

General Issue	Specific Issue	Category	Attributes to Track (T), Quantify (#), or Qualify (~)	Collection & Analysis Interval**
General Context	What is the context for interpreting this program's quantitative and qualitative data?	Interpretive Info	~: Collect program contextual information #: Some info may be quantitative T: Track changes	Start / End / Change
Schedule and Progress	Are we ready to begin RFP development (for all or part of the RFP)?	Task Entry Readiness	~, #: Develop and use Task Entry Readiness Criteria	Beginning
	Is RFP development progressing as planned?	RFP Preparation Progress	T: Track planned v. actual inchstone progress	1/10
	Are any critical dependencies impeding RFP development progress?	Critical Path Item Progress	T: Track planned v. actual milestone progress	1/10
	Is the RFP development schedule realistic?	Schedule Risk and Quality Risk	~: Assess / Explain Schedule Realism	1/3
	How volatile is the RFP development schedule?		~: Assess / Explain Schedule Volatility T: Track, as appropriate	1/3 to 1/10
	Are non-RFP-related interrupts impeding progress?		T, #, ~: Track, Measure, Assess Interrupt Impact	Weekly
	Is RFP development complete?	Task Exit Readiness	~, #: Develop and use Task Completion Criteria	End
Resources and Cost	Do we have the right allocation of required experts?	Level of Effort and Expertise Adequacy	T, #: • Actual v planned effort for each type/level of expertise • Turnover	1/10
	Is the needed infrastructure available?	Resource Adequacy	T, ~, #: State needs / collect lessons learned	1/5
	Is the budget for RFP preparation realistic?	Schedule Risk and Quality Risk	~, T: Assess, track budget consistency with scope of RFP	1/3
	Is the RFP preparation budget volatile?		~, T, #: Assess, track, measure budget volatility	1/3 to 1/10

General Issue	Specific Issue	Category	Attributes to Track (T), Quantify (#), or Qualify (~)	Collection & Analysis Interval**
Size and Stability	What's the scope of the RFP?	Scope	Assess Identify changes to scope Related to scope of work of contractor, so depending on phase, may include estimated size/cost of various WBS elements	1/3
	What's the complexity of the RFP?	Complexity	~, T: Develop rating scheme/checklist	Beginning, End
	What's the total dollar value and dollar value per contract?	"Size" of Acquisition (as reflected in budget)	~, T: Develop rating scheme/checklist	Beginning, End
	How stable is the acquisition approach?	Program Stability	~	1/3
	How stable are the requirements?	Requirements Stability	T, #, ~: Track requirements volatility.	1/3 to 1/10
	How stable is the technology (and market, if applicable) related to the product/service being acquired?	Technology Stability	~: Assess stability; assess TRLs; may want to project \$ value of market	1/3
Product Quality	Is the SOO/SOW clearly specifying the right objectives/tasks?	SOO/SOW Quality	~ (checklist), # (defects), T (changes): Attributes: <ul style="list-style-type: none"> • Completeness • Correctness • Clarity • Self-Consistency • Consistency with Other RFP Sections • Traceability (documented) 	
	Are the requirements (TRD, SPD, etc.) specified clearly, effectively, and with sufficient flexibility?	Requirements Quality		
	Are sections L and M clearly specifying the right instructions and evaluation factors?	Sections L and M Quality		
	Do the CLINs and CDRL sufficiently specify all activities and deliverables?			

General Issue	Specific Issue	Category	Attributes to Track (T), Quantify (#), or Qualify (~)	Collection & Analysis Interval**
	Is the RFP, overall, complete, correct, clear, self-consistent, consistent with the ASP and SSP, and consistent with information regarding interfacing systems/ organizations?	RFP Integrity	~ (checklist), # (defects), T (changes): Attributes: <ul style="list-style-type: none"> • Completeness • Correctness • Clarity • Self-Consistency • Consistency with ASP, SSP, externals • Traceability (documented) 	
	Does documented traceability exist between the elements of the RFP, and between the RFP and other acquisition documents?	RFP Section Traceability	#, ~, T: Develop traceability measures or checklists	
Process Performance [Reorder so the categories appear in the same order as they do in the ppt picture]	Have stakeholders in the product/service to be acquired been sufficiently involved in the RFP preparation process?	V&V	T, ~, #: Track planned vs. actual interactions, outcomes; obtain feedback	
	Have stakeholders in the source selection been sufficiently involved (e.g., have potential evaluators from each discipline been involved in developing sections L and M?)		T, ~, #: Track planned vs. actual interactions, outcomes; obtain feedback	
	What is the extent and effectiveness of reviews of the RFP sections and the RFP as an integrated whole?		#: Measure review preparation time, review meeting time, defects found, defects corrected	
	What is the extent and effectiveness of training for RFP developers and SS evaluators?	Training	T: Track training events, attendance, feedback	

General Issue	Specific Issue	Category	Attributes to Track (T), Quantify (#), or Qualify (~)	Collection & Analysis Interval**
	Is there an effective process for identifying and managing risks?	Risk Management	~: Assess risk management approach against the CMMI RSKM process area, or another model	
	Is there an effective process and adequate tools for configuration and data management?	CDM	~: Assess CDM approach against a checklist or model	
	Is a defined, effective process in use for planning RFP development and coordination?	Planning	~: Assess planning process against a checklist or model	
	Is performance against the plan monitored and, if necessary, corrective actions taken or replanning performed?	Monitoring and Control	~, T: Determine if an approach to monitoring exists, and track corrections/replans	
	Are organizational assets/templates used, if applicable, and does the program contribute its assets to an organizational database?	Organizational Process Integration	~: Determine whether the organization supplies aids that are useful, and whether the program contributes to the organization	
	Considering issues that arose during (a) source selection and (b) contract period of performance, could these issues have been avoided had the RFP been different?	Retrospective Assessment	~: Develop and use a checklist and also accept free-form comments	

Events

1. RFP Preparation Planning
2. RFP Preparation task entry readiness review
3. PRFP-1 development
4. PRFP-1 internal review
5. PRFP-1 revision
6. PRFP-1 final review
7. PRFP-1 released to interested parties (IPs)
8. PRFP-1 IP comments/questions received
9. PO determination on whether IP session(s) needed
10. PRFP-1 PO responses to comments/questions
11. PRFP-2 development/revision
12. PRFP-2 internal review
13. PRFP-2 revision
14. PRFP-2 final review
15. PRFP-2 released to interested parties (IPs)
16. PRFP-2 IP comments/questions received
17. PRFP-2 PO responses to comments/questions
18. PRFP-3 development/revision
19. PRFP-3 internal review
20. PRFP-3 revision
21. PRFP-3 final review
22. PRFP-3 released to interested parties (IPs)
23. Pre-ASP
24. ASP
25. Funding Authorized
26. DRFP development/revision
27. DRFP review
28. DRFP to IPs
29. DRFP IP comments received
30. Document comments
31. Final RFP and CBD
32. Proposal Preparation
33. Source Selection
34. Contract Award

Acronyms: PRFP: Preliminary RFP; DRFP: Draft RFP; ASP: Acquisition Strategy Panel