

Exhibit 300: Capital Asset Plan and Business Case Summary

Part I: Summary Information And Justification (All Capital Assets)

Section A: Overview (All Capital Assets)

1. **Date of Submission:** 2010-03-18 19:03:28
2. **Agency:** 028
3. **Bureau:** 00
4. **Name of this Investment:** OMA: Contract Management System (CMS)
5. **Unique Project (Investment) Identifier:** 028-00-01-08-01-6010-00
6. **What kind of investment will this be in FY 2011?:** Operations and Maintenance
 - Planning
 - Full Acquisition
 - Operations and Maintenance
 - Mixed Life Cycle
 - Multi-Agency Collaboration
7. **What was the first budget year this investment was submitted to OMB? ***
8. **Provide a brief summary and justification for this investment, including a brief description of how this closes in part or in whole an identified agency performance gap; this description may include links to relevant information which should include relevant GAO reports, and links to relevant findings of independent audits.**

Legislation and Presidential initiatives over the last decade, for example: Clinger Cohen Act (CCA), and eGovernment initiatives have effectively mandated that procurement functions be simplified and provide accurate data. The intent of these initiatives is to improve the efficiency of the procurement process by facilitating the acquisition of commercial products and by transforming acquisition process to accommodate electronic commerce. Currently, SBA business processes do not provide the capability for end-to-end automated electronic processing of contracts. The SBA Office of Procurement and Grants Management executes over 1500 contracts and two thousand purchase orders each year. Today, a combination of manual processing and standard government forms are used and tracking is done via manual data entry. To address these issues, the SBA Office of Procurement and Grants Management is championing the modernization of SBA's acquisition processes. The new system, called the Contract Management System (CMS), will provide enhanced capability and integration throughout SBA. CMS will be an information system that allows the agency to perform end-to-end electronic processing of contracts and brings the Agency into conformance with OMB e-Procurement guidance. CMS will fully support award and management of all types of contract vehicles. CMS will allow SBA to meet the OMB guidance for e-Procurement and will allow an interface with the SBA financial system and Integrated Acquisition Environment systems including: FedBiz Ops, FPDS-NG, CCR and ORCA. CMS benefits include: process efficiencies, automated funds control and better management reporting. SBA contracts are increasing in numbers which increases risks in a labor intensive environment.

 - a. **Provide here the date of any approved rebaselining within the past year, the date for the most recent (or planned) alternatives analysis for this investment, and whether this investment has a risk management plan and risk register.**
9. **Did the Agency's Executive/Investment Committee approve this request? ***
 - a. If "yes," what was the date of this approval? *
10. **Contact information of Program/Project Manager?**
 - **Name:** *

- Phone Number: *
- Email: *

11. What project management qualifications does the Project Manager have? (per FAC-P/PM)? *

- Project manager has been validated according to FAC-PMPM or DAWIA criteria as qualified for this investment.
- Project manager qualifications according to FAC-P/PM or DAWIA criteria is under review for this investment.
- Project manager assigned to investment, but does not meet requirements according to FAC-P/OM or DAWIA criteria.
- Project manager assigned but qualification status review has not yet started.
- No project manager has yet been assigned to this investment.

12. If this investment is a financial management system, then please fill out the following as reported in the most recent financial systems inventory (FMSI):

Financial management system name(s)	System acronym	Unique Project Identifier (UPI) number
*	*	*

a. If this investment is a financial management system AND the investment is part of the core financial system then select the primary FFMIA compliance area that this investment addresses (choose only one): *

- computer system security requirement;
- internal control system requirement;
- core financial system requirement according to FSIO standards;
- Federal accounting standard;
- U.S. Government Standard General Ledger at the Transaction Level;
- this is a core financial system, but does not address a FFMIA compliance area;
- Not a core financial system; does not need to comply with FFMIA

Section B: Summary of Funding (Budget Authority for Capital Assets)

1.

Table 1: SUMMARY OF FUNDING FOR PROJECT PHASES (REPORTED IN MILLIONS) (Estimates for BY+1 and beyond are for planning purposes only and do not represent budget decisions)									
	PY1 and earlier	PY 2009	CY 2010	BY 2011	BY+1 2012	BY+2 2013	BY+3 2014	BY+4 and beyond	Total
Planning:	*	*	*	*	*	*	*	*	*
Acquisition:	*	*	*	*	*	*	*	*	*
Subtotal Planning & Acquisition:	*	*	*	*	*	*	*	*	*
Operations & Maintenance:	*	*	*	*	*	*	*	*	*
Disposition Costs (optional):	*	*	*	*	*	*	*	*	*
SUBTOTAL:	*	*	*	*	*	*	*	*	*
Government FTE Costs should not be included in the amounts provided above.									
Government FTE Costs	*	*	*	*	*	*	*	*	*
Number of FTE represented by Costs:	*	*	*	*	*	*	*	*	*
TOTAL(including FTE costs)	*	*	*	*	*	*	*	*	*

2. If the summary of funding has changed from the FY 2010 President’s Budget request, briefly explain those changes:

*

Section C: Acquisition/Contract Strategy (All Capital Assets)

1. **Table 1: Contracts/Task Orders Table**

Contract or Task Order Number	Type of Contract/ Task Order (In accordance with FAR Part 16)	Has the contract been awarded (Y/N)	If so what is the date of the award? If not, what is the planned award date?	Start date of Contract/ Task Order	End date of Contract/ Task Order	Total Value of Contract/ Task Order (M)	Is this an Interagency Acquisition? (Y/N)	Is it performance based? (Y/N)	Competitively awarded? (Y/N)	What, if any, alternative financing option is being used? (ESPC, UESC, EUL, N/A)	Is EVM in the contract? (Y/N)
SBAHQ06F0409	FFP: Firm Fixed Price	Y	2006-09-27	2006-09-29	2011-09-29	\$1.4	*	*	*	*	*

2. If earned value is not required or will not be a contract requirement for any of the contracts or task orders above, explain why:
*

3. Is there an acquisition plan which reflects the requirements of FAR Subpart 7.1 and has been approved in accordance with agency requirements? *
a.If "yes," what is the date? *

Section D: Performance Information (All Capital Assets)

Table 1: Performance Information Table

Fiscal Year	Strategic Goal(s) Supported	Measurement Area	Measurement Grouping	Measurement Indicator	Baseline	Target	Actual Results
2008	Ensure that all SBA programs operate at maximum efficiency and effectiveness by providing them with high quality executive leadership and support services	*	*	purchase order palt	45 days	45 days	45 days
2008	Ensure that all SBA programs operate at maximum efficiency and effectiveness by providing them with high quality executive leadership and support services	*	*	number of processing errors	50% of cms contract actions should result in automatic obligation	50% of cms contract actions should result in automatic obligation	50% of cms contract actions should result in automatic obligation
2008	Ensure that all SBA programs operate at maximum efficiency and effectiveness by providing them with high quality executive leadership and support services	*	*	ratio of contracts/purchase orders processed per fte	8/person/month	12/person/month	12/person/month
2008	Ensure that all SBA programs operate at maximum efficiency and effectiveness by providing them with high quality executive leadership and support services	*	*	percentage of contracts & purchase orders managed through cms	% contracts and pos	50% contracts and pos	50% contracts and pos
2009	Ensure that all SBA programs operate at maximum efficiency and effectiveness by providing them with high quality executive leadership and support services	*	*	purchase order palt	45 days	45 days	cms totally operational however the fy 09 target was not obtained due to extreme contracting personnel shortage.
2009	Ensure that all SBA programs operate at maximum efficiency and effectiveness by providing them	*	*	number of processing errors	50% of cms contract actions should result in automatic obligation	50% of cms contract actions should result in automatic obligation	100%

Table 1: Performance Information Table

Fiscal Year	Strategic Goal(s) Supported	Measurement Area	Measurement Grouping	Measurement Indicator	Baseline	Target	Actual Results
	with high quality executive leadership and support services						
2009	Ensure that all SBA programs operate at maximum efficiency and effectiveness by providing them with high quality executive leadership and support services	*	*	ratio of contracts/purchase orders processed per fte	8/person/month	12/person/month	12/person/month
2009	Ensure that all SBA programs operate at maximum efficiency and effectiveness by providing them with high quality executive leadership and support services	*	*	percentage of contracts & purchase orders managed through cms	% contracts and pos	50% contracts and pos	50%
2010	Ensure that all SBA programs operate at maximum efficiency and effectiveness by providing them with high quality executive leadership and support services	*	*	purchase order palt	45 days	45 days	tbd
2010	Ensure that all SBA programs operate at maximum efficiency and effectiveness by providing them with high quality executive leadership and support services	*	*	number of processing errors	50% of cms contract actions should result in automatic obligation	50% of cms contract actions should result in automatic obligation	tbd
2010	Ensure that all SBA programs operate at maximum efficiency and effectiveness by providing them with high quality executive leadership and support services	*	*	ratio of contracts/purchase orders processed per fte	8/person/month	12/person/month	tbd
2010	Ensure that all SBA programs operate at maximum efficiency and	*	*	ratio of contracts/purchase orders processed per fte	% contracts and pos	50% contracts and pos	tbd

Table 1: Performance Information Table

Fiscal Year	Strategic Goal(s) Supported	Measurement Area	Measurement Grouping	Measurement Indicator	Baseline	Target	Actual Results
	effectiveness by providing them with high quality executive leadership and support services						
2011	Ensure that all SBA programs operate at maximum efficiency and effectiveness by providing them with high quality executive leadership and support services	*	*	purchase order pat	45 days	45 days	tbd
2011	Ensure that all SBA programs operate at maximum efficiency and effectiveness by providing them with high quality executive leadership and support services	*	*	number of processing errors	50% of cms contract actions should result in automatic obligation	50% of cms contract actions should result in automatic obligation	tbd
2011	Ensure that all SBA programs operate at maximum efficiency and effectiveness by providing them with high quality executive leadership and support services	*	*	ratio of contracts/purchase orders processed per fte	8/person/month	12/person/month	tbd
2011	Ensure that all SBA programs operate at maximum efficiency and effectiveness by providing them with high quality executive leadership and support services	*	*	percentage of contracts & purchase orders managed through cms	% contracts and pos	50% contracts and pos	tbd

Part III: For "Operation and Maintenance" investments ONLY (Steady State)

Section A: Cost and Schedule Performance (All Capital Assets)

1. Comparison of Actual Work Completed and Actual Costs to Current Approved Baseline								
Description of Milestones	Planned Cost (\$M)	Actual Cost (\$M)	Planned Start Date	Actual Start Date	Planned Completion Date	Actual Completion Date	Planned Percent Complete	Actual Percent Complete
PROJ: CMS O&M Support - FY2010 - Provide Annual Maintenance	\$0.3	\$0.3	2009-09-28	2009-09-28	2010-09-30		46.15%	46.15%
PROJ: CMS O&M Support - FY2010 - Provide FedConnect Portal Subscription Services	\$0.3	\$0.3	2009-09-28	2009-09-28	2009-09-28	2009-09-28	100.00%	100.00%
PROJ: CMS O&M Support - FY2010 - Quarter 1 Help Desk Services	\$0.1	\$0.1	2009-09-28	2009-09-28	2009-12-31	2009-12-31	100.00%	100.00%
PROJ: CMS O&M Support - FY2010 - Quarter 2 Help Desk Services	\$0.1	\$0.0	2010-01-01	2010-01-01	2010-03-31		86.96%	86.96%
PROJ: CMS O&M Support - FY2010 - Quarter 3 Help Desk Services	*	*	2010-04-02		2010-06-30		0.00%	0.00%
PROJ: CMS O&M Support - FY2010 - Quarter 4 Help Desk Services	*	*	2010-07-01		2010-09-27		0.00%	0.00%
PROJ: CMS O&M Support - FY2011 - Provide Annual Maintenance	*	*	2010-10-01		2011-09-30		0.00%	0.00%
PROJ: CMS O&M Support - FY2011 - Provide FedConnect Portal Subscription Services	*	*	2010-10-01		2011-09-30		0.00%	0.00%
PROJ: CMS O&M Support - FY2011 - Quarter 1 On-Site Help	*	*	2010-10-01		2010-12-30		0.00%	0.00%

1. Comparison of Actual Work Completed and Actual Costs to Current Approved Baseline								
Description of Milestones	Planned Cost (\$M)	Actual Cost (\$M)	Planned Start Date	Actual Start Date	Planned Completion Date	Actual Completion Date	Planned Percent Complete	Actual Percent Complete
Desk Services								
PROJ: CMS O&M Support - FY2011 - Quarter 2 On-Site Help Desk Services	*	*	2011-01-03		2011-03-31		0.00%	0.00%
PROJ: CMS O&M Support - FY2011 - Quarter 3 On-Site Help Desk Services	*	*	2011-04-01		2011-06-30		0.00%	0.00%
PROJ: CMS O&M Support - FY2011 - Quarter 4 On-Site Help Desk Services	*	*	2011-07-01		2011-09-26		0.00%	0.00%
PROJ: CMS FY 2007 - 2009 - CMS Acquisition & Implementation	\$1.0	\$1.0	2006-10-02	2006-10-01	2007-09-28	2007-09-30	100.00%	100.00%
PROJ: CMS FY 2007 - 2009 - CMS O&M Support - FY08	\$0.5	\$0.5	2007-10-01	2007-10-01	2008-09-29	2008-09-30	100.00%	100.00%
PROJ: CMS FY 2007 - 2009 - CMS O&M Support - FY09	\$0.8	\$0.8	2008-10-01	2008-10-01	2009-09-29	2009-09-29	100.00%	100.00%
PROJ: CMS FY 2007 - 2009 - Complete Initial C&A	\$0.0	\$0.0	2007-10-01	2007-10-01	2008-04-29	2008-06-01	100.00%	100.00%
PROJ: CMS FY 2007 - 2009 - Planning	\$0.2	\$0.2	2006-10-02	2006-10-02	2007-05-30	2007-05-31	100.00%	100.00%
PROJ: CMS O&M Support - FY2013 - CMS O&M Fiscal 2013 Support	*	*	2012-10-01		2013-09-27		0.00%	0.00%
PROJ: CMS O&M Support - FY2012 - CMS O&M Fiscal 2012 Support	*	*	2011-10-03		2012-09-28		0.00%	0.00%
PROJ: CMS O&M Support - FY2014 - CMS O&M Fiscal 2014 Support	*	*	2013-10-01		2014-09-30		0.00%	0.00%

1. Comparison of Actual Work Completed and Actual Costs to Current Approved Baseline								
Description of Milestones	Planned Cost (\$M)	Actual Cost (\$M)	Planned Start Date	Actual Start Date	Planned Completion Date	Actual Completion Date	Planned Percent Complete	Actual Percent Complete

* - Indicates data is redacted.