
Contract Tracking and Oversight Sub-Policy

6-1 Purpose

The purpose of the Contract Tracking and Oversight sub-policy is to ensure that the software acquisition activities under contract are being performed in accordance with contractual requirements

HUD Contract Tracking and Oversight begins with the award of the contract and ends at the conclusion of the contract's period of performance.

The HUD contract provides the binding agreement for establishing the requirements for the software products and services to be acquired. It establishes the mechanism to allow the HUD project team to oversee the contractor team's software activities and evolving products and services being acquired. It also provides the vehicle for mutual understanding between the HUD project team and the contractor of the software requirements of the contract.

HUD Contract Tracking and Oversight includes providing ongoing inputs and guidance to the contractor's effort and identifies risks and problems in the effort.

6-2 HUD Sub-Policy

HUD software acquisition projects will follow this written sub-policy for Contract Tracking and Oversight. This sub-policy specifies that:

- A. HUD software-related requirements will be developed and baselined prior to release of the Solicitation package, then managed, maintained, traceable, and verifiable.
- B. A change control mechanism within HUD will exist to manage and control changes to the software-related requirements, and changes to the software-related contractual requirements will be reflected in software acquisition plans, work products, services, and activities.
- C. The HUD GTR reviews all commitment changes and new HUD software project commitments made to individuals or groups external to the organization.
- D. HUD will have a written policy for managing the contracting tracking and oversight of software acquisition projects in the acquisition organization

6-3 Responsibilities

The HUD GTR will oversee the HUD Project Leader and will be responsible for the implementation of this sub-policy throughout the project life cycle and, either directly or by delegation, coordination of all activities described herein. Typically a GTM, whether appointed as such directly by the GTR or the CO, will be the designated Project Leader.

6-4 Requirements

HUD software acquisition projects will comply the with requirements for Contract Tracking and Oversight as follows:

- A. The HUD Project Leader will place software-related requirements under change control early in the project, but not later than release of the solicitation package, and will coordinate and appraise all change activity for their impact on performance,

- architecture, supportability, system resource utilization, contract schedule and cost, and any software being acquired, to all affected groups.
- B. Bi-directional traceability and communication between the HUD requirements and the contractor team's software work products and services, and the commitments of all parties, will be maintained throughout the effort.
 - C. The Project Leader will have sufficient insight into the contractor's software engineering effort to ensure the effort is managed and controlled, will comply with contract requirements, and includes contracting specialists in the contract execution.
 - D. The HUD project team will review required contractor software planning documents which will be used to oversee the contractor team's software engineering effort.
 - E. The HUD Project Leader will review and track the development of the software engineering environment required to provide life cycle support for the acquired software and issues will be identified.
 - F. The contract, and any changes, adhere to relevant laws, policies, regulations, and other planned guidance, and implements project software acquisition requirements.
 - G. The actual cost and schedule of the contractor's software engineering effort are compared to planned schedules, budget and issues are identified, and the project team conducts periodic reviews and interchanges with the contractor team.
 - H. The size, critical computer resources, and technical activities associated with the contractor team's work products are tracked and issues identified.
 - I. Any problems or issues found by the project team during contract tracking and oversight are recorded in the appropriate corrective action system, action taken, and tracked to closure.
 - J. Measurements are made and used to determine the status of the contract tracking and oversight activities and resultant products.
 - K. HUD will provide adequate resources and training to perform the contract tracking and oversight activities.
 - L. HUD will ensure that the contract tracking and oversight activities being performed are in accordance with documented contract tracking and oversight plans.

6-5 Measurement and Verification

- A. The acquisition organization and the project manager will perform periodic reviews of contract tracking and oversight activities.