

Installation UP Checklist For Phase III Restart

Done?	Tasks to be Completed Prior to Base Kick-Off Meeting	Remarks	OPR
	<p>Though not a task, the HQ AFCESA UP Website can provide very valuable information on the following subjects:</p> <p><u>Policy and Guidance</u></p> <p><u>Templates</u></p> <p><u>Questions and Answers</u></p> <p><u>Lessons Learned</u></p> <p><u>Bidders</u></p> <p><u>Related Public UP Links</u></p> <p><u>UP Archive Info</u></p> <p><u>http://www.afcesa.af.mil/Directorate/CEO/Contracts/UtilPrivatization/default.htm</u></p>	<p>If you need additional information/assistance, please contact the HQ AFCESA PM.</p>	<p style="text-align: center;">Base Champion</p>

	<p>1. Contact HQ AFCESA PM one-month prior to base kick-off meeting. The date to contact the PM is shown by the task entitled “Task Prior to Phase III activities” in the attached PDF file - Phase III Execution Schedule (Version 23).</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  "23rd PIII UP Schedule (1 week gaSchedule_MAJCOM a </div> <div style="text-align: center;">  "23rd PIII </div> <div style="text-align: center;">  "DESC assignments.xls" </div> </div>	<p>Also attached is the contact info for the HQ AFCESA PMs and DESC Contracting Officers, if applicable. The AFCESA PM should be contacted to ensure these documents are up to date as they are time sensitive. The PM can also address any questions you have related to the schedule. Please</p>	<p>Base Champion</p>
	<p>2. Review current AF Policy and Guidance. Focus on Phase II and Phase III. Distribute the UP P&G to the base integrated process team (IPT) once the members have been identified.</p>	<p>Contact the AFCESA PM to obtain these documents.</p>	<p>Base Champion</p>
	<p>3. Disseminate Government Cost Estimate (GCE) data request sheet (attached) to appropriate base POCs.</p> <div style="text-align: center;">  "UP Phase III Data Request Sheet.doc" </div>	<p>The A&E will need this data at the base kick-off to develop the GCE, RFP, and ROW.</p>	<p>Base Champion</p>
	<p>4. Assist CO w/ developing Request for Interest (RFI) documents</p>	<p>CO will need access to system descriptions and other utility specific data. Most of this information is readily available in the</p>	<p>CO</p>

		utility specific J-sections.	
	5. Assist the AFCESA PM, CO, and A&E w/ developing the base kick-off briefing	Some input from the base may be needed to develop this briefing.	HQ AFCESA
	6. Contact HQ AFCESA Areal Extent Description Team. The AFCESA team will request utility maps/data to develop the required areal extent description(s). This description will be inserted into Exhibit B of the Right-of-Way (ROW) and a base review will be requested. AFCESA is providing this service instead of tying up base resources to accomplish the same task.	AFCESA Areal Extent Description Team POCs: Bob Sitten (Gas & Elect.) – DSN 523-6045 Bob Wahlgren (Water & Sewer) – DSN 523-6104	Base Champion
	7. Ensure AF Form 813 has been filled out and all the EIAP requirements have been met. Attached is the SAF/ILEV guidance on EIAP requirements related to UP (PDF).  "SAF_ILEV UP Guidance.pdf"  813.fpk  "AF FORM 813.doc"	AF Form 813 (FormFlow) is also attached. Possible responses to include in this form are attached in the Word document.	Base Champion & Base Environmental
	8. Contact MAJCOM UP POC to identify the Source Selection Authority (SSA)	The name and contact information for the SSA should be provided to the CO ASAP.	Base Champion
	9. Final Inventory Mod Deliverables – Review the utility specific J-Sections and the points of demarcation (POD) in the Right-of-Way (ROW). a. Identify any new changes to the utility systems	The A&Es will update the utility specific J-Sections and ROWs to incorporate changes	Base Champion

	<p>b. Check inventories, system descriptions, and PODs in the deliverables and compare to recent inventory changes.</p> <p>If applicable, we will need to identify changes to the inventory due to Housing Privatization.</p>	<p>that may have occurred after the inventory mod site visit. These changes will be inserted into the final RFP and ROW.</p>	
	<p>10. Assist the CO w/ the identification of the Source Selection Evaluation Team members (SSET):</p> <p>Pricing Team Technical Team Past Performance Team Socioeconomic Team</p> <p>Assignment of team members requires Source Selection Authority (SSA) approval.</p>	<p>Work w/ the CO to develop a draft listing of these team members. Ideally, this list should be ready prior to the base kick-off meeting.</p>	<p>Base Champion & CO</p>
	<p>11. Assist the CO w/ the identification of the Source Selection Advisory Board (SSAB) members.</p>	<p>Work w/ the CO to develop a draft listing of these team members. Ideally, this list should be ready prior to the base kick-off meeting.</p>	<p>Base Champion & CO</p>
	<p>12. Assist the CO w/ the developing the Source Selection Plan (SSP) and Acquisition Plan (AQC).</p>	<p>Ideally, these documents should be ready prior to the base kick-off meeting.</p>	<p>Base Champion & CO</p>

<p>13. Identify the Integrated Process Team (IPT) members. Previous IPTs have included, but have not been limited to, the following members:</p> <ul style="list-style-type: none"> Installation Commander Alternate Installation POC Base Civil Engineer Deputy Base Civil Engineer Operations Flight Commander Real Estate Financial Management Maintenance Supervisor Legal Environmental Contract Administrator - Utility Contracts Public Affairs Personnel Safety Security Forces <p>The privatization IPT should include, at a minimum, designees from civil engineering, contracting, real estate, cost and finance, legal, environmental, and public affairs.</p>	<p>Members from this team need to attend the base kick-off briefing. The project plan, provided by the A&E during Phase I, should identify previous installation IPT members. The list of IPT members will most likely need to be updated.</p>	<p>Base Champion</p>
<p>14. Review latest AF approved RFP and ROW templates. Distribute to base IPT members when available.</p>	<p>Contact AFCESA PM to obtain these documents.</p>	<p>Base Champion</p>
<p>15. If available, review the Final Comprehensive Analysis Report (DCAR). Distribute to base IPT members when available.</p>	<p>Some installations may not have had a DCAR submitted by the A&E prior to stopping work on UP</p>	<p>Base Champion</p>

		efforts. Contact the AFCESA PM for any questions.	
	Tasks to Complete from Base Kick-Off to Issue RFP	Remarks	OPR
	16. Installation IPT needs to attend the kick-off briefing	The AFCESA PM, the CO, and the A&E will give the briefing. The IPT need only attend. They can point out items of interest and ask questions as they see fit.	Installation IPT
	17. Assist A&Es with the identification/clarification of the Government Cost Estimate (GCE) data . The data request sheet should have been distributed to the appropriate base POCs prior to the base kick-off visit.	The A&E will need assistance to create a credible GCE and other supporting documents. Additional discussions w/ various base POCs will be necessary.	Base Champion
	18. Assist A&E/AFCESA PM in determining the breakout between Housing Privatization and Utilities Privatization . We need to determine the linear extent of the utility systems associated w/ Housing and that portion associated w/ the main base. The MAJCOM and installations need to work together to determine if utility systems will be included w/ UP or HP. A firm/hard decision will be needed as it will affect the inventories, RFPs, and cost estimates between the two programs.	It is anticipated that Housing Privatization will be required to pay for their portion of UP. Therefore, a breakout is needed to determine these equitable costs.	Base Champion

	<p>19. If Housing Privatization is active at your installation, base assistance is needed to reconcile points of demarcations (PODs) between Housing Privatization and Utilities Privatization.</p>	<p>The AF P&G addresses which components of the utility systems are eligible for Utilities Privatization. It also address how HP and UP should work together to identify and alleviate potential problems.</p>	<p>Base Champion</p>
	<p>20. Provide the AFCESA PM/CO with the local utility provider's contact information for each eligible utility system. A name, title, address, phone number, and email address is preferred. If DESC is your CO, they will typically contact the local provider before the RFP is released.</p>	<p>The contact information will be also need by the CO should no parties respond to the RFP. OSD's guidance states we must approach the local provider to see if they are interested in sole-source negotiations, and if not, ask why.</p>	<p>Base Champion</p>
	<p>21. Collect Technical Library documents to prepare for offeror site visits.</p>	<p>Attached is a list of items to include in the Technical Exhibit Library. Do not include any data revealing the number of man hours used to</p>	<p>Base Champion</p>



"Technical Library.doc"

operate and maintain the utility systems. Interested parties will review this information so they can better understand the size and condition of the utility systems.

22. Review **ORM** documents accomplished during Phase I activities. Ensure recommendations are included in the RFP as applicable. Distribute ORM documents, typically found in the Final Feasibility Analysis Report (FFAR), to the base IPT members.

Any sound mitigating measure identified by the ORM needs to be identified. Seek guidance from your MAJCOM, HQ AFCESA PM and CO on which mitigating measures can be incorporated into the RFP.

Base Champion

23. Review the **transition plans** accomplished during Phase II activities.

Employee Transition Plan
Operational Transition Plan
Post Award Management Plan

These plans are typically found in the DCAR and they show how and when the government will conduct transition activities if Privatization were to occur. Distribute these documents to the base IPT members.

The AFCESA PM can address any questions related to these plans.

Base Champion

	<p>24. After the base kick-off visit, the A&E will submit the updated utility specific J-sections and ROWs. These documents must be reviewed by the base IPT prior to issuing the RFP.</p>	<p>Ideally, we would like to have the A&Es submit these deliverables four weeks after the base kick-off visit to provide ample time for review. We must work w/ the A&E to establish when these draft deliverables can be made available.</p>	<p>Base Champion</p>
	<p>25. Assist the CO w/ obtaining signatures for the Source Selection Information Briefing and Debriefing Certificates</p>	<p>The CO may need some assistance in getting these forms signed. Anyone reviewing source selection data will have to sign these certificates.</p>	<p>Base Champion & CO</p>
	<p>26. Assist the CO/A&E w/ drafting the Fed Biz Ops (FBO) Notice</p>	<p>For DESC supported projects, a typical FBO Notice will be issued 15 days prior to issuing the RFP.</p>	<p>A&E</p>
	<p>27. Provide the GCE and Cost Model templates, including user's manual, to the base and MAJCOM FM POCs.</p>	<p>Contact AFCESA PM to obtain the latest versions. The FM POCs need these documents to get</p>	<p>Base Champion</p>

		familiar w/ how these costs are developed. They will be asked to certify the analysis at the end of Phase III. Therefore, it is important to get them familiar w/ these models ASAP.	
	28. If applicable, attend the SSA briefing prior to issuing the RFP.	Some COs and/or SSAs may want to have this briefing prior to issuing the RFP. The IPT may need to attend as well. Contact the CO to determine if this meeting will be required.	Base Champion
	Tasks to Complete from Issuance to Close of RFP	Remarks	OPR
	29. Prepare for the Preproposal Conference. This meeting allows interested offerors to come to the installation to ask questions related to the RFP and the base's utility systems. Typically, it is held two to three weeks after issuing the RFP. At the time of the meeting, the Technical Library (identified in a previous task) must be ready. If desired, site visits can also be conducted at this time to allow offerors to physically inspect the utility systems.	Contact the CO and AFCESA PM to work the logistics of preparing for this conference. Some often overlooked items include reserving transportation for site visits, reserving an adequate facility for	Base Champion

		the meeting, and identifying how offerors may make copies of information in the tech. library.	
	30. As needed, support Additional Site Visits . Some offerors may request additional site visits, throughout Phase III, to better familiarize themselves w/ the utility systems. It is important that all site visit requests be forwarded to and approved by the CO. Also, the tech library needs to remain intact all through phase III. Base POCs w/ intimate knowledge of the utility systems will need to be available to answer the offeror's questions during these site visits.	Contact the CO and AFCESA PM to work the logistics of preparing for these visits.	Base Champion
	31. Review the draft GCE once it is made available by the A&E. It must be distributed to the appropriate base and MAJCOM POCs, as approved by the CO and identified in the SSP. These POCs will be asked to review and comment on the deliverable. The A&E must submit the final GCE deliverables to the CO prior to receipt of proposals.	The CO can provide the draft GCE once it is available.	Base Champion
	Tasks to Complete from Close of RFP to Request for Revised Proposals	Remarks	OPR
	32. Member of the SSET need to be trained how to use the Source Selection Evaluation Tool .	This tool allows SSET to conduct their evaluations at remote locations via the web. Contact the CO for further details, as they will be providing this training.	SSET
	33. SSET reviews initial Proposals and submits Consensus Reports	The schedule allows for approximately 45 calendar days (33 working days) for the	SSET

		technical, pricing, past performance, and socioeconomic teams to review the initial proposals and provide the consolidated reports.	
	34. Update the GCE. The SSET pricing team may find it necessary to update the GCE based on their review of the initial proposals.		SSET Pricing Team
	35. As needed, support Additional Site Visits. Some offerors may request additional site visits, throughout Phase III, to better familiarize themselves w/ the utility systems. It is important that all site visit requests be forwarded to and approved by the CO. Also, the tech library needs to remain intact all through phase III. Base POCs w/ intimate knowledge of the utility systems will need to be available to answer the offeror's questions during these site visits.	Contact the CO and AFCESA PM to work the logistics of preparing for these visits.	Base Champion
	36. If applicable, assist the CO w/ negotiations/clarifications w/ the offerors.	The CO may need some assistance when discussing issues w/ the offerors.	SSET
	37. If applicable, attend the SSA briefing prior to requesting revised proposals.	Some COs and/or SSAs may want to have this briefing prior to requesting revised proposals. Contact the CO to determine if this meeting will be required.	Base Champion
	38. SSET conducts Due Diligence Visits (1st round)	The CO may ask some of the SSET members to assist w/ the Due Diligence Visits. This	SSET

		could include visiting and interviewing the offeror's facilities and/or customers. Contact the CO for further details.	
	Tasks to Complete after Receipt of Revised Proposals	Remarks	OPR
	39. SSET reviews Revised Proposals and submits Consensus Reports	The schedule allows for approximately 45 calendar days (33 working days) for the technical, pricing, past performance, and socioeconomic teams to review the revised proposals and provide the consolidated reports.	SSET

	40. Update the GCE. The SSET pricing team may find it necessary to update the GCE based on their review of the revised proposals.		SSET Pricing Team
	41. As needed, support Additional Site Visits. Some offerors may request additional site visits, throughout Phase III, to better familiarize themselves w/ the utility systems. It is important that all site visit requests be forwarded to and approved by the CO. Also, the tech library needs to remain intact all through phase III. Base POCs w/ intimate knowledge of the utility systems will need to be available to answer the offeror's questions during these site visits.	Contact the CO and AFCESA PM to work the logistics of preparing for these visits.	Base Champion
	42. If applicable, assist the CO w/ negotiations/clarifications w/ the offerors.	The CO may need some assistance when discussing issues w/ the offerors.	SSET
	43. If applicable, attend the SSA briefing prior to requesting Final Proposal Revisions (FPRs).	Some COs and/or SSAs may want to have this briefing prior to requesting FPRs. Contact the CO to determine if this meeting will be required.	Base Champion
	44. If applicable, assist the CO w/ conducting the DCAA Financial Capability, Accounting System, and Pricing Review.	The CO and DCAA POC may need some assistance conducting this review.	SSET
	45. SSET conducts Due Diligence Visits (2nd Round)	The CO may ask some of the SSET members to assist w/ the Due Diligence Visits. This could include visiting and interviewing the	SSET

		offeror's facilities and/or customers. Contact the CO for further details.	
	Tasks to Complete after Receipt of Final Proposal Revisions	Remarks	OPR
	46. SSET reviews the Final Proposal Revisions and submits the Final Consensus Reports	The schedule allows for approximately 45 calendar days (33 working days) for the technical, pricing, past performance, and socioeconomic teams to review the FPRs and provide the consolidated reports.	SSET
	47. If applicable, assist the CO w/ negotiations/clarifications w/ the offerors.	The CO may need some assistance when discussing issues w/ the offerors.	SSET
	48. Update the GCE. The SSET pricing team may find it necessary to update the GCE based on their review of the FPRs.	At this point, the A&E will prepare the Cost Analysis for SSET Recommendation.	SSET Pricing Team
	49. Source Selection Evaluation Team Recommendation	The SSET will provide an Award Recommendation for the SSA based on their reviews of the offeror's proposals. At this time, the CO	SSET

		will brief the entire SSET on the Recommendation	
	50. The A&E may some assistance from the SSET as they prepare the Economic Analysis (EA) .	A review of the EA will be required and afterwards, the AE will prepare the EA for certification. HQ AFCESA will review the Final EA.	SSET
	51. Preparation for the Final SSA Briefing and Decision	The Base Champion/SSET may need to assist the CO w/ scheduling and coordinating for the SSA briefing.	Base Champion and SSET
	52. SSA Approval Package and SSA Briefing	The CO, A&E, SSET, and AFCESA will prepare the consensus reports and project summaries. At this time, the Final SSA briefing will be provided where the SSET provides the SSA w/ their recommendation(s).	CO, A&E, SSET, and AFCESA
	53. SSA briefing to Executive Senior Steering Group (ESG)	After receiving the SSET recommendation, the SSA will brief the	SSA

		ESG and provide and defend his/her decision. The SSA will most likely need the support of many resources to schedule, provide, and defend this briefing.	
	Tasks to Complete from SSA decision to Award	Remarks	OPR
	54. Prepare Submittal Package to Air Staff	The A&E, AFCESA, SSET and CO will need to work together to prepare the submittal package for Air Staff review. The responsibility for the majority of this task lies w/ AFCESA and the A&E.	A&E, AFCESA, SSET and CO
	55. Obtain EA Certification	The AFCESA PM and MAJCOM POC may need some assistance from the SSET and Base Champion to obtain signatures for EA Certification. Once signatures have been obtained and Air Staff coordination and Congressional	Base Champion and SSET

		Notification has occurred, the contract is ready for Award.	
	Tasks to Complete after Award	Remarks	OPR
	56. Implement the following Govt. Transition Plans: Employee Transition Plan Operational Transition Plan Post Award Management Plan	At this time, the new utility owner/operator will be implementing their transition plans. The installation needs to support this effort as well.	Base Champion and SSET