

Topics for CPSR Work Instructions

CPSR Process

1	Data tracking for subcontract management (what needs to be visible when reports are run)
2	Data Call Development
3	Maintaining Policies and Procedures (Generally)
4	Developing the CPSR In-Brief
5	Responding to Questions during a CPSR
6	Level III Responses
7	Level II Responses
8	Class Deviations and the CPSR Process
9	Determining Thresholds

File Documentation

10	Constructing adequate Make or Buy Plans
11*	Market Research
12	Teaming Agreements
13	Developing Actionable SOWs
14	Requisition Development
15*	Documenting Commerciality; CIDs
16	Documenting Source Selection activities
17*	Developing Source Justifications
18	RFQ Development
19	Proposal acceptance
20*	Representations and Certifications
21	Complying with the Buy American Act
22	Complying with Counterfeit Electronic Parts requirements
23	Procurement compliance with Cybersecurity Requirements
24	Complying with Berry Amendment and Speciality Metals Requirements
25	Small Business Subcontracting Plan requirements
26*	TINA Compliance
27	Awards Under Micropurchase / Split Awards
28	CAS Compliance

29	DPAS compliance
30	OCI Mitigation Plans (Subs)
31	Technical Evaluations
32*	Documenting Adequate Price Competition
33*	Price Analysis
34	Cost Analysis
35*	Determination of Subcontract Type
36	Negotiation Memorandum Development
37	Financial Responsibility
38	Vendor Rating Systems
39	Documenting Small Businesses Opportunities
40	Excessive Pass-Through
41	EEO Pre-Award Clearance
42	Advance Notice and Consent
43	Letter Subcontracts
44*	Determining Flow Downs
45	Terms and Conditions
46	Day of Award Certifications
47	Foreign Subcontractor Reporting
48	FFATA Reporting
49	Processing Change Orders and Modifications
50	Close-Out

General Considerations

51	Procurement Authority / Authority Matrix
52	Internal Audit
53	Training
54	Supply Chain Management (generally)
55	Lead Time (Calculation)
56	Forecasting
57	File Structure and Documentation maintenance
58	Intercompany Transactions

59	Managing Long Lead Items
60	Managing and Reporting Inventory