



# USACE Regional Principal Assistants Responsible for Contracting



**Industry Day-UMCS**

**11 December 2007**

**Cathy Bella, PARC-Winchester**



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# PARC - Winchester



**PARC—Winchester  
(CEPR-WIN)**

**Transatlantic Programs Center (CETAC) -  
Colleen O’Keefe Alternate: Lee Tew/Eric  
Horcick**

**Humphreys Engineer Center Support  
Activity (CEHEC) – Eric Horcick Alternate:  
Charlotte Hofstetter**

**Huntsville US Army Engineering and  
Support Center (CEHNC) – Charlotte  
Hofstetter Alternate: Lynn Harper/Colleen  
O’Keefe**

**Engineer Research Development Center  
(CEERD) – Lee Tew Alternate: Lynn  
Harper**

**Afghanistan Engineer District (CEAED) –  
Lynn Harper Alternate: Colleen O’Keefe**

**Gulf Regional Division (CEGRD)**

- North District (CEGRN)
- Central District (CEGRC)
- South District (CEGRS)

**Lynn Harper Alternate: Colleen O’Keefe**



**Cathy A. Bella**  
PARC



**Colleen O’Keefe**  
Deputy PARC



**Lynn Harper**  
Procurement  
Analyst



**Eric Horcick**  
Procurement  
Analyst



**Charlotte Hofstetter**  
Procurement Analyst



**Lee Tew**  
Procurement  
Analyst 2



# NCO Concept of Operations - Roles and Responsibilities



- **Director of Contracting** – Oversight for policy development, program evaluation, centralized workforce development – Focus is strategic
- **Principal Assistant Responsible for Contracting** – Technical execution of the contracting mission – Focus is tactical
- **Regional Contracting Chiefs (10)/Center Contracting Chiefs (3)** – Management of contracting services/resources from a regional perspective.



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# NCO Concept of Operations



- Integrate & realign contracting professionals





# NCO Concept of Operations



## The National Support Organization Model

- Commanders retain on-site contracting services
- RCCs/CCCs manage contracting personnel within their regions/centers
- Change will be implemented consistent with Regional Business Centers and Project Delivery Teams
- All contracting personnel –
  - In NCO
  - Under DOC oversight
  - CT-CoP - foundation for best practices USACE-wide

# NCO Concept of Operations



- Foster “Success Criteria”
  - measure organizational strengths & values
  - quality, accountability, timeliness, efficiency, & career development



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# Contracting Transformation – Develop a USACE Contracting Surge Plan



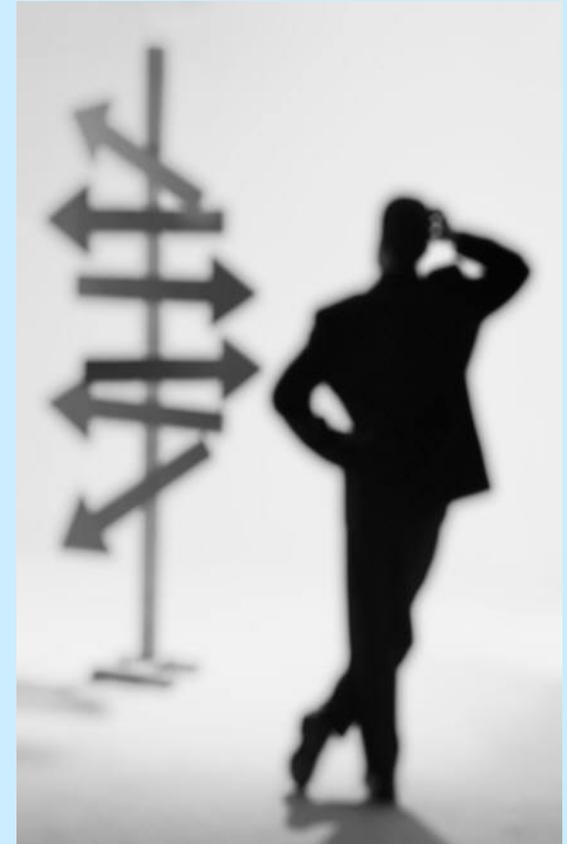
- Plan and organize for surging/spiking workloads
- Preposition contracting vehicles
- Establish Contingency Response Teams
  - Both Emergency & GWOT
  - Backfill for those Deployed
  - Workload Leveling – Regions/USACE
  - Rehired Annuitants
  - Contractors



# Contracting Transformation – Realign CT Advocacy



Realign Contracting  
Advocacy and Expertise  
near Mission Execution by  
Delegating PARC  
Responsibilities to Multiple  
Locations







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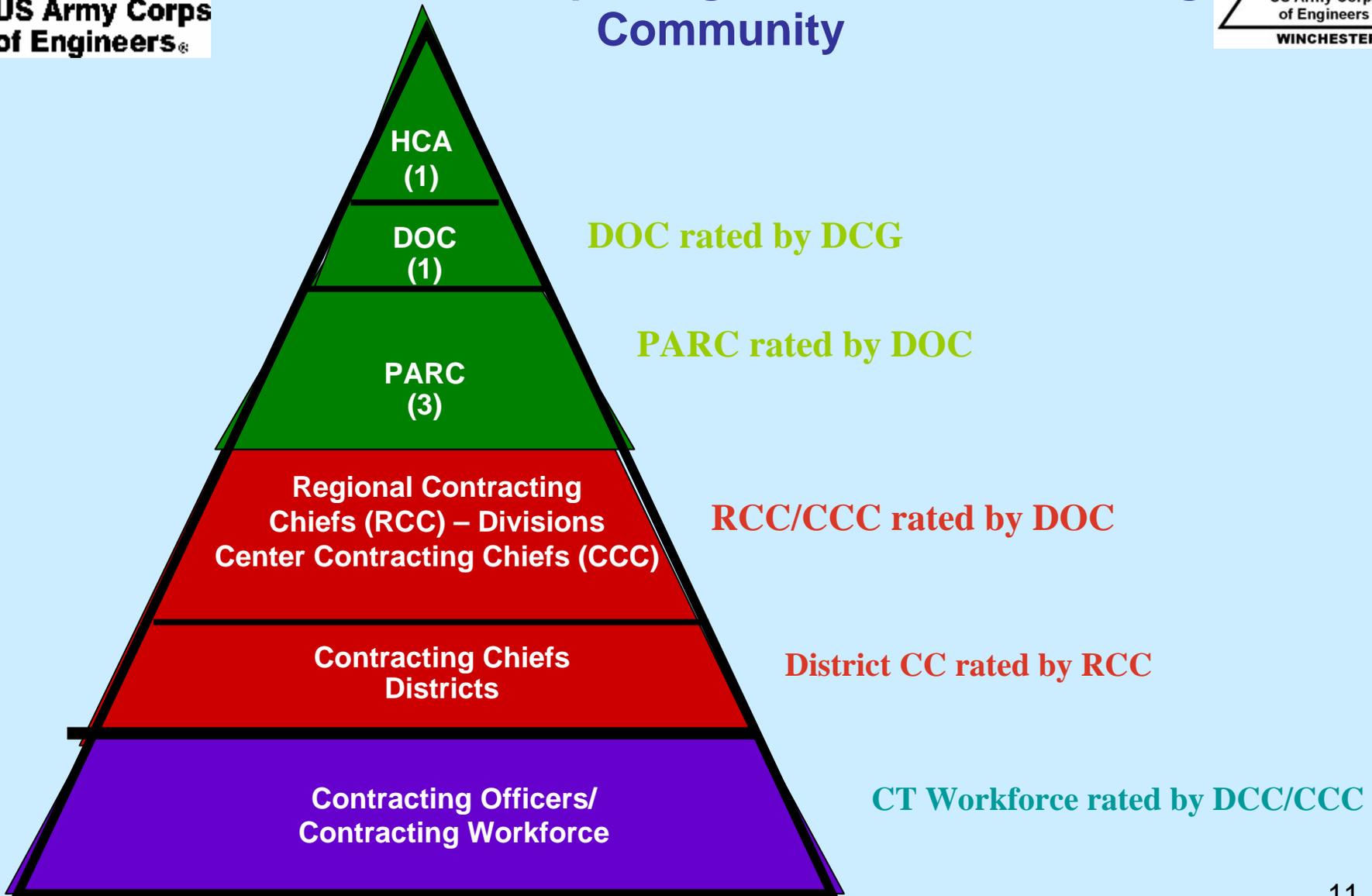
# Contracting Transformation – Realign CT Advocacy



	<b>PARC Special Programs</b>	<b>PARC Military &amp; Civil Works</b>	<b>PARC Military &amp; Civil Works</b>
<b>Mission/ type of work</b>	Global Mission & Overseas, contingencies w/ dedicated focus GWOT	Military/ Civil Transformation considerations	Military/ Civil Transformation Considerations; Hurricanes
<b>Span of Control</b>	ERDC, HNC TAC GRD & AED HECSA	SPD, POD, SWD,NWD	NAD, MVD SAD, LRD
<b># of COS</b>	16	9	18
<b>Location of PARC</b>	<b>Winchester</b>	<b>Dallas</b>	<b>Atlanta</b>
<b># of offices</b>	12	17	22
<b># of offices w/ awards &gt; \$100M</b>	8	10	13
<b># Auth FTEs</b>	125*(+ add GRD, AED)	414	654
<b># of Actions</b>	8,644	21,331	30,540
<b># of \$ Awarded FY 05</b>	\$3,884M	4,607M	6,462M
<b>Av \$ per Action</b>	575K	210K	210K
			10



# Contracting Transformation – Address the Reporting Chain for Contracting Community





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# PARC Mission Statement



**To provide world class contracting support  
(i.e., technical oversight and approval of  
contracting documents) to  
ensure successful execution of the USACE  
mission requirements**



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# Ultimate Goal of PARC Offices



**Ensuring tax dollars are spent with integrity, ensuring due diligence for socio-economic programs and fair competition resulting in the best value at a fair and reasonable price result in more resources (personnel, funds, time) are available to support USACE missions and the warfighter.**



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# USACE Defense Base Act Insurance Pilot Program Phase II

## Worker Compensation Insurance Program Rules and Regulations

**Lynn M. Harper**  
PARC-WIN Procurement Analyst



# Overview



- What is DBA Insurance
- When DBA Insurance is Required
- Background/History
- Objectives of the Program
- PARC Instruction Letter (PIL) 2007-02
- If Premiums are Not Paid...
- Points of Contact



# DBA Insurance



- What is DBA Insurance?
  - Congressionally mandated workers compensation insurance effective since 1941
    - 42 U.S.C. Sections 1651-1654, as amended
- It's the Law
  - Contractors **MUST** buy DBA insurance for its employees working outside the 50 states.
    - Unless under a self-insurance program approved by DOL or subject to a waiver (see FAR 28.305)



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# DBA Insurance



- The USACE-wide contract was awarded to Continental Insurance Company (CNA)
- CNA must be utilized whenever the contractor either obtains new DBA insurance or renews its existing DBA insurance
  - Why? Because this is a requirements contract
  - There is no discretion to accept coverage from another insurer, even if the price is lower
  - Otherwise, USACE will be in breach of its contract with CNA, and can be sued for damages by CNA



# When is it Required?



- For Contractors and Subcontractors unless waived by DOL
- DOL Policy Letter for DoD is forthcoming –
  - Changes/Clarifications in Waivers
- A waiver can be requested from DOL
  - IAW FAR 28.305
- No waiver if:
  - Hired in the US
  - Resident of the US
  - Citizen of the US
  - If no Local Compensation Law Exists in Country



# Background/History



- Why does the USACE Pilot Program exist?
  - After 9/11 insurance costs became unaffordable for many companies, as much as \$150 per \$100 Compensation
  - Needed to find a way to help companies follow the law of providing insurance
- Contract Information
  - Second year of a two-year Pilot Program
    - 1 April 2007 through 31 March 2008
  - The reduced fixed rates are now:
    - Services - \$3.50 per \$100 Compensation
    - Construction - \$7.25 per \$100 Compensation



# Objectives of the Program



- To make DBA coverage affordable
- Similar to USAID & Dept. of State Programs
- Risk Pooling
- Centrally Managed
- Develop Business Case Analysis



# PARC Instruction Letter (PIL) 2007-02



- Mandates that USACE contractors purchase DBA insurance (including renewals) under the USACE requirements contract with CNA
- Provides revised local provisions to be incorporated in all solicitations and contracts
- PIL provided during the OC briefing
- KO's verify policy before issuing NTP



# If Premiums are Not Paid...



- It is the KO's responsibility to ensure that the Contractor and its Subcontractors maintain DBA coverage *with CNA*
- Get a copy of the paid Invoice within 30 days
- If a contractor fails to maintain coverage
  - KO can withhold progress payments
  - Terminate the contract for default
  - Issue a Stop Work Order
  - Poor past performance - CPARS



# Points of Contact



- Contracting Office
  - Contracting Officer/Procurement Analyst PARC-WIN:
    - Lynn Harper (540) 665-3998 [lynn.harper@us.army.mil](mailto:lynn.harper@us.army.mil)
  - Contract Specialist - HECSA
    - Susan Burchell (703) 438-8487 [susan.m.burchell@usace.army.mil](mailto:susan.m.burchell@usace.army.mil)
- USACE Project Manager
  - Bunnatine Greenhouse:
    - (202) 761-7169 [bunnatine.h.greenhouse@usace.army.mil](mailto:bunnatine.h.greenhouse@usace.army.mil)
- Department of Labor
  - Miranda Chiu (202) 761-7169 [Chiu.miranda@dol.gov](mailto:Chiu.miranda@dol.gov)
  - Waiver Questions
    - John Chamberlain (202) 693-0925 [Chamberlain.john@dol.gov](mailto:Chamberlain.john@dol.gov)



# Points of Contact (cont.)



- Rutherford International – Insurance Broker for CNA Insurance
  - USACE DBA Administrator
    - Ramoan Jones (703) 813-6543 [romoan.jones@rutherford.com](mailto:romoan.jones@rutherford.com)
  - Senior Vice President
    - Sara Payne (703) 813-6503 [sara.payne@rutherford.com](mailto:sara.payne@rutherford.com)



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