



**HEADQUARTERS
JOINT CONTRACTING COMMAND-IRAQ/AFGHANISTAN
APO AE 09348**



SOP 09-07

JCC-I/A, BDOP

1 APR 2009

SUBJECT: Business Development and Outreach Program (BDOP) Standard Operating Procedures (SOP)

1. REFERENCES:

- a. Acquisition Instruction (AI), Part 3, Ethic.
- b. Department of Defense Regulation 5500.7-R, Joint Ethics Regulation.
- c. Contract W91GER-06-D-0006.
- d. Federal Acquisition Regulation (FAR).
- e. Defense Federal Acquisition Regulation Supplement (DFARS).
- f. Army Federal Acquisition Regulation Supplement (AFARS).
- g. Regional Contracting Center (RCC).

2. PURPOSE: The purpose of the Business Development and Outreach Program (BDOP) Standard Operating Procedures (SOP) is to define the BDOP mission, roles and responsibilities of the Business Development Consultants (BDC) and the J3/Director, BDOP, U.S. Government contracting procedures, ethical guidelines, BDOP initiatives, education, training and consulting support, vendor engagements, local engagement with government and business leaders, and cultural orientation for U.S. Forces-Iraq/Afghanistan and Iraqi/Afghan interlocutors.

2. APPLICABILITY: This SOP applies to all JCC-I/A Regional Contracting Centers (RCC), Divisions, and Business Development Consultants (BDC)/(Bilingual-Bi-cultural/Subject Matter Expert (BBA-SME)).

3. MISSION: To train Iraqi/Afghan vendors in the art of contracting, and to promote capacity development of the Iraqi/Afghan economy through utilization of Iraqi/Afghan owned businesses to include women owned businesses to stabilize and sustain the U.S. Forces Economic Sustainment Campaign Plan for economic development and employment growth in accordance with the Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulations Supplement (DFARS), Army Federal Acquisition Regulation Supplement (AFARS), Commanders Emergency Response Program (CERP), and the Iraqi Commanders Emergency Response Program (I-CERP).

4. Business Development Consultant (BDC) roles and responsibilities are as follows:

- (1) Complying with employee contracting requirements (See Reference 1 (c)).
- (2) Organizing, managing, moderating, and producing seminars, training events,

forums, conferences, workshops, and other special events in support of the U.S. Forces Economic Sustainment Campaign Plan.

(3) Adhering to the Director, Business Development and Outreach Programs, policies, and procedures to sustain the U.S. Forces Economic Sustainment Campaign.

(4) Assisting the RCC Chiefs in their BDOP planning procedures.

(5) Educating vendors in U.S. Government contracting procedures and ethical guidelines.

(6) Business and economic development assistance and coordination.

(7) Providing the Director, BDOP and RCC Chiefs with all required BDC reports in accordance with the BDC Engagement Reporting Requirements (See Attachment 2).

(8) Assessing BDOP for continued innovation through vendor surveys for establishing, collecting, and analyzing measures of effectiveness which impact our BDC and contracting actions.

(9) Ensuring the quality of BDCs training delivered to vendors adheres to the highest standards. Quality is best practice. Quantity is not best practice.

(10) Support Outreach Initiatives to comply with Acquisition Support (DFARS 225.7700 (formerly Section 886 Set-Asides), and Section 892 of the National Defense Authorization Act for Fiscal Year 2008 (Pub. L. 110-181). In an effort to foster and increase the economic growth of local communities, BDCs will assist RCCs in planning and implementing JCC-I/A's Outreach Initiatives. These initiatives are in no particular order, and are subject to change as Iraq/Afghanistan transition to a self-sustaining economy:

- a. Local, U.S., and Foreign Owned Businesses.
- b. Iraqi Women Owned Businesses.
- c. Iraqi State-Owned Enterprises.
- d. Iraqi Rapid Response
- e. Agribusiness Initiatives
- f. Foreign Military Sales (Defense/Security) Initiatives
- g. Environmental Initiatives
- h. Special Programs and projects as required (mission driven)

(11) Vendor Business Verification.

a. IAW Attachment 1 (Verifying Ownership Procedures), BDCs will authenticate and examine legal documents provided by the vendor, then and only then, will the BDC enter the vendor into JCCS as a host nation business ensuring the business is Iraqi/Afghan owned. Also, the BDCs shall ensure that Iraqi/Afghan Women Owned Businesses are 51% owned and operated by an Iraqi authentic women, and if non-authentic women (shopfront/silent) owner, then register as a regular business.

b. Vendors will also be vetted for compliance with U.S. Forces security requirements.

c. Build and maintain the JCC-I/A JCCS vendor database to 100% accuracy.

(12) Media support. Monitor media Arabic/Iraqi/Afghan media outlets. Provide feedback on areas that impact Iraq's business and economic development.

(13) Translation. BDCs shall perform written and verbal translation in conjunction

with administrative needs, contract and related documents, and correspondence with vendors. Effective communication between RCC staff and the vendor base is imperative to mission accomplishment. **BDCs will not be utilized as linguists or provide linguist support for non-related mission support.**

(14) Policy. Review new and existing command policies and regulations. Review the Iraqi National Strategy, the Provincial Development Strategy, and the Joint Common Plan. Monitor Iraqi Government budgetary policies for reconstruction commitments and contracting processes.

(15) Rotation. In order to maintain the integrity of the BDOP, BDCs shall be rotated **frequently** to accommodate mission needs at any given time to another location. BDCs will be **immediately** reassigned should they be targeted in a life threatening manner. Force protection and safety of all personnel is the CG's top priority.

(16) Engagement Reporting Requirements (ERR). BDCs will provide their ERR to the Director, BDOP and the Chief, RCC. These reports will contain significant activities that support the goals of the BDOP and the RCC. (See Attachment 2)

(17) Vendor training and engagements.

(a) RCC Chiefs (or designated Contracting Officer) shall be present at all venues (vendor training, seminars, conferences, trade shows or workshops). This is to provide oversight and address any issues regarding contracting, and to ensure ethical and moral compliance during these events.

(b) Weekly Engagement Training Plan (WETP) should focus on the ERR to include (See Attachment 2(d)):

- (1) Promoting and presenting the Business Development and Outreach Program (BDOP) inside and outside the Forward Operating Bases (area of operations).
- (2) U.S. Government contracting to include policies and procedures.
- (3) Pre and Post Award training.
- (4) Award protest and legal options.
- (5) Prime vendor and subcontractor relationship.
- (3) Weekly engagement with qualified prospects (7-10).
- (4) Best Value award, not necessarily to the lowest price offeror.
- (5) How to win in a competitive environment.
- (6) How to conduct a market survey.
- (7) Compliance with fair labor standards.
- (8) Iraqi/Afghan fair minimum wages for laborers to sustain their standard of living and the local economy.
- (9) Local economy trends noted by the BDCs and the RCCs to improve the quality of the training program. BDCs and RCCs shall provide **Quarterly Engagement Reports (QER)** on local economy trends to the RCCs and the J3/Director, BDOP ICW the local business centers, U.S. Forces (C-9/G-9), and the Provincial Reconstruction Teams (PRTs) (See Attachment 3).
- (10) Monthly refresher training for all registered and new vendors.
- (11) Monthly input for the Command BDOP newsletter to all vendors informing them of contracting updates and changes.
- (12) In-depth training on solicitations and bids.

- (13) Expectations during RCCs Site Visits to vendor work site.
- (14) Basic financial management training.
- (15) Importance of Electronic Fund Transfers (EFT).
- (16) Educate vendors on waste, fraud, and abuse.
- (17) Selling of contracts is unethical.
- (18) Abusing or threatening subcontractors for personal or financial

gain.

(18) Local government and tribal leader engagements.

(a) It is imperative that RCCs and BDCs conduct **quarterly meetings** with provincial, municipal, and tribal leaders. The meeting is designed to provide the local leaders familiarization with our Business Development and Outreach Program (BDOP), and how it supports their local economic infrastructure.

(b) BDCs will provide the RCCs and the Director, BDOP with a list of the local provincial, municipal, and tribal leaders.

(c) RCCs and BDCs will conduct monthly meetings with women centers to gauge local economy trends ICW the U.S. Forces C-9/G-9, and PRTs.

(d) Engagement Plan that describes the process, priorities, timing, an desired results.

(19) Collaborate and coordinate with U.S. Mission-Iraq, United Nations, Provincial Reconstruction Teams, U.S. Forces, U.S. Agency for International Development, Non-Governmental Organizations, local business, community, and tribal leaders in assigned AORs for situational awareness only **to promote the BDOP and to provide contract training.**

(20) The applicability of any international agreements to the acquisition such as Status of Forces Agreement (SOFA). See <http://www.afsc.army.mil/gc/sofas.htm> for a list of these agreements.

(21) Business and Cultural environment. Commercial practices vary among countries. Market research will determine the risk associated with local commercial practices and the level of protection required to protect the government's interests. (FAR 10.002(b)) BDCs provide U.S. Forces and Iraqi cultural and language awareness training for JCC-I/A personnel, the RCCs, and Iraqi vendors to familiarize both U.S. Forces and Iraqis with both cultures and customs.

(22) BDCs shall maintain a **Continuity/Transition Book** to ensure all involved understand the actions that have transpired throughout their assignment. BDCs shall transition **Continuity/Transition Book** to replacement. BDCs shall also include a **dossier of each vendor** for future reference (positive and negative feedback), and forward to the Director, BDOP and the RCC Chief on a **monthly** basis.

(23) BDCs shall maintain a monthly Vendors Lessons Learned for historical purposes.

(24) BDC Engagement Reporting Requirements (See Attachment 2).

5. Regional Contracting Center(s) roles and responsibilities.

(1) RCC Chief.

a. ICW the Director, BDOP, the RCC Chief provides operational and logistical support to the BDCs.

b. ICW the Director, BDOP, the RCC Chief **prepares and signs the BDCs Monthly Evaluation Statement (MES)** due at the **end of month**. Please pay particular attention to the observation and comments when evaluating the BDCs. (See Attachment 2 (a)). The MES provides monthly feedback to the Director, BDOP.

c. ICW the Director, BDOP, the RCC Chief **reviews and signs the BDCs Weekly Time Sheet** due at the **end of each week**. Please monitor attendance to reflect **actual** time worked. Please ensure BDCs are in compliance with the work day on Fridays (See Attachment 2 (b)).

d. ICW with the Director, BDOP, the RCC Chief reviews and signs the **Weekly Engagement Training Plan (WETP)** for BDCs **utilization and accomplishments**, and is due at the **end of each week**. The WETP provides weekly feedback to the Director, BDOP.

e. Routinely monitors for and investigates accusations from the local vendor base of BDCs inappropriate behavior. If necessary, refer the incident to their local CID office, and the Director, BDOP.

f. Informs the BDCs and/or linguists that they have no authority to influence or award contracts.

g. Utilizes the Joint Contingency Contracting System (JCCS) and/or Fedbizops to post applicable solicitations for fair and reasonable competition.

i. Validates and vets vendors ICW the BDC before awarding contracts to ensure compliance with the **“Verifying Ownership Procedures”** and **registration in JCCS**.

h. Reviews the Joint Common Plan and the Provincial Development Strategy.

i. Ensures Iraqi host nation vendors to include women owned businesses are in compliance with JCC-I/A’s **Iraqi First Program** through the **localization of contracts**. The localization of contracts provides sustainable, legitimate Iraqi local national vendors and authentic women-owned businesses to have preference in bidding on U.S. Government contracts to assist in rebuilding Iraq’s local communities and economy for a more stable, secure, and prosperous Iraq in support of the U.S. Forces Economic Sustainment Campaign.

j. **RCC Chiefs shall conduct an audit of vendors to ensure adequate competition among vendors to prevent owners of more than one company from dominating the contractual environment while ensuring diversity within the mature vendor base market established through utilization of JCCS.**

k. RCC Engagement Reporting Requirements (See Attachment 5).

l. RCC Chief shall maintain records of BDCs **counseling** sessions (positive and negative comments) for feedback and historical recordkeeping. RCC Chief shall forward a copy of the counseling session to the Director, BDOP via electronic notification. If the counseling session is negative, the Director, BDOP shall take the appropriate action ICW the RCC Chief, OSS, and MNC-I, C9.

6. Director, BDOP Operational Support.

(1) The Director, BDOP is responsible for the program’s administrative requirements and serves as the interface to the Operational Support and Services (OSS) Program Manager.

a. Compiles monthly evaluations, Weekly Engagement Training Plans (WETP), and Internal Weekly Engagement Report (IWER). **OSS will only receive the BDC**

Monthly Evaluation Statement (MES), the OSS Forward-Iraq, BDC/BBA Status Report, and the BDC Weekly Engagement Training Plan for BDCs utilization and accomplishments (See Attachment 2 (e)).

b. The Director, BDOP manages personnel assignment and replacement procedures to support the RCC Chief, and RCCs.

c. ICW with the J-3, PARC-I/A and SJA-I/A issues policy, guidance, and training materials to all BDCs.

d. Utilizes the Command BDCs in order to ensure all BDCs assigned to the RCCs are adequately trained in theater.

e. Ensures incoming BDCs receive initial business development and outreach training at their deployed home station prior to reporting to the RCC.

f. ICW the RCCs conducts Site Assistance Visits (SAV) throughout the Iraqi and Afghanistan theater of operations.

g. Conducts quarterly meetings with the RCCs and BDCs.

h. Conducts meetings with U.S. Forces, USM-I, PRTs, USAID, UN, GOI ministries, universities, local community business leaders to include tribal leaders, and NonGovernmental Organizations.

i. Conducts meetings, conferences, seminars, workshops, business expositions, trade shows, and forums throughout Iraq and Afghanistan.

(2) **Personnel Area of Responsibility.**

(a) The BDOP will consist of twelve (12) personnel. Increase or reduction of BDCs shall be based on mission requirements, and at the discretion of the command to meet budget constraints. Additionally, they will provide BDC support to multiple RCCs to effectively accomplish mission objectives (See Attachment 4).

(b) Ten (10) BDCs will be assigned directly to support RCCs.

(c) One (1) BDC personnel will be assigned to the Command (deployed home station) in order to support Outreach Initiatives, special programs, cultural and language awareness, and policy advisory support throughout the Iraqi theater. Command BDCs will provide operational support to the BDCs in Iraq, and as needed in other areas.

(d) One (1) Command BDC shall provide management support to the Director, BDOP in the Command (deployed home station). The Command BDC will conduct Site Assistance Visits (SAVs) to the RCCs at the discretion of the Director, BDOP. In addition, the Command BDCs will provide operational support to the BDCs in Iraq, and as needed in other areas.

(e) **Rest and Recuperation (R&R).** BDCs approval and/or disapproval of R&R is the Director, BDOP ICW the RCCs and OSS. BDCs shall depart the RCC **two days** prior to commencing their official R&R, and no earlier. BDCs shall return as scheduled from R&R, and report to the RCC upon arrival to return to duty. BDCs shall ensure that R&R does not conflict with the mission. Command BDCs R&R shall be scheduled **ten** days apart from each other.

(f) **Emergency Leave.** BDCs shall provide an **official International Red Cross message** to the Director, BDOP, RCC Chief, MNC-I, C9, and OSS. BDCs shall notify the Director, BDOP ICW the RCC, OSS, and MNC-I, C9 for approval and/or disapproval via teleconference call with all parties present followed by electronic notification from OSS to all parties present at the teleconference call.

(g) **Leave of Absence (LOA).** BDCs shall notify the Director, BDOP ICW

the RCC Chief, OSS, and MNC-I, C9 for approval and/or disapproval via teleconference call with all parties present followed by electronic notification from OSS to all parties present at the teleconference call. BDCs shall ensure that the LOA does not impede the BDOP and RCC mission.

(h) **Medical Leave of Absence (MLOA).** BDCs shall utilize the Baghdad (IZ) Contractor Medical Clinic and the Forward Operating Base Medical Clinic for **official medical evaluation and referral** prior to requesting MLOA. BDCs shall notify the Director, BDOP ICW the RCC Chief, OSS, and MNC-I, C9 for approval and/or disapproval via teleconference call with all parties present followed by electronic notification from OSS to all parties present at the teleconference call.

(i) **Extensions of R&R, LOA, MLOA.** BDCs request for extension shall be addressed on a case-by-case basis. BDCs shall ensure that the extension does not impede the BDOP and RCC mission. BDCs shall notify the Director, BDOP ICW the RCC Chief, OSS, and MNC-I, C9 for approval and/or disapproval via teleconference call with all parties present followed by electronic notification from OSS to all parties present at the teleconference call.

(j) **Resignation.** BDCs shall notify the Director, BDOP ICW the RCC Chief, OSS, and MNC-I, C9 via teleconference call with all parties present **10 days** prior to their resignation followed by electronic notification from OSS to all parties present at the teleconference call.

(k) **Termination.** BDCs shall be terminated at the convenience of the U.S. Government and OSS.

(l) Attachment 4 identifies the locations of assigned personnel and their respective AORs (Subject to change depending on mission and force protection requirements).

7. **Ethics Oversight** (See Attachment 6).

(1) BDCs shall complete **annual ethics training** with OSS prior to arriving in Iraq. Ethics training shall cover FAR 3.104, Procurement Integrity, addresses personal and organizational conflicts-of-interest (OCI) IAW FAR Subpart 9.5 and instruct contractor employees on identifying actual and potential OCIs and the reporting requirement; the requirements of FAR 9.505-4(b); and proper use of government resources and non-disclosure of government information. Prior to commencing contract performance, BDCs shall furnish to the RCC Chief evidence that they have received ethics training IAW FAR 3.104, which shall include a **signed statement** by each BDC whereby the employee agrees that he or she will not discuss, divulge or disclose any such information or data to any person or entity except those persons within the contractor's organization directly concerned with the performance of the contract.

(2) BDCs will act in an ethical manner at all times. BDCs occupy a position of special trust within both the RCC and the local community as representatives of the U.S. Government. It is imperative that BDCs operate at the highest ethical level. BDCs are not, under any circumstances, to use vendors for personal or financial gain, favors and running errands for them or for exchanging currency. BDCs shall have a copy of their **financial disclosure statement** on file with OSS prior to arriving in Iraq.

(3) **Prohibited Activities.**

a. Issue solicitations or serve as the point of contact on a solicitation.

b. Assist the vendor with the preparation of his/her quotation/proposal.

c. Give the impression that they have the ability to award or influence a contract.

(4) Reporting all violations through the chain of command.

(5) RCCs shall monitor vendors to ensure compliance, and report ethical violations immediately to the Director, BDOP.

(6) BDCs shall report fraud, waste, and abuse.

(7) BDCs who are currently advising the government regarding the procurement shall immediately report via e-mail notification to the Director, BDOP and the RCC Chief for recusal due to conflict of interest (family, relatives, friends, stockholders, shareholders, etc.) with vendor(s) registered on JCCS and the BDOP internal standardized vendor database who are conducting business with the U.S. Government.

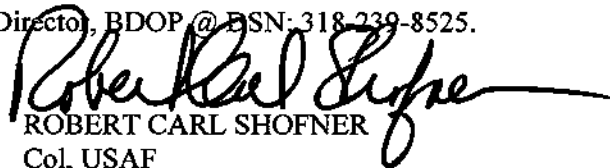
(8) BDCs shall not release vendor information. Vendor information is proprietary and intellectual property of the U.S. Government. Appropriate action shall be taken should the BDC be found in violation of releasing vendor information without the consent of the Director, BDOP and the RCC Chief.

8. **Measuring Success.** Success of the BDOP will be measured through the BDC Engagement Reporting Requirements (See Attachment 2), and the RCC Engagement Reporting Requirements (See Attachment 3).

9. **Procurement Management Review (PMR).** The PMR Team conducts Site Visits, and will review the Business Development & Outreach Program to provide feedback to Director, BDOP, and the RCCs.

10. **Endstate.** The Business Development and Outreach Program (BDOP) is an effective asset whereby JCC-I can leverage the subject matter expertise of our BDCs in order to increase competition and cultivate the local vendor base. IAW the U.S.-Iraq Status of Forces Agreement (SOFA) our Business Development and Outreach Program supports our U.S. Forces Economic Sustainment Campaign Plan; and, as such, is an essential program for this command in rebuilding a sustainable and prosperous Iraq/Afghanistan.

11. The point of contact for this SOP is the Director, BDOP @ ESN: 318 239-8525.



ROBERT CARL SHOFNER

Col, USAF

Director of Operations

ATTACHMENTS 1-6:

Attachment 1 (Verifying Ownership Procedures)

Attachment 2 (BDC Engagement Reporting Requirements)

Attachment 3 (BDC Quarterly Engagement Reporting Requirements)

Attachment 4 (BDC Map)

Attachment 5 (RCC Engagement Reporting Requirements)

Attachment 6 (Acquisition Ethics Training)

Attachment 1 (Verifying Ownership Procedures)

Iraqi Local National Vendor to include Iraqi Women Owned Vendor Verifying:

For verifying vendors we ask for the following:

- 1 - Registration with Ministry of Trade (Shahadat Ta'sees and Karar Ta'sees).
- 2 - Mahthar Ta'sees/Co-op Paperwork: Minutes of the First Meeting of the company.
- 3 - New ID's (Passport or Haweet Alihwal) for all owners and share holders in the company.
- 4 - Food coupon (annual requirement, revalidate annually).
- 5 - Fill out the Vendor Information Form and send it as word format with three points of contact.
- 6 - Go to (www.jccs.gov/olvr) and register your company (In English).
- 7 - Send the Name and registration ID with (www.jccs.gov/olvr).
- 8 - Fill out the Vendor Family Detail Form and send it.
- 9 - Valid Chamber of Commerce that has the name of the company.

U.S. and/or Foreign Owned Vendor Verifying:

For verifying vendors we ask for the following:

- 1 - Fill out the Vendor Information Form and send it as word format with three points of contact.
- 2 - Go to (www.jccs.gov/olvr) and register your company (In English).
- 3 - Send the Name and registration ID with (www.jccs.gov/olvr).



JOINT CONTRACTING COMMAND IRAQ

VENDOR INFORMATION FORM

CORPORATE / FINANCIAL INFORMATION

Company Name

Country: Select from drop-down If "Other," please specify:

Province: Select from drop-down If "Other," please specify:

City: Select from drop-down If "Other," please specify:

Street Address: (Please be as specific as possible)

Number of Offices:

Number of Iraqis Employed:

Women-Owned: Select from drop-down

Method of Payment: Select from drop-down

Preferred Currency Type: Select from drop-down

Product / Service Description: (Please be as specific as possible)

IDENTIFICATION CODES

Passport / Jinsiya – ID Number:

Ministry of Trade – ID Number:

Ministry of Planning – ID Number:

Chamber of Commerce – ID Number:

Contractors Union – ID Number:

POINT OF CONTACT INFORMATION

Title: Select from drop-down

First Name:

Middle Name:

Last Name:

Nickname (Kunya):

Birth Date: Year / Month Select from drop-down / Day

Tribe:

Phone Number:

Fax Number:

Email:

Please email the completed form to jcci.vendor.information@gmail.com by 22 February 2008.

الرجاء ملئ الاستمارة باللغة العربية

Info on the

اسم العشيرة
 لصاحب
 اسم الام الاول
 الشركة
 الشركة
 الشركة
 الشركة
 اسم الاب
 لصاحب الشركة
 اسم الجد
 لصاحب الشركة
 الاسم الاول لصاحب
 الشركة

اسم المستخدم التابع
 لتسجيلكم في الموقع-
 /POC www.jccs.gov/olvr

رقم الهاتف الارضي
Mobile of POC

First Name of husband/wife

Father's name of husband/wife

Grandfather's name of Husband/wife

Family Name of Company owner

Tribe's name of Company Owner

First Name of mother

معلومات عن الـ

معلومات عن الزوج/ الزوجة

معلومات عن الام

معلومات عن الزوج/ الزوجة-Info on the wife's/husband's name

اسم جده الام اسم جده الزوج اسم جده الزوجة اسم والدة الزوج اسم والدة الزوجة اسم عشيبة الزوج اسم عشيبة الزوجة اسم عشيبة الزوجة رقم الجنسية الحديثة للزوج/ الزوجة اسم شركة الزوج/ الزوجة رقم البطاقة التمييزية رقم شهادة التأسيس الشركة رقم قرار تأسيس الشركة

Father's name of mother

Tribe's name of mother

Name of the husband's/wife's father's name

Name of Grandfather's

No of Wife's/husband's Jinsia

Name of company if husband or wife has

No Of Food Coupon

Company tasees No

No of Shadat Tasees

BDOP Vendor Family Detail Form (English_Arabic)

رقم محضر تأسيس للشركة يصف فيه بوضوح عدد الاسهم و تقاسم الاسهم.	رقم شهادة أو هوية غرفة تجارة ناقذة المفعول	رقم بطي الاموان المدنية الجديد أو المستورد	التحصيل العلمي	اسم و عنوان آخر المكان أو المزة التي : مدرسة أو اعدادية أو تقيم فيها صاحبة الشركة كلية تم التخرج منها:
No of Member Tasees	No of Chamber of Commerce	No of Jinsia	The educational Qualification	name & address of last school/ university Attended
				The country of residency for the owner of the company

المكان أو الدولة التي تقدم فيها -
صاحبة الشركة

ATTACHMENT 2

BDCs INTERNAL WEEKLY ENGAGEMENT REPORT (IWER)

2 (a) Monthly Evaluations due at the end of the month (signed by the Chief, RCC and BDC):

2 (b) Weekly Time Sheets due at the end of each week (signed by the Chief, RCC and BDC):

2 (c) Monitor and maintain the BDOP internal standardized vendor database to include JCCS for 100% accuracy, and BDCs shall immediately report conflict of interest with vendors registered:

2 (d) Weekly Engagement Training Plan (WETP) for BDCs utilization and accomplishments:

2 (e) OSS Forward-Iraq BDC/BBA Status Report:

2 (f) Vetted Vendor Tracker to include the following:

Number and nature of vendor training engagements inside/outside the Forward Operating Base (attendance roster, company name, email, phone number, and vendor survey):

Number of and nature of vendor inquiries to include recommendations (breakdown by specialty/category):

Number and nature of consultations with Contracting Officer(s) on better ways to assist them through training and feedback:

Number and nature of consultations with Contracting Officer(s) on non-conforming bids with feedback:

Number of site visits with Contracting Officers, issues identified during the site visit, and what were the recommendations to the vendors:

Number and list of **authentic** IWOBs registered vendors by category/specialty fully approved, pending, and disapproved for various reasons:

Number and list of Iraqi Local National vendors to include **non-authentic IWOBs** registered by category/specialty fully approved, pending, and disapproved for various reasons:

Number and list of U.S. and foreign national vendors registered by category/specialty fully approved, pending, and disapproved for various reasons:

Number and nature of engagements with the MNDs, GRD/GRC (USACE), PRTs, NGOs/CSOs, Women Centers, Small Business Development Centers, Universities, local government, business, and tribal leaders to promote the BDOP and vendor training (economic and business development focus):

Number and nature of engagement with provincial, municipal, and tribal leader engagements to include name, position, and community involvement to rebuild their local economy:

2 (g) Monthly Vendor Survey Statistics from BDOP: BDC Evaluation and Feedback Form:

2 (h) Number of BDC recusals due to conflict of interest with vendors (family, relatives, friends, stockholders, shareholders, etc., affiliation (Identify owner, company, e-mail, and phone #):

Attachment 2 (a)
BBA Generalist Weekly Evaluation Statement to MNF-I Supported Unit to
Contracting Officer Representative (MNF-I CMO / MNC-I C9 / MNSTC-I)

Name: _____

Supervisor: _____

Date Prepared: _____

Period Covered: _____

Unit Assigned: _____

Province(s): _____

- | | |
|---|--|
| <p>1. Assists MSC Commander and/or G-5/Chief of CMO with effective written and spoken communication in Arabic/Kurdish and English.</p> <p><input type="radio"/> Exceeds Requirements</p> <p><input type="radio"/> Performs Successfully</p> <p><input type="radio"/> Needs Improvement</p> | <p>5. Assists MSC Commander and/or G-5/Chief of CMO by effectively working/coordinating with vendors and contractor/sub-contractor employees.</p> <p><input type="radio"/> Exceeds Requirements</p> <p><input type="radio"/> Performs Successfully</p> <p><input type="radio"/> Needs Improvement</p> |
| <p>2. Assists MSC Commander and/or G-5/Chief of CMO by providing effective understanding of cultural, ethnic, economic, and political concerns.</p> <p><input type="radio"/> Exceeds Requirements</p> <p><input type="radio"/> Performs Successfully</p> <p><input type="radio"/> Needs Improvement</p> | <p>6. Strong commitment to working with provincial/municipal government and with civil/business community, in pursuit of a secure and viable Iraq.</p> <p><input type="radio"/> Exceeds Requirements</p> <p><input type="radio"/> Performs Successfully</p> <p><input type="radio"/> Needs Improvement</p> |
| <p>3. Successfully receives, analyzes, and presents information in one-on-one and small-group situations.</p> <p><input type="radio"/> Exceeds Requirements</p> <p><input type="radio"/> Performs Successfully</p> <p><input type="radio"/> Needs Improvement</p> | <p>7. Works aggressively as a problem-solver for the MSC Commander and/or G-5/Chief of CMO, focusing successfully on multiple assignments.</p> <p><input type="radio"/> Exceeds Requirements</p> <p><input type="radio"/> Performs Successfully</p> <p><input type="radio"/> Needs Improvement</p> |
| <p>4. Coaches, teaches and mentors officers and enlisted personnel of assigned MSC, enabling successful interaction with local personnel.</p> <p><input type="radio"/> Exceeds Requirements</p> <p><input type="radio"/> Performs Successfully</p> <p><input type="radio"/> Needs Improvement</p> | <p>8. Respects and complies with conditions of employment and military regulations as specified in the contract.</p> <p><input type="radio"/> Exceeds Requirements</p> <p><input type="radio"/> Performs Successfully</p> <p><input type="radio"/> Needs Improvement</p> |

Supervisor Observations and Comments: (Required for all "Needs Improvement" – Optional Otherwise)

BBA Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

BI-WEEKLY



America's Facility Services Company

OSS Daily Time Sheet

Please mark an "X" in each day present for duty
 Time sheet must be signed by Consultant, and OSS supervisor, and immediate client
 Signed timesheets are due to your DPM by noon on the 16th and 1st of each month.

Contract: BBA-SME W91GER-06-D-0006		Consultant Name:						DPM				Period of Performance:					
Job Title BBA-SME																	
Location		Day1	Day2	Day3	Day4	Day5	Day6	Day7	Day8	Day9	Day10	Day11	Day12	Day13	Day14	Day15	Day16
Present for Duty (BOG)																	
Other:																	
BBA's Signature and Date		Client's Signature and Date						DPM's Signature and Date									

Please include the dates in the light blue section. 1-15 or 16- end of month.

Date	Presentation with Details (Adjust per your AOR)	Training Time	# of Vendors Trained & Comprehension Level	Invitation Sent to Attendees (# of Males & # of Females)	Submit Dated Sign-in Sheets with Monthly Roll-up of Vendor Surveys & Certificates of Attendance	Initial, Refresher or Special Training	Location of Training
28-Jan-09	Ethics	1 hour	30/Beginners	(30-M) (20-F)	Attached	Initial	Balad
	Who is who .. What is what ...in JCCI?	1 hour	120/Beginners				
	Professional and field of speciality	1 hour	120/Beginners				
	Organization and management	1 hour	120/Beginners				
	Sub-contracting	1 hour	120/Beginners				
	Logistic requirements	1 hour	120/Beginners				
	What is bidding	1 hour	120/Beginners				
	what is a solicitation?	1 hour	120/Beginners				
	What to fill in a solicitation?	1 hour	120/Beginners				
	What sections need to be read?	1 hour	120/Beginners				
	Importance of reading every clause in it for once	1 hour	120/Beginners				
	The Technical Report	1 hour	120/Beginners				
	Team Structure	1 hour	120/Beginners				
	Specialists on site	1 hour	120/Beginners				
	Materials quality vs. Prices	1 hour	120/Beginners				
	Process of bidding	1 hour	120/Beginners				
	How a decision is made by KO?	1 hour	120/Beginners				
	Factors that influence the decision.	1 hour	120/Beginners				
	Process of filtering	1 hour	120/Beginners				
	what is expected in a successful proposal?	1 hour	120/Beginners				
	why bids fail?	1 hour	120/Beginners				
	Site visits	1 hour	120/Beginners				
	Pre Construction meeting.	1 hour	120/Beginners				
	What is expected on the first day of construction/ deliver	1 hour	120/Beginners				
	What is expected from Vendors on delivery of product	1 hour	120/Beginners				
	D250 - Receipt of product & materials	1 hour	120/Beginners				
	Pre Construction meeting.	1 hour	120/Beginners				

WEEKLY ENGAGEMENT TRAINING PLAN (WETP)

Invoice	1 hour	120/Beginners	
EFT	1 hour	120/Beginners	
Solicitation and contract bidding	1 hour	120/Beginners	
Difference between BPA & standard contract	1 hour	120/Beginners	
Punctuality with time and deadlines	1 hour	120/Beginners	
Punctuality with commitment	1 hour	120/Beginners	
Business ethics and professional conduct	1 hour	120/Beginners	
Intermediate Training			
What to fill in a solicitation?		40/Intermediate	
What sections need to be read?		40/Intermediate	
Importance of reading every clause in it for once.		40/Intermediate	
The Technical Report		40/Intermediate	
Team Structure		40/Intermediate	
Specialists on site		40/Intermediate	
Materials quality vs. Prices		40/Intermediate	
Process of bidding		40/Intermediate	
How a decision is made by KO?		40/Intermediate	
Factors that influence the decision.		40/Intermediate	
Process of filtering		40/Intermediate	
what is expected in a successful proposal?		40/Intermediate	
Site visits		40/Intermediate	
Pre Construction meeting.		40/Intermediate	
What is expected from Vendors on delivery of product		40/Intermediate	
Ethics		40/Intermediate	
EFT		40/Intermediate	

WEEKLY ENGAGEMENT TRAINING PLAN (WETP)

Solicitation and contract bidding	40/Intermediate		
Difference between BPA & standard contract	40/Intermediate		
DBA Insurance	40/Intermediate		
Invoice	40/Intermediate		
What to fill in a solicitation?	40/Intermediate		
What sections need to be read?	40/Intermediate		
Importance of reading every clause in it for once.	40/Intermediate		
Process of bidding	40/Intermediate		
How a decision is made by KO?	40/Intermediate		
Factors that influence the decision.	40/Intermediate		
Process of filtering	40/Intermediate		
why bids fail?	40/Intermediate		

Accomplishments For The Week:

(10) WOB vendors documents validated, pending JCC-I/A approval and security vetting.

(40) vendors attended training in Amman, Jordan, 4 Jan 2009, please refer to training plan.

Successfully presented the BDC-Balad BDOP to BG Phillips.

Adapting to transformation of our program from HNBAP to BDOP.

Referred (10) rejected vendors to KO (do not mention C2X whatsoever)

Implemented "Train-the-Trainer" contract training in Fallujah

Presented BDOP at Anbar University, College of Engineering (30 Seniors)

Success Story with photo attached from Contract Work Site of Paradise Company, 100% WOB, historical renovation, etc.

NOTE: What were the results and the takeaway of your accomplishments?

Submit Monthly Success Stories with photos (Golden Nuggets)

R&R Detailed Itinerary:

2009 Projected R&R Dates:

2009 R&R Dates utilized:

2009 R&R Extension while on R&R:

Emergency Leave Detailed Itinerary:

2009 Emergency Leave utilized:

2009 Emergency Leave Extension while on Emergency Leave:

E-mail and contact phone number while on R&R:

E-mail and contact phone number while on Emergency Leave:

Housing location and room number:

**Note: All R&R and Emergency Leave shall be approved by LTC R-B ICW OSS and RCC Chief.
Unpaid Leave of Absence to be approved by C9, LTC R-B, and OSS via telecon to
ensure it does not impede mission accomplishment, and the integrity of the BDOP.**

**Business Development & Outreach Vendor Training: Business Development Consultant
Evaluation and Feedback Form**

Your feedback is very important to us! Tell us what things you think we are doing well, and what things we can improve upon! Your answers are strictly confidential and anonymous, and are used for the sole purpose of improving our training programs.

THANK YOU!

Business Development Consultant's Name:

Subject of Training:

Class Location and Date:

Class Size:

Class Size:

Please rate your satisfaction with this training program in the following areas:

6	5	4	3	2	1	Non-Applicable (N/A)
Excellent	Very Satisfied	Satisfied	Somewhat Dissatisfied	Dissatisfied	Very Dissatisfied	

Questions:

1. How satisfied are you that this class met your training needs?
2. How satisfied are you with the topics of this class?
3. How satisfied are you with the details of each topic of the training material?
4. How satisfied are you with the professionalism of the BDC you recently had contact with?
5. How satisfied are you that the BDC understood your questions and concerns in reference to the training?
6. How satisfied are you with the BDC's explanation of his authorization to register your company?
7. How satisfied are you with the BDC's explanation of registering legitimate and authentically women-owned businesses owned and operated by Iraqi women?
8. Did you understand the training provided?
9. Would you like the BDC to provide you with additional training on a particular topic? If yes, what topic?

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10. Does the BDC respond to your inquiries in a timely manner? If no, please explain.
11. Do you feel the BDC is impartial during your meetings with him/her? If no, please explain.
12. Are you an owner with a Women Owned Business? If yes, please explain.
13. What did you enjoy **most** about your training?
14. What did you enjoy **least** about your training?
15. Please advise of current contract issues/concerns:

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ATTACHMENT 5

RCCs ENGAGEMENT REPORTING REQUIREMENTS

Monthly Evaluations due at the end of the month (signed by the Chief, RCC and BDC).

Weekly Time Sheets due at the end of each week (signed by the Chief, RCC and BDC).

Number of site visit(s): identify issues and recommendations addressed with BDC

Number and list of IWOB/AWOB contracting actions and dollar value (both authentic and non-authentic) to include number registered by category and specialty (construction, commodities, and services)

Number and list of U.S. and foreign national vendors contracting actions and dollar value in commodities, construction, and services to include number registered by category/specialty

Number and list of **Iraqi/Afghan Local National** vendors contracting actions and dollar value (sustainable, legitimate Iraqi local vendors and authentic women-owned businesses to allow eligible local national companies (Iraqi First Program) to have preference in bidding on U.S. Government contracts based on their qualification before awarding to contractors outside the local commuting area of the RCCs, municipal/provincial AORs)

Number and list of Iraqi/Afghan Local National and IWOB/AWOB vendors awarded **Sole Source** contracting actions and dollar value to include justification

Number and list of all vendors (Iraqi/Afghan Local National, U.S., and foreign-owned) on the excluded list

Number and list of vendors not vetted through the BDC for compliance with the "Verifying Ownership Procedures" and justification prior to registering on JCCS

Number and list of vendors with Electronic Fund Transfer (EFT) issues/concerns reported to TFBSO, EFT Team; did the EFT Team take appropriate action?:

Number of contracting actions and dollar value considered for "Buy Iraqi" preference:

Economic and security impact of awarding contracts locally (investing money into the local economy instead of Baghdad, number of mortar attacks increasing/decreasing, number of locals employed by vendors, etc.)

Acquisition Ethics Training

(ATTACHMENT 6)

Joint Contracting Command – Iraq/Afghanistan
Office of the Command Judge Advocate
January 2009