

FEDERAL BUSINESS OPPORTUNITIES NOTIFICATION

SMALL BUSINESS EVENT – 'UNDERSTANDING THE DEFENSE CONTRACT AUDIT AGENCY (DCAA) PROCESS WORKSHOP SERIES'

Solicitation Number: 14-SN-0010

Notice Type: Special Notice

Synopsis:

'UNDERSTANDING THE DEFENSE CONTRACT AUDIT AGENCY (DCAA) PROCESS
WORKSHOP SERIES' – DCAA Overview, Accounting System & Incurred Cost Requirements

The Office of Naval Research (ONR) Office of Small Business Programs (OSBP), and DCAA Office of Audit Liaison have teamed together to host a series of workshops to assist Washington D.C. Metro Area Small Businesses. These workshops are designed to assist Small Businesses in different financial aspects of government contracting.

ABOUT THIS WORKSHOP

ONR awards primarily cost-type contracts for the preponderance of its requirements due to the absence of precise specifications and difficulties in estimating costs in some of its Research and Development efforts. The Federal Acquisition Regulation Subpart 16.301-3(a)(3) states that a cost-reimbursement contract may be used only when the contractor's accounting system is adequate for determining costs applicable to the contract; firms that do not have an accounting system determined to be adequate may jeopardize their ability to receive a contract.

The acceptability of an accounting system is determined based upon a review performed by the DCAA. Specific information concerning assessing adequacy of a contractor's accounting system may be found at DCAA's website: <http://www.dcaa.mil>. Please note, only the Government may request a formal DCAA accounting system review.

These workshops will provide targeted information to vendors within the Washington D.C., Maryland, and Virginia commuting area to assist with audit issues that relate to the Small Business community. For those Small Businesses outside the local Washington D.C. commuting area please contact Ms. Sherry Kobus, DCAA Small Business Program Manager at (703) 767-2271 or Sherry.Kobus@DCAA.Mil for dates and times when the presentations will be made available in your area.

The first 'Workshop' will have the following presentations:

1. An Overview of DCAA
2. Accounting System Requirements; and
3. Incurred Cost Submissions.

COST: 'FREE'; \$0.00

WORKSHOP DATE & LOCATION:

Date: Tuesday, May 20, 2014

Location:

Office of Naval Research
875 North Randolph Street
Arlington, VA 22203

ONR is located in a secure government building. All visitors must present a valid photo I.D. to Building Security to gain entry. Visitors who do not possess a valid building permit should allow 15 minutes to complete ONR's security protocol. An ONR escort will be made available to lead attendees to the Workshop. On-site building parking is available to visitors with valid Department of Defense (DoD) building permit. Otherwise, general parking is available nearby at the Ballston Common Mall or public parking garages within the surrounding area.

ONR is also accessible by Metrorail as well as several area train stations; for directions please visit:

<http://www.onr.navy.mil/About-ONR/Visit-ONR/Travel-ONR.aspx>

REGISTRATION INSTRUCTIONS:

-For more information and to register, visit the Office of Naval Research website @:
<http://www.onr.navy.mil/>:

Step 1: Click on 'Events': <http://www.onr.navy.mil/>

Step 2: Scroll Down and click on 'Other Meetings to register:

<http://www.onr.navy.mil/en/Conference-Event-ONR/Other-Meetings.aspx>

Step 3: To '**REGISTER**' click on - <https://secure.onr.navy.mil/events/regdetail.asp?cid=994>

Step 4: If you are experiencing difficulty registering, please contact the ONR Events Team @ onr_events@navy.mil for assistance

Registration deadline is Wednesday, May 14th, 2014.

ADDITIONAL INFORMATION:

-Due to the size limitation of ONR's Auditorium we are requesting that there be a limit of 2 representatives per company.

- There is no requirement to attend both the Morning and Afternoon Sessions; attendees may select one session or both sessions.

-Handouts for each Workshop may be accessed and downloaded at:

http://www.dcaa.mil/audit_process_overview.html

AGENDA:

Morning Session:

-8:00 a.m. to 8:50 a.m. – In-Processing/Badging for the Morning ‘Only’ or Both Sessions

-9:00 a.m. – 10:30 a.m. - DCAA Overview

-10:40 a.m. – 12:00 p.m. - Accounting System Requirements

-12:00 p.m. – 1:00 p.m. Lunch – On your own*

*Although not required, due to ONR building escort restrictions registrants may opt to stay in-house for lunch. Box lunches will be made available for purchase; information on lunch provisions is available when registering.

Afternoon Session:

-12:30 – 1:10 p.m. – In-Processing/Badging for the Afternoon Session

-1:10 p.m. – 2:30 p.m. – Incurred Cost Submissions

-2:30 p.m. – 3:30 p.m. – Meet & Greet/Q&A with ONR OSBP and DCAA Representatives

WHO SHOULD ATTEND?

Small Businesses who are interested in pursuing a government contract or hold a contract(s) with ONR. This includes companies whose socio-economic status includes: 8(a) companies; Economically Disadvantaged Women-Owned Small Businesses (EDWOSB); Small Disadvantaged Businesses (SDBs); Historically-Underutilized Business Zone (HUBZones); Service-Disabled Veteran-Owned Small Businesses (SDVOSBs); Veteran-Owned Small Businesses (VOSBs); and Women-Owned Small Businesses (WOSBs). Small Businesses are encouraged to attend this or other future Workshops so that they may be able to better understand and navigate through the DCAA audit process. At the end of the workshop(s) attendees should gain better insight about pursuing approved cost accounting systems which will position companies to submit compliant cost proposals.