

	Acquisition Post-Award	
	<b>End-to-End Business Process: Acquisition</b>	
	<b>Business Scenario(s) Covered: Contract Administration/Management Plan; Performance Management; Contract Closeout</b>	
•	•	•
	<b>Business Actor(s):</b>	
	Program Office, Procurement Office, Vendor, Finance Office	
	<b>Synopsis</b>	
	<p>The Procurement Office and Contracting Officer's Representative (COR) or Program Office reviews their roles and responsibilities in the administration of the contract. The Procurement Office maintains awareness of the vendor's registration status in the System for Award Management. Contractor performance, including but not limited to, performance milestones, deliverables, schedules, quality assurance surveillance plans, service level agreements, small business subcontracting, etc. is monitored and performance is documented by the COR or Program Office to achieve the agency's mission objectives. The COR or Program Office provides regular reports on contractor performance to the Procurement Office, conduct and document an annual or mid-course past performance evaluation, quality assurance plan review, or award fee assessment of the contractor.</p> <p>The Procurement Office uses performances information to determine award\incentive fees, market analysis to make economic price adjustments, or other circumstances to process equitable adjustments, if applicable. The Procurement Office reviews requests for and processes contract modifications as well as reporting those actions to required central systems. Contract modifications may require funds obligation\deobligation and\or engagement from stakeholders outside the program and procurement offices, such as finance. The COR or Program Office reviews and accepts contract deliverables and reviews invoices, recommending approval as appropriate. The Program and/or Procurement Office approve invoices for payment by the finance office.</p> <p>At contract expiration the Procurement Office with the Program Office review all required deliverables to verify receipt and acceptance, verify that a final invoice has been approved and paid, government property appropriately dealt with, and take steps to begin contract closeout. Any claims or releases have been dealt with by the Procurement Office. The Procurement Office closes out the contract and retains records in accordance with FAR and NARA requirements. If a contractor submits a claim after contract closeout, comply with respective acquisition regulations.</p>	
	<b>Assumptions and Dependencies</b>	

	<div>1. There are real-time and automated interfaces and data interoperability within and among agency and Federal-wide solutions for contractor performance management, vendor payment, and contracting actions.</div> <div>2. All predecessor events required to trigger the Initiating Event have been completed.</div> <div>3. The estimated cost for the contract is above the simplified acquisition threshold amount and is not a BPA, BOA, FAR 13.5 or FAR 12 procedure.</div>				
	Initiating Event	Post Award			
Post award Typical Flow of Events					
#	ACQ-Procurement Office Event	ACQ-Program Office Event	Non-ACQ Event	Input(s)	Output(s) / Outcome(s)

1	ACQ.050.030 Calculate and provide contract liability accrual estimate for vendor unbilled charges identified in progress report	<ul style="list-style-type: none"> <li>a. Receive and evaluate vendor progress report with performance and financial information and document the file.</li> <li>b. Compare performance and financial information with executed contract and document results</li> <li>c. Determine and document acceptance of vendor progress report</li> </ul>		<ul style="list-style-type: none"> <li>• Vendor progress report with performance and financial information</li> <li>• Executed contract</li> </ul>	<ul style="list-style-type: none"> <li>• Documented acceptance of vendor progress report</li> <li>• Contract liability accrual estimate for vendor unbilled charges identified in progress report</li> </ul>
2			Receive and process contract liability accrual estimate for vendor unbilled charges identified in progress report (FFM.090.030 Accrual and Liability Processing)	<ul style="list-style-type: none"> <li>• Contract liability accrual estimate for vendor unbilled charges identified in progress report</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate liability accrual entries created within core finance system with reference to source information</li> </ul>
3	ACQ.050.030 d. Receive vendor invoice information into an OMB-approved electronic invoicing solution e. Notify Program Office of receipt of vendor invoice submission			<ul style="list-style-type: none"> <li>• Vendor invoice information</li> </ul>	<ul style="list-style-type: none"> <li>• Notification of vendor invoice submission</li> </ul>

4		<ul style="list-style-type: none"> <li>f. Receive notification of vendor invoice submission</li> <li>g. Retrieve and evaluate vendor invoice and record results</li> <li>h. Evaluate vendor invoice against executed contract and vendor progress report with performance and financial information</li> <li>i. Identify and document unallowable costs from vendor invoice</li> <li>j. Reject vendor invoice in OMB-approved electronic invoicing solution</li> <li>k. Notify Procurement Office of unallowable costs on invoice</li> </ul>		<ul style="list-style-type: none"> <li>• Notification of vendor invoice submission Vendor invoice</li> <li>• Executed contract</li> <li>• Vendor progress report with performance and financial information</li> </ul>	<ul style="list-style-type: none"> <li>• Documented unallowable costs on invoice</li> <li>• Rejected vendor invoice</li> <li>• Notification of unallowable costs on invoice</li> </ul>
5	ACQ.050.030 l. Receive notification from Program Office of unallowable costs on invoice m. Notify vendor of the unallowable cost and request a revised invoice			<ul style="list-style-type: none"> <li>• Rejected vendor invoice</li> <li>• Notification of unallowable costs on invoice</li> </ul>	<ul style="list-style-type: none"> <li>• Notification to vendor of the unallowable cost, including request for a revised invoice</li> </ul>
6	ACQ.050.030 n. Receive revised vendor invoice without unallowable costs into an OMB-approved electronic invoicing solution o. Notify Program Office of receipt of revised vendor invoice submission			<ul style="list-style-type: none"> <li>• Revised vendor invoice without unallowable costs</li> </ul>	<ul style="list-style-type: none"> <li>• Notification of revised vendor invoice submission</li> </ul>

7		<p>p. Receive notification of revised vendor invoice submission</p> <p>q. Retrieve and evaluate revised vendor invoice and record results</p> <p>r. Evaluate revised vendor invoice against executed contract and vendor progress report with performance and financial information and record results</p> <p>s. Accept revised vendor invoice in OMB-approved electronic invoicing solution and notify Procurement Office</p>		<ul style="list-style-type: none"> <li>• Notification of revised vendor invoice submission</li> <li>• Revised vendor invoice</li> <li>• Executed contract</li> <li>• Vendor progress report with performance and financial information</li> </ul>	<ul style="list-style-type: none"> <li>• Accepted revised vendor invoice</li> <li>• Notification of revised vendor invoice acceptance</li> </ul>
8	<p>ACQ.050.030</p> <p>t. Receive notification of revised vendor invoice acceptance</p> <p>u. Determine that early payment discount based on discount period would be advantageous to government</p> <p>v. Determine and provide discount payment date and discounted payment amount for invoice in OMB-approved electronic invoicing solution</p>			<ul style="list-style-type: none"> <li>• Notification of revised vendor invoice acceptance</li> <li>• Accepted revised vendor invoice</li> <li>• Executed contract</li> <li>• Discount period and rate</li> </ul>	<ul style="list-style-type: none"> <li>• Discount period</li> <li>• Discounted payment amount for invoice and discount payment date</li> </ul>

9			<p>w. Retrieve accepted revised vendor invoice with discount payment date and discounted payment amount from OMB-approved electronic invoicing solution</p> <p>x. Create payable and reverse liability accrual (FFM.030.070 Payment Processing - Commercial Payments)</p>	<ul style="list-style-type: none"> <li>Accepted revised vendor invoice</li> <li>Discount period</li> <li>Discounted payment amount for invoice and discount payment date</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate payable entries created with reference to source information</li> <li>Appropriate liability accrual reversal entries created with reference to source information</li> </ul>
10	ACQ.050.030 Request funds availability check for payment			<ul style="list-style-type: none"> <li>Accepted revised vendor invoice</li> <li>Discounted payment amount for invoice and discount payment date</li> </ul>	<ul style="list-style-type: none"> <li>Request for funds availability check for payment</li> </ul>
11			<p>y. Receive and process request for funds availability check for payment</p> <p>z. Provide response to funds availability check for payment (FFM.010.020 Fund Allocation and Control)</p>	<ul style="list-style-type: none"> <li>Request for funds availability check for payment</li> </ul>	<ul style="list-style-type: none"> <li>Response to funds availability check for payment</li> </ul>

12	ACQ.050.030 aa. Receive response to funds availability check for payment bb. Approve revised vendor invoice cc. Submit disbursement request for payment			<ul style="list-style-type: none"> <li>• Response to funds availability check for payment</li> <li>• Accepted revised vendor invoice</li> <li>• Discounted payment amount for invoice and discount payment date</li> </ul>	<ul style="list-style-type: none"> <li>• Approved revised invoice</li> <li>• Disbursement request for payment</li> </ul>
13			Receive and process disbursement request for payment (FFM.030.070 Payment Processing – Commercial Payments)	<ul style="list-style-type: none"> <li>• Disbursement request for payment</li> </ul>	<ul style="list-style-type: none"> <li>• Disbursement to vendor</li> </ul>
14	ACQ.050.030 dd. Identify and document upcoming expiration ee. Notify Program Office of upcoming expiration contract requesting input on exercising option year			<ul style="list-style-type: none"> <li>• Executed contract and supporting modification (if any) documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Notification of upcoming expiration of technical support services contract requesting input on exercising option year</li> </ul>

15		ff. Receive notification of upcoming expiration contract requesting input on exercising option year gg. Evaluate vendor progress reports with performance information and record results that no issues are found hh. Provide request to Procurement Office to exercise option year for multiple or multi-year contract with confirmation of continued need contract		<ul style="list-style-type: none"> <li>Notification of upcoming expiration requesting input on exercising option year</li> <li>Vendor progress reports with performance and financial information</li> </ul>	<ul style="list-style-type: none"> <li>Request to exercise option year for multiple or multi-year contract with confirmation of continued need for contract</li> </ul>
16	ACQ.050.030 ii. Receive and document request to exercise option year for multiple or multi-year contract with confirmation of continued need for contract. jj. Evaluate costs of exercising option year against estimated costs of competing another contract and record results kk. Determine and document decision to exercise option year as most advantageous to the government ll. Notify vendor of intent to exercise option year			<ul style="list-style-type: none"> <li>Request to exercise option year for multiple or multi-year contract with confirmation of continued need</li> </ul>	<ul style="list-style-type: none"> <li>Documented decision information on exercising option year as most advantageous to the government</li> <li>Notification to vendor of intent to exercise option year</li> </ul>



17	ACQ.050.030 mm. Develop and document contract modification nn. Request funds availability check for contract modification obligation			<ul style="list-style-type: none"> <li>Executed contract</li> </ul>	<ul style="list-style-type: none"> <li>Contract modification</li> <li>Request for funds availability check for contract modification obligation</li> </ul>
18			oo. Receive and process request for funds availability check for contract modification obligation pp. Provide response to funds availability check for contract modification obligation (FFM.010.020 Funds Allocation and Control)	<ul style="list-style-type: none"> <li>Request for funds availability check for contract modification obligation</li> </ul>	<ul style="list-style-type: none"> <li>Response to funds availability check for contract modification obligation</li> </ul>
19	ACQ.050.030 a. Receive response to funds availability check for contract modification obligation b. Request funds obligation for contract modification			<ul style="list-style-type: none"> <li>Response to funds availability check for obligation</li> </ul>	<ul style="list-style-type: none"> <li>Request for funds obligation for contract modification</li> </ul>
20			qq. Receive request for funds obligation for contract modification rr. Obligate funds for contract modification (FFM.030.020 Obligation Management)	<ul style="list-style-type: none"> <li>Request for funds obligation for contract modification</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate funds obligation entries created with reference to source information</li> </ul>

21	ACQ.050.030 Issue contract modification for option year to vendor			• Contract modification for option year	• Contract modification for option year
22	ACQ.050.030 Maintain awareness of contractor SAM registration status.			•	•
23	ACQ.050.030 Check FSRS information, if applicable, quarterly			•	•
24	ACQ.050.030 Perform re-representation tasks if applicable			•	•
25	ACQ.050.030 Create and execute modifications			•	•
26	ACQ.050.030 Report modifications to central system			•	•
27	ACQ.050.040 Closeout Contract and retain records in accordance with the FAR.			•	•
28	ACQ.050.040 Report contract as closed			•	•