

Circular A-76 Process

Preliminary Planning

- Preliminary Planning determines what to compete, study officials, time frames, type of competition and other items.

Requirements (PWS or RD)

- The requirements is defined in the Performance Work Statement (standard study) or Requirements Document (streamlined study).

Most Efficient Org (MEO)

- Either a new Most Efficient Organization (MEO) is proposed, or the existing organization is used.

Competition and Decision

- With a standard study, the MEO competes against solicited proposals from other service providers. With a streamlined study, the MEO is compared to market research. Ultimately, a decision is finalized.

Transition and Performance

- The Service provider is selected to perform the work and there is a transition period. The Service provider typically has 3 to 5 one-year performance periods.

Key Players and Roles

- **Deputy Director for Management (DDM).** This position is the ultimate decision maker. The position approves what to study, signs key correspondence, ensures appropriate funding, and makes other key decisions.

- **Commercial Activities Review Team (CART).** This team provides day-to-day creation of plans, documents, and recommendations. The CART ensures that the appropriate process is followed and coordinates/sponsors training, creates reports, and responds to questions.

- **Study Officials.** Each Circular A-76 study has required study officials. They include the Agency Tender Official (ATO), PWS (or RD) Team Lead, MEO Team Lead, Contracting Officer, Human Resource Advisor, and Source Selection Authority (SSA). Afterwards, the Responsible Official (RO) monitors the performance of the service provider.

Key Players (continued)

- **Study Teams.** Each Circular A-76 study has teams composed of study officials and subject matter expert teams. The Planning Team develops the Preliminary Plan. The PWS (or RD) Team documents the requirements and prepares the solicitation information. The MEO team develops the agency tender--the proposed most efficient organization and determines the cost. With a streamlined study, a market research team develops the market research. For a standard study, a Source Selection Evaluation Board (SSEB) is created to recommend a service provider to the Source Selection Authority (SSA). A transition team is created to implement the decision.
- **Managers and Affected Employees.** Managers and Affected Employees help gather data for the study, may serve as study officials or on study teams, help develop the MEO, and help implement new organization.
- **Transition Center.** The Transition Center provides services, resources, and tools to assist NIH Managers and Employees affected by Circular A-76 studies and restructuring.