

11. Memorandum for Record - The EVMS Specialist must complete a Memorandum for Record (MFR); there are different templates for proposals greater than \$100M (Attachment B) and for proposals between \$20M-\$100M (Attachment C). The sections in the MFR summarize the findings/notes recorded in the assessment (Attachment A). The MFR summarizes the offeror's compliance with DFARS 252.234-7001 or NFARS 1852.234-1 criteria (NASA) and any additional EVMS proposal requirements. The MFR also communicates any concerns identified regarding the EVMS Plan's viability, and the offeror's response to any additional EVMS proposal requirements as well as potential risk areas.
12. Submit Report - The DCMA EVMS Plan Assessment (Attachment A) and MFR (Attachment B or C) will be submitted to the Segment Lead for review; upon completion of the Segment Lead's review, the assessment and MFR are submitted to the Team Supervisor for approval. The Team Supervisor must then submit the MFR to the Group Director for concurrence. Once the Group Director has concurred with the assessment and the appropriate MFR has been routed thru EVMS Group internal document control, the Team Supervisor must digitally sign the MFR and submit the package to the CO.

NOTE – In compliance with DCMA manual 3101-04, communications containing reports or other deliverables that are sent outside of the agency must contain a statement and link to the DCMA Customer Satisfaction Survey (i.e., "We greatly appreciate your feedback to help us better support your needs, please complete a brief survey at: <https://www.dcma.mil/Customers/CustomerSatisfaction-Survey/>").

13. Document Naming Convention – All documents requiring archival shall use the naming convention CAGEDocTypeDAYMONYYYY.
14. Classification Markings – The author of any document(s)/attachments(s) related to this BP shall ensure appropriate classification IAW applicable laws, regulations, and

Government-wide policies, and the safeguarding and protection requirements for each.

15. Documentation Control and Archival - The following documents must be routed through EVMS Group internal document control so they can be assigned a document control number prior to distribution outside of the EVMS Group:
 - a Attachment B: EVMS Plan MFR for Contracts \$100M or Greater
 - b Attachment C: EVMS Plan MFR for Contracts \$20M - \$100M

Once digitally signed by the Team Supervisor, Attachments B and C of this business practice must be archived within the Agency system of record.

Potential input, updates, edits, etc. to this BP may be considered during the annual re-assessment activity. Submissions for BP update consideration should be sent to dcma.gregg-adams.candp-cmd.mbx.pc-e-evms-team@mail.mil

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Attachments:

- A. DCMA EVMS Plan Assessment
- B. Template - EVMS Plan MFR for Contracts \$100M or Greater
- C. Template - EVMS Plan MFR for Contracts \$20M - \$100M

Ms. Donna Holden
Director, EVMS Group
Cost and Pricing Command
Defense Contract Management Agency