

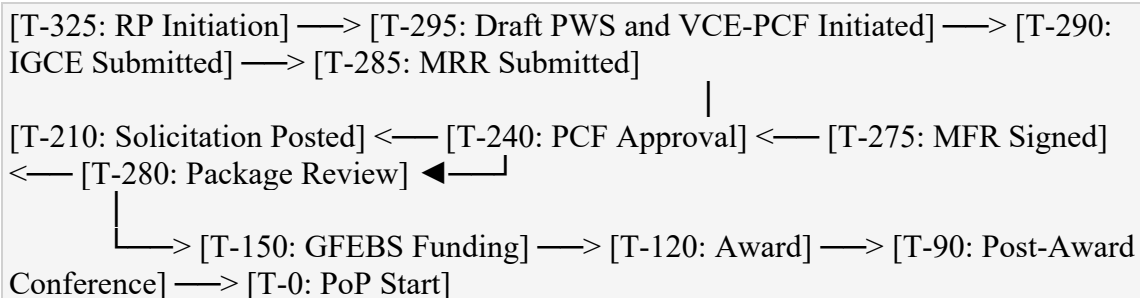
**Attachment A: Standard Operating Procedure (SOP):
MQS2-NG Requirements Package (RP)**

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DHA MQS2-NG SharePoint: [Medical Q-Coded Support and Services- Next Generation](#)

Integrated Requirements Package (RP) Timeline

With the DSCAR step replaced by a direct, locally signed MFR, pre-award milestones remain highly streamlined while retaining essential checks. The following timeline outlines the required sequence in calendar days before the Period of Performance (PoP) start date (T-0):



Pre-Award Milestones

- **T-325 Days (RP Initiation):** The Requiring Activity (RA) initiates planning. Review the current contract, historical fill rates, performance metrics, unliquidated obligations (ULOs), and invoice trends. Establish communication between contracting, budget, and finance.
- **T-295 Days (Performance Work Statement (PWS) due and Virtual Contracting Enterprise - Paperless Contract Files (VCE-PCF) Initiated):** A complete draft PWS, with a defined Credentialing and Security Process as an attachment, must be submitted to Contracting for review. Post a draft notice on Symphony to allow early industry feedback. Requirement owner initiates the VCE-PCF.
- **T-290 Days (IGCE Submitted):** Submit the signed Independent Government Cost Estimate (IGCE) to Contracting. It must contain all anticipated options (including FAR* 52.217-8).
- **T-285 Days (Market Research Report submitted):** Submit the initial Market Research Report (MRR) to the Contracting Office. Include public posting feedback if applicable.

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- **T-280 Days (PR and Document Review):** The requirements owner conducts a final review of the integrated package, corrects any discrepancies, and coordinates with budget and finance to confirm support.
- **T-275 Days (MFR Signed and Submitted):** A Memorandum for Record (MFR) signed by the Requirements Official is executed, formally verifying that the requirement is approved and is a non-inherently governmental function, funding is available, and a detailed schedule if using incremental funding. This MFR replaces the legacy DSCAR routing process and is uploaded directly into VCE-PCF.
- **T-240 Days (RP Approved in VCE-PCF):** The complete requirements package, now supported by the signed T-275 MFR, is formally finalized and approved in the VCE-PCF. The TOCO establishes formal acquisition milestone dates.
- **T-210 Days (Solicitation Posted):** The Task Order Proposal Request (TOPR) is released to the designated vendor pool on Symphony.
- **T-150 Days (Contract Funding Verification):** Subject to availability (SAF) of funds Purchase Request (PR) routed through GFEBS, as detailed in the Funding MFR.
- **T-120 Days (Award Date):** The award decision is posted in Symphony. This 120-day buffer before PoP start is critical for mitigating potential protests and completing security, credentialing, and MTF access procedures.
- **T-90 Days (Post-Award Conference):** Conduct the Post-Award Conference (PAC) within 30 days of award to ensure mutual understanding of contract enforcement, terms, and the new May 2026 performance metrics.
- **T-30 Days (Final PR):** Final Purchase Request sent via GFEBS to TOCO.KO will provide final amounts per CLIN required
- **T-0 Days (Period of Performance Starts):** Contractor personnel commence clinical performance on-site.

Step-by-Step Acquisition Procedures

1: Acquisition Planning Considerations (T-325 to T-280)

- **Scope Determination:** Focus scope decisions at the **Network or Military Treatment Facility (MTF) level** rather than individual clinics. Utilize the MQS2-NG labor segments (Physician, Dental, Ancillary, Nursing, and Medical Support Services) as the baseline. If an active order covers a labor segment, prioritize modifying it to add labor categories or increase quantities before soliciting a new task order. Coordinate with the TOCO to ensure an increase is within scope of the existing order.
- **Personal vs. Non-Personal Services:** Personal services contracts for healthcare are authorized under 10 U.S.C. 1091. If personal services are utilized, a written

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determination must be executed and approved by the MTF Director. Typically, Medical Support Service labor categories must be acquired as non-personal services.

- **Market Research and Small Business Coordination:** Utilize the Symphony portal for RFIs. Prepare the Small Business Coordination Record (DD Form 2579). A blanket DD Form 2579 is available on the MQS2-NG SharePoint for the Small Business pool; a new DD Form 2579 is required for unrestricted solicitations. A new form is not required for a Small Business set aside. A new form is required for further Small Business set asides and the unrestricted vendor pools.

2: Requirements and Solicitation Development (T-295 to T-240)

- **TORP Package Requirements:** The RA must submit a complete Task Order Requirements Package (TORP) to the OA. An incomplete package will be rejected. The package must contain:
 1. Performance Work Statement (PWS) or Statement of Objectives (SOO) using official templates.
 2. Signed Independent Government Cost Estimate (IGCE).
 3. Market Research Report (MRR).
 4. DD Form 2579 (completed by the OA).
 5. Draft Quality Assurance Surveillance Plan (QASP).
 6. COR Nomination.
 7. Funding Documents / Purchase Request (PR).
 8. Justification for Personal Services (if applicable).
 9. **Signed Memorandum for Record (MFR) confirming requirement approval and funding availability and detailed schedule if using incremental funding (T-275 milestone).**
- **Develop PWS (Due T-295):** Use the official PWS template without altering the numbering. Explicitly include requirements for place-of-performance security, credentialing, and the mandatory May 2026 performance metrics.
- **Develop IGCE (Due T-290):** The estimate must be independently derived. **The use of a vendor's proposal or quote as the basis for the IGCE is strictly prohibited.** It must match expected CLIN structures and include any anticipated FAR 52.217-8 option periods.

3: Solicitation Issuance (T-210)

- **Symphony Portal Access:** All OAs must operate within the Symphony Ordering Portal at <https://dha-ems.symphonyps.com>. RAs do not require Symphony accounts; the OA will post solicitations, compile proposals, and distribute results.

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- **Creating the TOPR:** Complete all fields (Title, POC, Contract Type, Fair Opportunity designation, and AOR). Attach the complete, approved TORP documents and submit for release by the TOCO.

4: Proposal Evaluation (T-120)

- **Best Value Source Selection:** The TOCO evaluates proposals strictly in accordance with the criteria stated in the TOPR. Awards must represent the best value to the government.
- **Prohibition of LPTA:** In accordance with 10 U.S.C. 1073a, a Lowest Price Technically Acceptable (LPTA) approach is **strictly prohibited** for task orders under the MQS2-NG contract.
- **Evaluation Factors:** At a minimum, solicitations must evaluate **Past Performance** (utilizing all available MQS2-NG performance reports) and **Price** (verified for fair and reasonableness).
- **Evaluation Procedures:** The TOCO may use streamlined procedures and is not required to have evaluation plans, score offeror responses, or establish a competitive range before communicating with interested parties or soliciting revised responses to the solicitation. FAR 16.507-2: Award (T-120 to T-90)
- **Reporting & Notifications:** Upon final selection, the TOCO executes the award, reports the task order in Symphony (triggering automated notifications to all offerors), and officially appoints the COR in the PIEE JAM module.
- **Debriefings:** For task orders exceeding \$7.5 million, unsuccessful offerors must be notified and provided a post-award debriefing upon request in accordance with FAR 16.507-5(c).
- **Post-Award Conference (PAC):** Complete the PAC within 30 days of award (by T-90). Ensure the contractor understands clinical performance standards, credentialing milestones, and the monthly reporting schedule.

6: Task Order Administration & Closeout

- **Contractor Surveillance:** The COR actively monitors performance against the QASP, with heightened focus on the May 2026 quality metrics.
- **May 2026 Quality Metric Enforcement:** Ensure contractors submit the mandatory monthly performance reports by the **15th of each month**. Document any failures to meet the targeted FTE Fill Rate % or Quantity Success Rate % in the contract file.
- **Performance Reporting:** Enter past performance evaluations into the Contractor Performance Assessment Reporting System (CPARS) annually for all task orders exceeding the simplified acquisition threshold.

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- **Task Order Closeout:** Upon completion, the TOCO verifies all terms have been met, establishes the final contract price at the amount actually paid, de-obligates excess funds, and obtains a formal release of claims from the contractor.

7: Monitoring and Schedule Compliance

The MQS2-NG Program Manager will monitor schedule compliance quarterly starting for contracts awarded after 1 July 2027. Data will be presented quarterly at the monthly Network Director calls.

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Role-Based Quick Sheets

Quick Sheet A: Budget Analyst Milestones

Focus Area: Timeline compliance, funding precision, and IGCE audit readiness.

- **T-325 Days (Prior Year Audit):** Analyze the expiring contract file. Review outstanding invoices, unliquidated obligations (ULOs), and prior billings to clear old obligations before initiating the new package.
- **T-290 Days (IGE Verification):** Review the IGCE for compliance:
 - Check that it is independently derived using historical rates or market calculations.
 - Ensure it is formally signed by the requirements owner.
 - Verify that all option periods, including FAR 52.217-8, are priced.
 - **Critical Check:** Ensure no contractor quotes were used to build the estimate.
- **T-275 Days (MFR Execution Verification):** Confirm with the Requirements Owner that the Memorandum for Record (MFR) confirming requirement approval, and funding availability, and a detailed schedule if using incremental funding is fully executed and uploaded into the requirements folder.
- **T-150 Days (GFEBS Submission):** Route SAF funding PR in GFEBS to the Contracting Office:
 - Verify that PR lines in GFEBS perfectly mirror the TOCO's CLIN structure.
 - Ensure incremental funding values and precise "funding through" dates are clearly identified.
- **BPA Implementation:** For repetitive and recurring staffing needs, where time may be of the essence, coordinate with the TOCO to set up Blanket Purchase Agreements (BPAs). This allows for streamlined, recurring funding obligations and reduces the need for frequent, minor modifications.

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Quick Sheet B: Contracting Officer / TOCO Milestones

Focus Area: Procurement integrity, portal execution, policy compliance, and quality enforcement.

- **TORP Package Quality Gate (T-240):** Enforce strict completeness reviews. Do not accept incomplete requirements packages in VCE-PCF. Ensure all documents are finalized and signed. **Verify the presence of the signed T-275 MFR confirming requirement approval and funding availability.**
- **Symphony Portal Compliance:** Ensure all contract specialists register and execute solicitations exclusively through the Symphony portal.
- **Source Selection Enforcement:**
 - Ensure LPTA is never utilized.
 - Evaluate past performance at the task order level on every competitive action.
 - Report award details in Symphony immediately upon task order signature.
- **May 2026 PWS Metric Oversight:** Ensure CORs are nominated in PIEE JAM immediately upon award. Confirm that CORs are actively collecting and verifying the contractor's monthly **FTE Fill Rate %** and **Quantity Success Rate %** data, which must be submitted by the **15th of each month.**

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Director, Contracting Activity

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