



CEXEC Offers Total Solutions

CEXEC is an established leader in assisting our Federal Government clients to best achieve their acquisition and program goals. In short, we help our clients award, manage and closeout their contracts –a life cycle approach– from “beginning to the end.”

Acquisition Management

Pre Award – CEXEC personnel are instrumental in crafting solicitations using innovative procurement approaches and reducing acquisition costs. We prepare “model” contracts containing the Statement of Work, and CLIN structure and contract sections D through M, to include the evaluation criteria. We participate on the technical, cost, management, past performance and capability assessment evaluation

- Mission Needs Statement
- Requirements Document
- Acquisition Program Baseline
- Acquisition Strategy Paper
- Integrated Program Plan
- Solicitation Documentation
- Model Contracts
- Evaluation Plans-Technical, Management, and Cost
- Actual conduct of evaluation
- Written Report to the Source Selection Official

Post Award – In the post award arena, our contracts professionals assist the Contracting Officer in repairing all contract modifications to order equipment, supplies, or services. We also track all financials to include obligations and invoice payment. Our logistics professionals assist life cycle sustainment through failure summary analysis and interfacing with contractor depot operations.

- Create Equipment Orders and Contract Modifications for supplies and/or services
- Apply changes to the Statement of Work
- Perform financial tracking and reconciliation of orders, invoices, and payments

- Reconcile financial and delivery discrepancies
- Maintain the “living” contract in electronic format
- Perform Asset Management

Program Management

Our program support personnel assist the Technical Officer and Business Manager in managing execution of their programs to implementation of technical refresh, upgrades and Engineering Change Proposals, resolution of technical issues, and justification of resources to successfully execute each program. Other areas include:

- Budget Formulation
- Technical/Engineering Support
- Program Control
- Performance Monitoring
- Requirements Definition
- Schedule Management
- Program Administration

Contract Administration

During contract administration, our contracts professionals assist the Contracting Officer in the following areas:

- In-Plant Contracting Officer’s Administrative Representatives (COAR)
- Modification and Delivery Order Process
- Financial Tracking
- Invoice Reconciliation
- Correspondence preparation and tracking
- Contract Closeout
 - Reconciliation activities to ensure receipt of all equipment or services ordered and correlation of all invoices with government payments over the life of the contract
 - Creation of the closeout modification to correct any discrepancies and prepare the contract files for storage in archives

Find more information on our website:

<http://www.cexec.com>