
Requirements Management System (RMS)
User Guide: Submitter & Vendor POC

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1 Introduction

1.1 Background

The Requirements Management System (RMS) is a Web-based software that is accessible from the Information Analysis Center (IAC) static web page, <http://iac.dtic.mil>. The RMS includes a Requirement Submission Form for submitting technical requirements, and also allows the Contracting Officer's Representative (COR), Program Management Office (PMO), and Contracting Officer (CO) to review and analyze submitted requirements.

1.2 Purpose

The purpose of this user manual is to provide Requiring Activities (RAs), IAC Representatives and Vendor Points of Contact (POCs) with instructions for using RMS, including steps for submitting and processing requirements.

2 RMS Process Workflow

The images below (Figures 2.1 and 2.2) illustrates the process of submitting requirements into RMS, as well as the review process initiated for both Information Analysis Centers (IAC) Multiple Award Contracts (MAC) and Legacy Indefinite Delivery / Indefinite Quantity (IDIQ) submissions. All MAC requirements are initiated by a RA, while Legacy IDIQ requirements are initiated by an IAC Representative. Figures 2.1 and 2.2, shown below, illustrate both the MAC and Legacy IDIQ processes.

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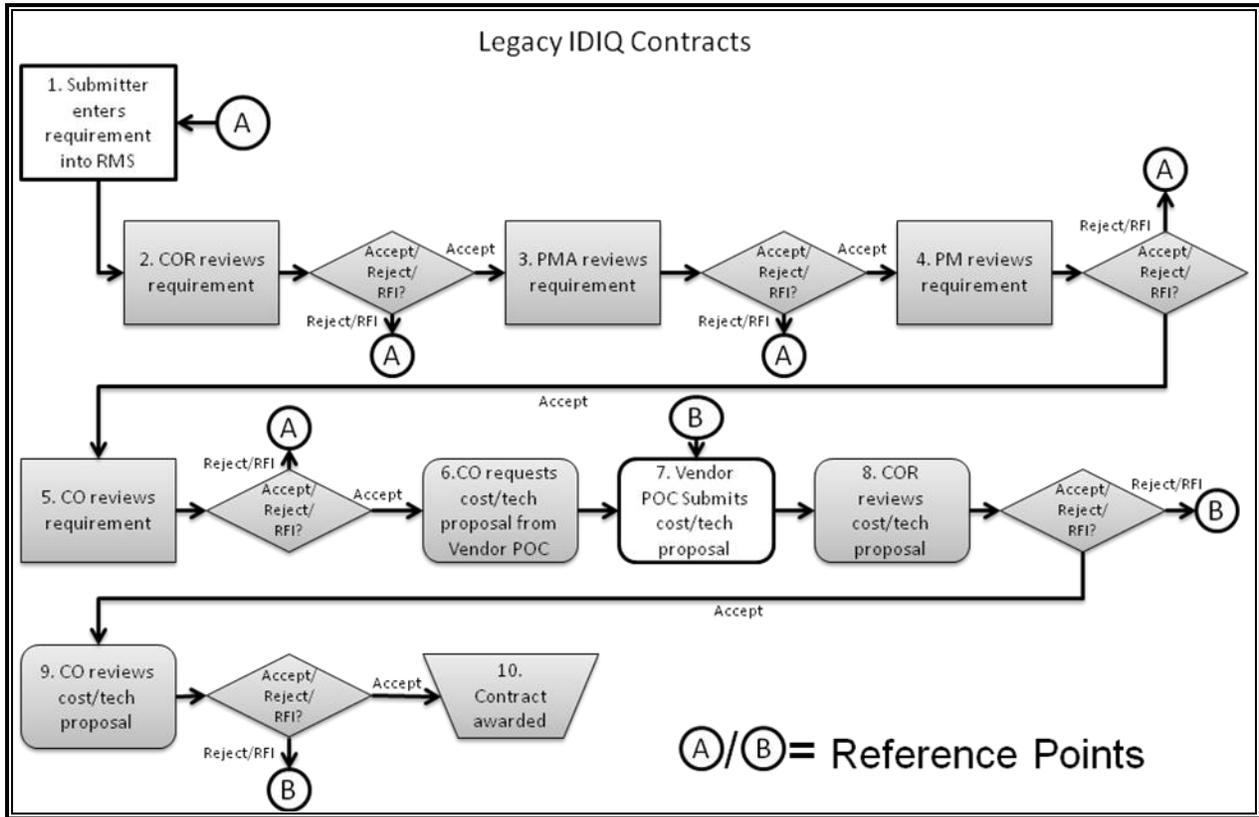


Figure 2.1 Legacy IDIQ Contracts Workflow

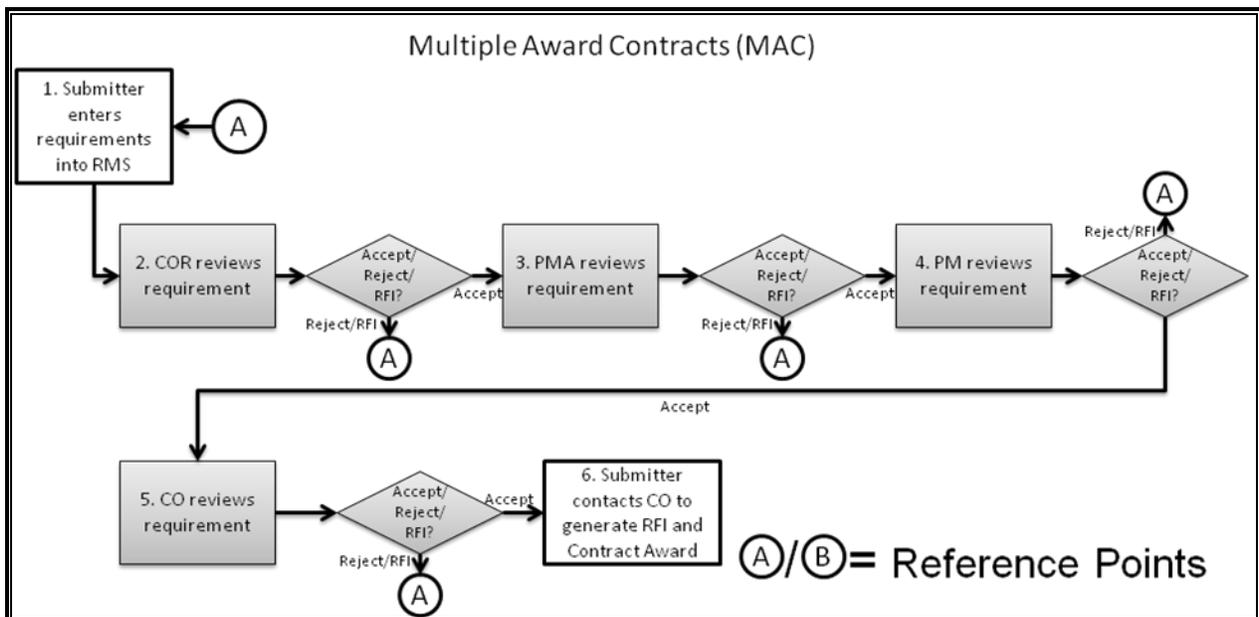


Figure 2.2 Multiple Award Contracts (MAC) Workflow

3 Submission Process Overview

To start the submissions process, RAs and IAC Representatives should visit the IAC PMO static page, <http://iac.dtic.mil>. The IAC PMO website offers potential solutions and services offered by the IAC program. Once a RA or IAC Representatives reviews the IAC offerings and decides on which IAC program fits their needs, they should click the RMS link under "Latest News!" in order to access the submittal forms. These forms allow users to fill out the necessary information to submit a requirement to the IAC program.

3.1 Completing RA Contact Information

The first step in submitting a requirement is entering all applicable contact information into the submittal form (see Figure 3.1). This information includes:

- **DODAAC / BPN / Requiring Activity (RA) Name:** Enter the name of the organization requesting work.
- **Primary Point of Contact (POC):** Enter the name of the individual who will be serving as the Point of Contact for the requesting organization.
- **Title:** Enter the title of the Primary POC.
- **Department/Division:** Enter the department or division.
- **Primary Location Address:** Enter the physical address of the organization.
- **Telephone:** Enter the telephone number of the Primary POC.
- **Fax:** Enter the fax number of the Primary POC.
- **Email:** Enter the email address of the Primary POC.

The screenshot shows a web form titled "Requirements Submission Form". At the top, it states "* indicates a required field to be filled in below" and "Please provide information for your Requiring Activity". The form contains several input fields:

- DODAAC/BPN/Requiring Activity (RA) Name***: A single-line text input field with a small instruction "Insert DODAAC or BPN and Name" below it.
- Primary Point of Contact***: A single-line text input field with a small instruction "Insert RA Tech POC and Financial POC" below it.
- Title**: A single-line text input field with a small instruction "Insert Tech POC/QAP/COR" below it.
- Department/Division**: Two adjacent single-line text input fields with a small instruction "Insert RA Tech Directorate" below them.
- Primary Location Address***: A large text area with a vertical scrollbar, with a small instruction "Insert RA Tech POC address, and, if different, Financial POC address" below it.
- Telephone***: A single-line text input field with a small instruction "Insert RA Tech POC # and, if different, Financial POC #" below it.
- Fax**: A single-line text input field with a small instruction "Insert RA Tech POC Fax and, if different, Financial POC Fax" below it.
- E-mail***: A single-line text input field with a small instruction "Insert RA Tech POC E-mail and, if different, Financial POC E-mail" below it.

Figure 3.1 Requirements Submission Form

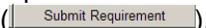
3.2 Completing RA Requirement Information

After entering the necessary contact information, the RA or IAC Representative must fill out all information associated with the requirement. The fields in this portion of the form include:

- **Requirement Title:** Enter a title that best describes the requirement.
- **IAC/Contract:** Enter the IAC or Contract to which you are submitting the requirement.
- **Executive Summary of Requirement:** Enter a brief statement on the Task Order (TO) requirement being pursued under IAC MAC or IAC Legacy IDIQ. (Note: A template for this step is available within the RMS)
- **Deliverables:** Enter the items to be delivered throughout the Period of Performance (PoP) and by completion of the task order.
- **Evaluation Criteria:** Provide detailed technical evaluation sub factors for the task order. (Note: A template for this step is available within the RMS)
- **Independent Government Cost Estimate (IGCE):** Identify the required labor categories. Also, complete the Other Direct Cost (ODC) section. Include any required travel or materials needed to accomplish this effort. (Note: A template for this step is available within the RMS)
- **Other Information:** Include all other pertinent information from the Requiring Activity for this submission.

3.3 Submitting Requirement

Once the RA or IAC Representative has completed all the necessary information in the submission form, the following steps should be followed to submit or save a draft requirement:

1. Attach applicable documents (i.e., Completed templates) by clicking the “Add Attachment” button ().
2. To ensure submissions in RMS are authentic, the system employs CAPTCHA technology, which requires that a caption image be replicated in a text box. After the RA or IAC Representative has replicated the image in the associated text box, he or she may then submit the requirement (.
3. If the RA or IAC Representative needs to save a draft of the requirement, he or she should click the “Save Draft” button (). This action will trigger an automatic email to be sent to the user with a link to the draft of the requirement.

4 Requirement Submission Communication

Once a RA or IAC Representative submits a requirement through RMS, Reviewers of the requirement will use RMS as a communication tool to inform a submitter whether their requirement was accepted, rejected, or if more information is required.

4.1 Responding to an Approval of a Requirement Submission

When a requirement submission is approved, a notification email is sent to the Primary POC. The next steps for an RA or IAC Representative are:

- **RA (MAC contracts):** An RA will be instructed via email to contact the 55th Contracting Squadron (i.e., the Contracting Office) to generate a Request for Proposal (RFP) and Contract Award.
- **IAC Representative (Legacy Contracts):** Once a requirement submitted by an IAC Representative is approved, the designated Vendor POC for that IAC will be instructed via email to submit a cost/technical proposal in RMS. A link will be provided in the email for this purpose. (See Section 5 for instructions on submitting a cost/technical proposal.)

4.2 Responding to a Rejected Requirement Submission

When a requirement submission is rejected, a notification email is sent to the RA or IAC Representative. If more information on why the requirement was rejected is requested by either the RA or IAC Representative, the following steps must be completed:

1. In the notification email, click the embedded link.
2. After clicking on the link, an RMS page will appear. This page will allow you to request additional information on why the requirement was rejected. All inquiries should be submitted through this page in addition to any new attachments.

4.3 Responding to a Request for Information (RFI) from a Reviewer

When a reviewer assesses that a requirement needs additional information before a decision can be made, he or she may request additional information from the RA or IAC Representative. If additional information is needed, you will receive an email notifying you that a reviewer needs additional information. To provide additional information, please complete the following steps:

1. In the email, click the embedded link you are instructed to use to reply to an RFI.
2. After clicking on the link, an RMS page will appear. This page will allow you to provide additional information to the reviewer; as well as any additional attachments.

5 Vendor POC Cost/Technical Proposal Submission

5.1 Submitting a Cost/Technical Proposal

In the Legacy IDIQ submission process, once an IAC Representative's requirement is accepted, RMS will send an automated email to the Vendor POC notifying him or her that a cost/technical proposal is needed. To submit a cost/technical proposal, a Vendor POC must complete the following steps:

1. Click the embedded link in the email to access RMS.

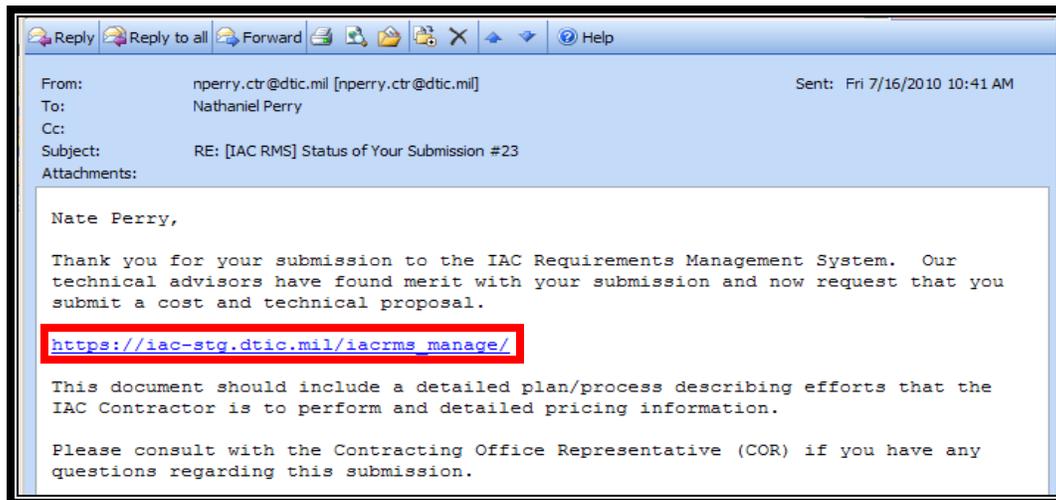


Figure 5.1 Link to Submit Cost/Technical Proposal

2. Log in to RMS.
3. Click the link to the requirement for which a cost/technical proposal needs to be submitted.

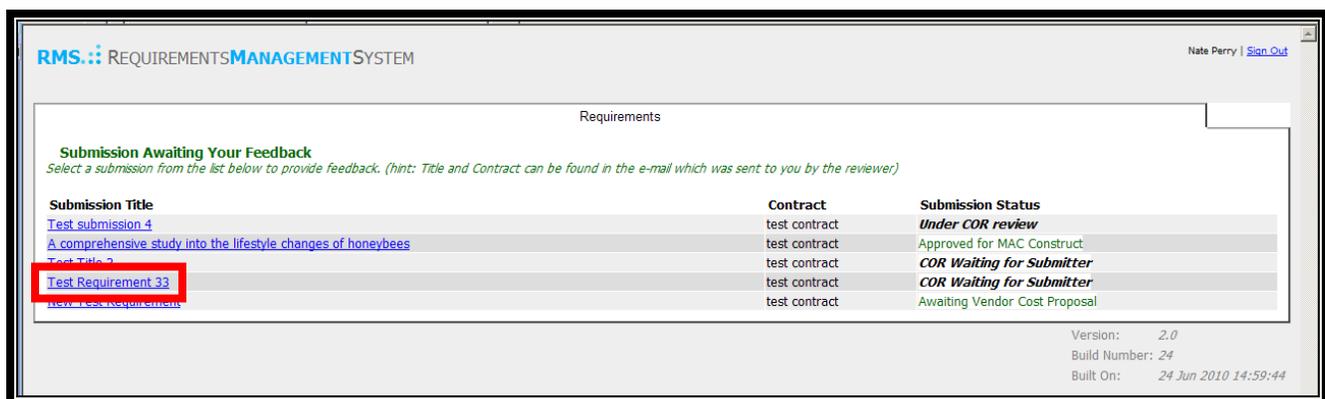


Figure 5.2 Vendor POC Requirement Page

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4. Select "I am submitting a cost proposal," and add comments and feedback (required).

RMS:: REQUIREMENTS MANAGEMENT SYSTEM

Nate Perry | [Sign Out](#)

Requirements

Requirement 23 - New Test Requirement

Basics | Details

Save Cancel

Contract: test contract
Assigned to Reviewer: Nathaniel Perry

Submitted By
Requiring Activity: New Test Name
Contact: Nate Perry
Title: Director
Department: Dep
Division: Div
Primary Location Address: 1234 Testing Lane
Telephone: 402.999.9999
Fax: 402.888.8888
Submitted: Jul 15, 2010

Response:

- I decline to submit a cost proposal
- I need more info before submitting cost proposal
- I am submitting a cost proposal

Your Feedback (Required)

Save

File Attachments

ID	File	Uploaded By	Description	Size	Last Updated
14	jac_quick_ref_sheet.doc	SUBMITTER	test attachment	94.5 KB	07/15/2010
15	rms_test_plan.xls	SUBMITTER		55.5 KB	07/15/2010

Add Attachment | Reload List

Some of the components of this page may require you to disable popup blocking. For best results please disable popup blocking.

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Built On: 24 Jun 2010 14:59:44

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Figure 5.3 Submitting Cost/Technical Proposal

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5. Click the “Add Attachment” button (), a pop up window will appear (see Figure 5.4). Attach the cost/technical proposal, and click Save in the bottom left hand corner.

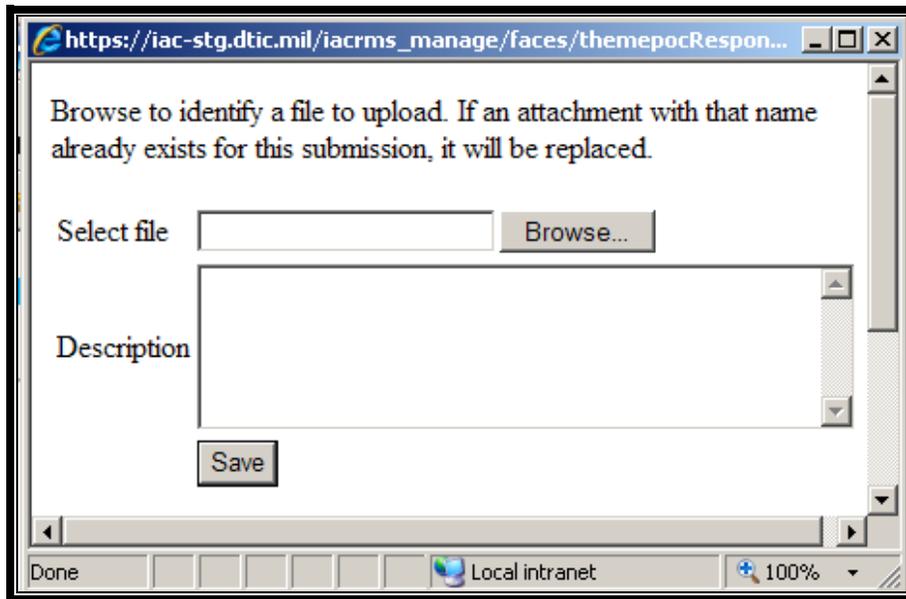


Figure 5.4 Attachment

6. Then click the Save button in the top right hand corner to add the cost/technical proposal to the requirement.

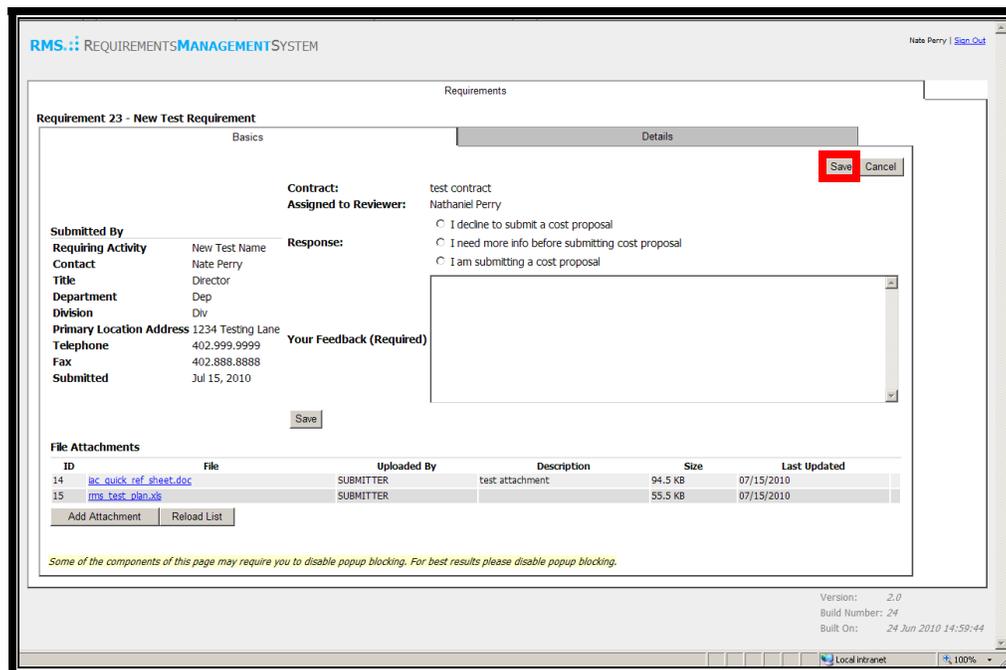


Figure 5.5 Saving Cost/Technical Proposal to RMS