



National Aeronautics and
Space Administration
Washington, DC 20546

Procurement Information Circular

PIC 24-05

November 22, 2024

Integrated Baseline Review (IBR) Guidance (NFS Case 2024-N020)

PURPOSE: To provide the NASA acquisition community guidance related to IBRs as defined in FAR 34.202 and NASA FAR Supplement (NFS) 1834.202.

BACKGROUND: Earned Value Management (EVM) (See FAR 34.2 and NFS 1834.2) is one of NASA's and industry's most powerful proven program management tools for over 50 years. Government and industry program managers use EVM to provide joint situational awareness of program status; assess cost, schedule, and technical performance on programs; and support proactive decision-making as program teams navigate constraints and risks in the performance of programs.

As a program management system, EVM practices and competencies must be integrated into the program manager's acquisition decision-making processes. The data provided by the EVM System (EVMS) must be timely, accurate, reliable, auditable, and implemented in a disciplined approach consistent with the Electronic Industries Alliance Standard-748 (EIA-748), 32 EVMS Guidelines. The Office of the Chief Financial Officer Strategic, Insights and Budget (OCFO-SIB) serves as the EVM policy and competency owner and ensures that EVM requirements and guidance are current and correct (see NPR 7120.5).

The Office of the Chief Financial Officer (OCFO) EVM Program Executive requested that the Office of Procurement (OP) provide guidance to the acquisition community related to IBRs, consistent with other guidance released throughout the Federal acquisition community. This guidance should be related to the value EVM brings to both the Government and contractor such as providing critical data related cost, schedule, and technical performance during contract execution which allows programs to make informed and effective decisions during program execution. IBRs are a critical component of EVM, establishing a common understanding and baseline for the program within 180 days of contract award. Delays in completing an IBR introduces greater risk to the Government and Industry partners in executing requirements, within cost and

schedule. NASA promotes an incremental approach for conducting an IBR to facilitate communication and ensure a common understanding of the approved contract work scope, budget, schedule, and risks at contract award or before.

GUIDANCE:

EVM is a cost-effective system that shares program situational awareness between the Government and contractor. In an oversight role, a critical function of the Government Program Office is to utilize all data, including cost, schedule, and technical performance metrics, to identify early indicators of problems so that adjustments can be made to make effective decisions and influence future program performance. The decision to apply EVM and the related EVM reporting requirements should be based on work scope, complexity, and risk along with the threshold requirements in the NFS.

A contract is awarded based on a plan as it relates to EVM (e.g., schedule, basis of estimate, technical approach, risks). The IBR is not a one-time occurrence or event, but rather a process to allow the Government and the contractor to jointly assess the plan for completing the contractual scope of work. In accordance with NFS 1852.234-2(c), an IBR should be conducted as early as practical for the program to ensure an understanding and agreement of the performance measurement baseline (PMB). A letter from the Contracting Officer (or other communication) to the contractor may be needed to clarify initial IBR requirements.

An IBR should be conducted within 180-calendar days after contract award, even if it does not cover the entire scope of an (priced or unpriced) contract action. In situations where the entire work scope is not completely known within 180 calendar days, an IBR can be conducted in stages, such as with an undefinitized contract action (UCA). However, a review of the known scope of work should be conducted within the 180-calendar day window, with follow-up IBRs scheduled for the work not yet completed in the context of the entire PMB. As a rule of thumb, the initial IBR should extend through the first major milestone for the program. Any IBR event increment should not be driven by contract definitization but should represent the best time to assess the plan of work. A timely and thorough IBR is to the benefit of all parties involved including the Government and the contractor.

For more, see the NASA IBR Handbook located at nasa.gov/evm.

EFFECTIVE DATE: This PIC shall remain in effect until rescinded.

PROVISION AND CLAUSE CHANGES: N/A

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