Evaluation Sub-Policy

7-1 Purpose

The purpose of the Evaluation sub-policy is to provide objective evidence that the evolving software products and services satisfy contract requirements prior to acceptance and transition to support.

HUD Evaluation begins with development of the system requirements and ends when the software acquisition is completed.

HUD Evaluation includes the development of requirements for the evaluation approach, including acceptance criteria, which are incorporated into both the solicitation package and the contract.

HUD Evaluation will be conducted throughout the contract performance period and results are analyzed to determine acceptability of the software products and services. Evaluation activities will be designed to reduce HUD interference with contractor-performed evaluations and to reduce duplication of evaluation efforts. HUD Evaluation will support the activities that establish and verify the contractual requirements.

7-2 HUD Sub-Policy

HUD will develop a written policy that will serve as a guide to manage the evaluation of acquired software products and services.

HUD software acquisition projects will follow this written sub-policy for Evaluation. This sub-policy specifies that evaluation requirements are developed in conjunction with the development of both the system and software technical requirements.

7-3 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.

7-4 Requirements

HUD software acquisition projects will comply with the requirements for Evaluation as follows:

A. HUD Evaluation requirements will be developed in conjunction with the technical requirements, and are maintained over the life of the acquisition.

B. HUD Evaluation will be planned throughout the acquisition to minimize duplication, conducted to provide an integrated approach that satisfies Evaluation requirements, and will take advantage of all Evaluation results.

C. The HUD project team and affected groups will receive orientation on the objectives of the Evaluation approach.

D. Evaluations provide an objective basis to support the decision or recommendation for acceptance of the software products and services.

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E. The project team appraises the contractor team's performance over the total period of the contractor for compliance with requirements.

F. Planned evaluations are performed on the evolving software products and services prior to acceptance for operational use.

G. Results of the evaluations are analyzed and compared to the contract's requirements to establish an objective basis to support the recommendation or decision to accept the products and services or to take further action.

H. Measurements are made and used to determine the status of the evaluation activities and resultant products.

I. HUD will establish a team and provide adequate resources and training to perform evaluation activities.

J. HUD will ensure that the project team's activities are being performed in accordance with its documented evaluation plans.

7-5   Measurement and Evaluation

A. Acquisition organization management and the project manager will perform periodic reviews of evaluation activities.

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