

Millennium Challenge Corporation

Contracts and Grants Management (CGM) Division Quality Review Board - Charter

Process and Procedure for Conduct of CGM Quality Review
Board (QRB) Reviews

January 2012

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CGM QUALITY REVIEW BOARD (QRB) CHARTER

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I. PURPOSE/BACKGROUND

In accordance with the Millennium Challenge Corporation's Contract and Grants Management Division 2011 Strategic Plan, the 2011 Customer Satisfaction Survey Action Plan, and FY 2012 revisions to the MCC Contracts Operating Manual, CGM has determined that a Quality Review Board (QRB) is necessary to ensure continuous quality improvement in CGM operations, inclusive of contract files, file content, data entry, etc. Initially, ~~t~~The Quality Review Board will focus on documenting and improving the quality of agency data as reported to the Integrated Acquisition Environment (IAE), including FPDS-NG, as well as the content, structure and quality of file documentation as captured in CGM's contract files.

II. EFFECTIVE DATE

This charter is effective on the date it is signed into effect by the Contracts and Grants Division Management Division's Managing Director, acting as Senior Procurement Executive (SPE).

III. CHARTER

The QRB is hereby established as a body with the authority vested in it by the ~~Senior Procurement Executive~~, on behalf of the ~~CGM contracts~~ Division, to conduct periodic reviews (preferably quarterly, semi-annually at a minimum) of a random sample of MCC official contract files for the purpose stated herein. In addition to the authority outlined in section XIII below, as specific focus is ascertained for each QRB session held, this charter may be amended to address specific scope, objectives, duration and timeframes, evaluation product/ output of the process.

IV. SCOPE

The QRB will conduct periodic reviews (preferably quarterly, semi-annually at a minimum) of MCC's official contract files. The scope of the reviews shall focus on procurement data quality as defined in the May 31, 2011 OMB memorandum entitled "Improving Federal Procurement Data Quality - Guidance for Annual Verification and Validation," ("the OMB Memorandum") as well as file documentation in terms of completeness, quality, and accuracy based on the format and requirements of the MCC Contract Folder Structure Checklist.

V. OBJECTIVES/INTENT OF BOARD

The intent of the reviews of contract files is to ensure compliance with the policies and procedures of the Federal Acquisition Regulation (FAR), specifically FAR 4.604, and to assess the quality of procurement data as entered into FPDS-NG as well as file documentation in general. The contracts chosen, as well as the result of the reviews are all to remain anonymous to all but the membership of the QRB. The QRB will produce a formal report annually in compliance with the OMB Memorandum and FAR 4.604 as well as additional reports with the intent of identifying issues to be addressed, conveying lessons learned and disseminating a standard for the contracting workforce to follow. Specific attention will be focused on the 25 data elements as identified in the OMB memorandum, as described in Appendix 1 – Primary FPDS Data Elements. The results of the reviews will not be cause for punitive measures, but will instead be focused on improving CGM practices and policies.

VI. SCHEDULE, TIMING AND DURATION OF REVIEWS

Contract reviews will be held during January of each calendar year in order to meet the requirements of the annual OMB Memorandum and FAR 4.604, and either semi-annually or quarterly in addition. Contracts will be selected via a 20% random sample of awarded contracts during the period selected for review, with the sample to be stratified in accordance with types of contract actions (i.e. Definitive Contract actions, Indefinite Delivery Vehicle actions, Blanket Purchase Agreement actions, and/or GSA FSS contract actions).

VII. QUALITY REVIEW BOARD MEMBERSHIP

The QRB membership will consist of the following individuals:

Chairperson - Senior Director (Managing Director or Deputy Managing Director)
Procurement Analyst
Senior Contracting Officer/Team Lead
Contract Specialist(s)

Membership is established by a combination of interest and proven competence in the subject matter. Membership may contain MCC support contractors, but MCC direct-hire federal employees must make up at least a majority of the membership.

VIII. ROLES & RESPONSIBILITIES

List of Permanent Members of the ~~Quality Review Board~~:

Chairperson - Senior Director:

Overall responsibility to ensure the schedule for review is established, the contracts are randomly selected, and that the appropriate people are notified in advance. In addition, he or she shall be responsible for ensuring all members are aware of their roles and responsibilities, responsible for initiating and chairing the monthly reviews, ensuring that reviews are completed within the allotted time and for making decisions concerning issues of scope. For each review conducted he or she shall summarize the findings of each of the members during their review into report to be provided to OMB and further reports as necessary. Finally, he/she will resolve any conflict of interest issues involving members of the QRB.

Procurement Analyst:

Responsible for setting aside the necessary time to conduct the reviews. In addition, he or she shall be responsible for providing individual notes and feedback derived from his/her review of documentation and for drafting a report of the consolidated lessons learned entries. The board will look to the Procurement Analyst to bring an outside, acquisition/procurement policy perspective to the review of procurement data, contract files and business decisions. Finally, he or she shall be responsible for facilitating the Chairperson's efforts to processing changes through issuance of MCC Acquisition Instructions or revisions to the MCC Contracts Operating Manual (COM).

Senior Contracting Officer/Team Lead:

Responsible for setting aside the necessary time to conduct the monthly reviews. In addition, he or she shall be responsible for providing individual notes and feedback derived from his/her review of documentation and for reviewing draft reports issued by the QRB. Finally, he or she shall be responsible for bringing a seasoned Contracts Management perspective to the review of procurement data, contract files and business decisions.

Contract Specialist(s):

Responsible for setting aside the necessary time to conduct the monthly reviews. In addition, he or she shall be responsible for providing individual notes and feedback derived from his/her review of documentation and for reviewing a draft report of the consolidated monthly lessons learned entries. Finally, he or she shall be responsible for bringing a Contract Specialist's perspective to the review of procurement data, contract files and business decisions.

X. PROCESS**Contract Selection:**

The QRB will review a stratified sample of 20% of contract actions awarded during the period selected for review, be it a year or quarter(s). A list of contract actions awarded during the period will be compiled; then divided into classes of major contract actions; then a sample selected utilizing the sampling function of Microsoft Excel. The QRB may adjust the selected list for review based upon factors such as reportability to FPDS, or contract value, but such adjustments will be noted in any report prepared by the QRB.

Notification:

Prior to all QRB reviews, a memorandum (e-mail is acceptable) will be circulated to the entirety of the Contracts and Grants Management Division (CGM) of MCC containing a list of the randomly selected contract(s) and informing all staff of the impending review. The memorandum will be distributed at least 1 week in advance of the scheduled review. This advance notice is to provide the cognizant CO the time necessary to make arrangements to have a complete copy of the file physically moved to the location where the board will convene and review the hard copy of the contract(s).

Review procedures:

The QRB will review procurement data for each contract action as entered into FPDS against the physical contract file for accuracy with particular emphasis on the data elements included as part of Appendix 1 – Primary FPDS Data Elements. As part of the review, the reviewer will attempt to ascertain whether there existed a reasonable basis for entering the data into FPDS based upon file documentation or the nature of the contract action/requirement. If there is a **reasonable basis** for the user's choice for any FPDS data fields either based on the contents of the contract file, the nature of the requirement, or other available databases such as CCR, ORCA, or GSA e-library (for GSA FSS actions), the entry will be considered accurate. Additionally, definitions will be applied in accordance with Appendix 3 –MCC FPDS Data Element Definitions to determine the accuracy

of certain fields where agencies are permitted discretion in accordance with the OMB Memorandum. The results of these individual reviews will then be rolled up to establish overall accuracy percentages

XI. EVALUATION PRODUCT/OUTPUT OF PROCESS

This charter as well as any reports issued by the QRB will be placed on [CGM's public share point site](#) on the MCC intranet. The QRB Chairperson will assess the findings and present recommendations to the overall QRB for potential changes to MCC practice and/or policy as a result of significant findings. The QRB Chair, along with the Procurement Analyst, will coordinate any proposed change to the MCC Contracts Operating Manual (COM) or MCC Acquisition Instructions and provide it for comment to all QRB members. The QRB Chair will focus on 'batch' updates, in coordination with the policy member, to propose to the [boardASAG](#) for review and approval. However, depending upon the urgency of the change, individual changes will be processed as deemed necessary by the QRB.

XII. AWARENESS TRAINING & DISSEMINATION OF QRB INFORMATION

Each CGM Team Leader is responsible for ensuring that all personnel in his/her team are aware of the QRB and its role, the nature of the reviews, and this charter as well as the location of reports posted to CGM's public share point site.

XIII. AUTHORITY TO ISSUE CHANGES TO THIS CHARTER

The QRB reserves the right to change this charter at any time that it deems it would be beneficial to the overall purpose and objectives of the QRB. Deviations from the charter will be addressed and noted in any report issued by the QRB.

APPENDIX 1 – PRIMARY FPDS DATA ELEMENTS

2A Date Signed
2C Completion Date
2D Est. Ultimate Completion Date
2E Last Date to Order
3A Base and All Options Value
3B Base and Exercised Options Value
3C Action Obligation
4C Funding Agency ID
6A Type of Contract
6F Performance Based Service Acquisition
6M Description of Requirement
8A Product/Service Code
8G Principal NAICS Code
9A DUNS No
9H Place of Manufacture
9K Place of Performance ZIP Code (+4)
10C Other than Full & Open Competition
10D Number of Offers Received
10N Type of Set Aside
10R Fair Opportunity/Limited Sources
11A CO's Determination of Business
Size Selection
11B Subcontract Plan
12A IDV Type
12B Award Type

APPENDIX 2 – CURRENT QRB MEMBERSHIP (January 2012) – CHANGE AS NECESSARY

The current membership (January 2012) will consist of the following individuals:

Chairperson - Senior Director – Jim Blades

Procurement Analyst – Jonathan Hamlet

Senior Contract Specialist/Team Leader – John Peters

Contract Specialist(s) – Constance McMillian and Jennifer Crouse

APPENDIX 3 – MCC FPDS Data Element Definitions