



DEPARTMENT OF THE ARMY
PROGRAM EXECUTIVE OFFICE
SIMULATION, TRAINING AND INSTRUMENTATION
12350 RESEARCH PARKWAY,
ORLANDO, FLORIDA 32826-3276

REPLY TO
ATTENTION of

August 12, 2014

Dear Ladies and Gentleman:

The Program Executive Office Simulation, Training and Instrumentation (PEO STRI) Acquisition Center Source Selection Advisory Team (SSAT) Branch Chief invites our Industry partners to participate in the newly created Source Selection Improvement Group (SSIG) forum.

The SSAT, hosting the SSIG forum, was established by the PEO STRI Head of Contracting Activity (HCA) and directed by the Principal Assistant Responsible for Contracting (PARC) to simplify and implement uniform and consistent procedures for competitive acquisitions. The SSAT consists of subject matter experts in contracts, program management, and engineering functional areas. One of the important objectives established for the SSAT was to improve our communication practices with our Industry partners to identify potential efficiencies and promote best practices with respect to our organization's source selection process.

In this effort, the SSAT initiated the SSIG forum in March 2014 with our Industry partners with the sole purpose of encouraging constructive exchanges related to the source selection process. The intent is for both Government and Industry to work together to meet this purpose and to benefit from the inherent knowledge, experience, and lessons learned that each participant brings to the table. The SSIG objectives will be to:

- Address Industry concerns with all phases of the source selection process
- Increase process efficiencies and promoting best practices for the development of Government solicitations and the development of Contractor proposals
- Discuss how to leverage the various Industry proposal preparation processes/tools
- Discuss improving solicitation documents
- Discuss the guidelines set forth by the FAR, DFAR, DOD and Army source selection policies to increase awareness of guidelines and policy limitations

To meet these objectives, the SSAT has drafted the PEO STRI SSIG Charter which establishes the improvement group's purpose and process; rules and responsibilities of primary stakeholders; and ground rules for participating members during the focus group meetings. The draft Charter is provided in the PEO STRI Business Opportunities Portal (STRI BOP) public website under the SSIG tab, <https://bop.peostri.army.mil/sites/bop/default.aspx>. The draft Charter is open to the SSIG Forum for comments and recommendations.

The STRI BOP SSIG tab is the central point for the SSAT to post all information pertaining to all SSIG Government and Industry stakeholders. You may want to visit this site periodically to stay informed.

The intent of this announcement is to provide ample opportunity for interested businesses to participate; however, the number of focus groups to be formed at one time or in each quarter has not yet been determined. Given the large number of Industry Partners and the anticipated number of responses to this announcement, the SSAT plans to collaborate with the National Center for Simulation (NCS) to assist in the formation of small focus groups of both large and small Industry partners, with no more than one participant per selected company.

Initially, the SSAT will select a topic from the Industry Participation Questionnaire (enclosed) submitted by interested Industry partners. The SSAT will work with the NCS to review the submitted responses to this announcement and to definitize and prioritize submitted topics to initially form the Pilot Focus Group as well as future working groups. The SSAT will begin with a Pilot Focus Group to address the selected topic and to derive a potential solution. If the Pilot is successful, future focus groups will be established to address other topics. The focus groups will be made up of no more than ten participants per group, based on the topics submitted. The output of the focus group will be publicized on the STRI BOP SSIG Tab for all the members of the forum to review and provide feedback. Periodic updates and information will be provided to Industry at PEO STRI's monthly Procurement Acquisition Lead Time (PALT) sessions.

If you are interested in providing topics and/or participating in a future focus group, please fill out the enclosed questionnaire including your company name and information, discussion topic/s and description/s, as well as the name and contact information of one representative who will participate in a working group. Send the questionnaire and/or any questions to the SSAT email address at: "usarmy.orlando.peo-stri.mbx.ssig@mail.mil". This is a standing announcement for you to submit the questionnaire anytime for consideration by the SSAT members listed below.

Ms. Cynthia M. Sherman
SSAT Branch Chief – Contracting Officer

Mr. Ricardo Escobar
SSAT Lead Systems Engineer

Mr. Steven Gataletto
SSAT Contract Specialist

Armando J. Sanchez (Mandy)
SSAT Project Director

The SSAT looks forward to working with you to further our communication and collaboration on the source selection process.

Sincerely,



Cynthia M. Sherman
Source Selection Advisory Branch Team Chief

Encl.