

U.S. Army Corps of Engineers (USACE)
SERVICE-SUPPLY SOLICITATION COMPLIANCE CHECKLIST

The proponent agency is CECT-P.

Solicitation Number	Estimated Value of Acquisition	Project Description
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Acquisition Planning	PCF Location	PCO Compliance	BOB PA Compliance	Comments / Resolution of Comments
		Blank/ Yes/No/NA	Blank/ Yes/No/NA	

Provide brief description to all "no" responses, explaining how regulatory/policy requirements are achieved within the solicitation/supporting documentation.

Market Reserch

1. Is the North American Industry Classification System (NAICS) code selected for the procurement appropriate? [Ensure NAICS is consistent between the market research/ synopsis, DD 2579, and solicitation]. (FAR 19.102 and DFARS 219.303)				
2. Has market research been conducted, to include consideration of required sources of supply, the results analyzed and is the market research report in the contract file? (FAR 8, 10, 12.101(a), 12.202, DFARS 210.001, 210.002, AFARS 5110.002, and UAI 5110.002)				
3. If commercial hardware, software products, upgrades or maintenance are to be procured as all or part of the requirement, is there evidence that the Department of Defense (DoD) Enterprise Software Initiative (ESI) and Computer Hardware, Enterprise Software and Solutions (CHES) contracts were considered, or if the requirement is not available on CHES, were the appropriate approvals obtained? (DFARS 208.7402, AFARS 5108.74, 5139.101-90, UAI 5108.7403-100, and 5139.101-90-100)				
4. Are the market research results adequate to support the selected acquisition approach, to include whether commercial items or non-developmental items are available? (FAR 10, 12.101, 12.202, DFARS 210.001, 210.002, 212.102, AFARS 5110.002, and UAI 5110.002)				

Competitive Practices

5. If competition is restricted, including the use of Brand Name or Equal purchase descriptions, is an appropriate sole source justification properly prepared, executed and approved by the designated authority? (FAR 6.302, 6.303, 6.304, 8.405, 11.104, 11.105, 13.106-1(b), 13.501, 16.505(b)(2), DFARS 206.302, 206.303, 206.304, 211.104, 211.105, AFARS 5106.302, 5106.303, 5106.304, and UAI 5106). NOTE: AFARS 5153.303-4 and 5153.303-5 contains the appropriate/current format for a J&A.				
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6. If the action is a sole source or contains a requirement for Brand Name or Equal, was the J&A posted to "Contract Opportunities" on the System for Award Management (SAM) at SAM.gov within the required timeframes? (FAR 6.305, 8.405-6(a)(2), and DFARS 206.305)				
7. For sole source actions under the authority of 6.302, was notice of intent to solicit and negotiate with only one source provided and a copy of the synopsis in the file? (FAR 5.203(a))				
8. For sole source Foreign Military Sales, is the International Agreement Competitive Restrictions (IACR) document in the file and approved by the Chief of the Contracting Office (CoCO)? (DFARS 206.302-4 and UAI 5106.302-4)				
Contract Type				
9. For Indefinite Delivery Contracts (IDCs), is the decision whether or not to use multiple awards documented in the acquisition plan or elsewhere in the contract file? (FAR 16.504(c)(1)(C))				
10. For Single Award Task Order Contracts (SATOCs) >\$100M, has the Head of the Contracting Activity (HCA) approved the Determination and is evidence that Congress was notified within 30 days of Determination approval in the file? (FAR 16.504(c)(1)(ii)(D), DFARS 216.504(c)(1)(ii)(D)(1), AFARS Appendix GG, and UDG Attachment 1)				
11. If a cost reimbursement contract is contemplated, has the Procuring Contracting Officer (PCO) documented the rationale for selecting the contract type in the acquisition plan and approved at the appropriate level? (FAR 16.301-2(b), DFARS 216.301-3, 216.306(c), AFARS 5116.306(c)(ii), and UAI 5116.301-3)				

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12. If a Cost-Plus Award Fee (CPAF) contract is contemplated, including contracts with both fixed price and CPAF elements ("hybrid"), has the Determination and Findings (D&F) required at FAR 16.401(d) been made and approved at the appropriate level? (FAR 16.401(d), DFARS 216.401(d) and (e), and UAI 5116.401)				
13. If a CPAF contract is contemplated, including contracts with both fixed-price and CPAF elements ("hybrid"), is an award fee plan included in the file? (DFARS 216.401(e))				
14. If a time-and-materials (T&M) or labor hour contract is contemplated, was a D&F prepared justifying its use, reviewed for legal sufficiency and approved one level above the PCO (or the Senior Contracting Official (SCO) if it exceeds \$1M) prior to issuing the solicitation (or prior to the base period or exercise of any option period)? (FAR 16.601(d)(1), and DFARS 216.601(d))				
Small Business Coordination				
15. For actions at the threshold and as required in AFARS 5119.201(d)(10)(B)(i), is a DD Form 2579 "Small Business Coordination Record" in the file and does it contain all required signatures? (DFARS 219.201(c)(10)(A), 219.201(c)(10)(B), 219.5, and AFARS 5119.201(d)(10)(B)(i))				
16. Are the 8(a) Offer and Acceptance Letters in the file if contract is to be set-aside for 8(a) for actions >SAT? (FAR 19.804-2, 19.804-3, DFARS 219.804, and AFARS 5119.804-2)				
Acquisition Coordination and Documentation				
17. If a formal acquisition plan is required in addition to the acquisition strategy (for contracts over \$25M for any year or \$50M for all years unless exempt) is it in the file and approved by the SCO? (FAR 7.105, DFARS 207.103(d)(i), AFARS 5107.103(d), and UAI 5107.1)				

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18. If a formal acquisition plan is not required, is the Project Management Plan (PMP) in the file and does the acquisition strategy section explain which acquisition strategies were considered and why the acquisition approach was selected? If not, is an informal acquisition plan included in the file? (AFARS 5107.103(d)(ii) and UAI 5107.103(d)(ii))				
19. For services contracts over SAT, is there an approved Acquisition Strategy? (FAR 37.503(d), AFARS 5137.590-1 through -7, and UAI 5137.590)				
20. Has the Major Subordinate Command (MSC) coordination been completed for regional capacity sharing of IDIQ contracts that may be used outside your region and the document included in the contract file? (Director of Military Programs Memorandum, Command Services Executive (CSE) Delegation of Requirement Validation Authorities dated 24 Aug 2021 and UAI 5137.590-100)				
21. If the geographical boundary of an IDC includes OCONUS areas, are Status of Forces Agreement(s), Treaty, and/or International Agreement(s) for each country included in the solicitation and the PCF contract file? (FAR 25.802 and DFARS 225.802)				
22. For service contracts valued \geq \$10M, not funded by a Civil Works appropriation, has the USACE Command Service Executive (CSE) (or delegate) or appropriate Category Manager (formerly Portfolio Manager) reviewed and approved the service acquisition requirements? (Director of Military Programs Memorandum, Command Services Executive (CSE) Delegation of Requirement Validation Authorities dated 24 Aug 2021 and UAI 5137.590-100)				
23. For all Army (including USACE) requirements except supply contracts <SAT, field ordering officer actions and Government purchase card purchases, does the file contain an appropriate fully coordinated, signed, and completed AT/OPSEC document, if applicable, IAW Annex Q of OPORD 2022-03, Integrated Protection? (AFARS 5107.91 and UAI 5107.91)				
24. For actions anticipated to exceed the SAT and all unilateral actions, will the Independent Government Estimates (IGE) be received prior to the receipt of proposals? (AFARS 5107.90 and UAI 5107.9002)				

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25. If already received, does the IGE conform to the requirements of <i>AFARS 5107.90 and UAI 5107.9002?</i>				
26. Does the file contain the signed, complete Request for Services Contract Approval (RSCA) form, if applicable? (<i>AFARS 5107.503, UAI 5107.503, and CEMP-ZB Memorandum, USACE Policy on Request for Service Contract Approval Regarding Inherently Government Functions dated 12 Aug 2020</i>)				
27. For contracts >SAT written against a Non-DoD contract, has the required D&F been approved, D&F for Economy Act Orders, if applicable, and a Determination of Best Procurement Approach been approved and in the file? (<i>FAR 17.502-1(a), 17.502-2, DFARS 217.5, 217.7, AFARS 5117.502, 5117.770, and UAI 5117.7</i>)				
28. If the total duration of base and option periods exceeds five (5) years, was written SCO approval received? (<i>FAR 17.204(e), DFARS 217.204(e), AFARS 5117.204(e), and UAI 5117.204(e)</i>)				
29. Was SCO approval received for PCO written determination to use Non-Government personnel in contract source selection? (<i>FAR 37.203(d), 37.204, AFARS 5137.204, DoD Source Selection Procedures (DoD SSP), and UAI 5137.204</i>)				
30. If applicable, is the approved consolidation determination included in the file for consolidated acquisitions exceeding \$2M, and has the agency made public notification per FAR 7.107-5(c)? (<i>FAR 7.107-2, 7.107-5, AFARS 5107.107-2, and UAI 5107.107</i>)				
31. Have any exceptions to the Buy American Act been properly approved and is the approval in the file? (<i>FAR 25.202, DFARS 225.202, AFARS 5125.202, and UAI 5125.103</i>)				
32. For all commercial actions, is a commerciality determination signed by the appropriate authority in the file, and has the appropriate authority ensured the adequacy of market research supporting the positive commercial item determination, taking into consideration the specific guidance and prohibitions identified in the regulations? (<i>FAR 12.101(a), DFARS 212.102, and AFARS 5112.102(a)</i>)				

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33. If the contract includes options, did the PCO document the determination to Use/Evaluate Options and include it in the file? (FAR 17.202, 17.203, 17.205, and AFARS 5117.206)				
34. If personal services are being acquired, including the personal services of experts or consultants, is the D&F approved by the proper authority and included in the file? (DFARS 237.104, AFARS 5137.104, and UAI 5137.104)				
35. If applicable, was HCA authority to obtain certified cost or pricing data for actions below the Truthful Cost or Pricing Data threshold at FAR 15.403-4 received and included in the file?				
36. Did the file contain an exception (or a waiver by the HCA) for the requirement to obtain certified cost or pricing data? (FAR 15.403-1 and DFARS 215.403-1)				
37. SERVICES: If the acquisition is not performance-based and is >SAT, has the required waiver been obtained from the proper authority and included in the file? (DFARS 237.170-2(a), AFARS 5137.170-2, and UAI 5137.170-2)				
38. For CPAF contract, is the D&F for contract type signed by the SCO and included in the file? (FAR 16.401(d), DFARS 216.401(d), UAI 5116.301-3, and 5116.401(e)(iii))				
39. For CPAF contract, has an Award Fee Plan, Award Fee Schedule, Base Fee & Award Fee percentages been approved for this requirement and are they in the file? (FAR 16.401(e), DFARS 216.401(e), 216.405-2, and AFARS 5116.405-2)				
40. For CPAF contract, has the Award Fee Determining Official (AFDO) and the Award Fee Evaluation Board (AFEB) been identified and appointed? (AFARS 5116.405-2(2)(B))				
Synopsis				
41. Is a copy of the synopsis and all amendments in the file, or a PCO Determination documenting the exception? (FAR 5.101, 5.201, 5.202, and DFARS 205.203)				

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SOURCE SELECTION PLAN				
42. If the Source Selection Authority (SSA) is other than the PCO, is there an official appointment letter in the file signed at the appropriate level? (FAR 15.303, AFARS 5115.303, and UAI 5115.300-100(c)(1), 5115.303 and UDG Attachment 1)				
43. Are Source Selection Team (SSAC/SSEB) members and advisors properly appointed and are their roles/responsibilities consistent with the DoD SSP and AFARS Appendix AA and have they signed non-disclosure agreements? (FAR 15.303, DFARS 215.303, AFARS 5115.303, and UAI 5115.3)				
44. If Non-Government Advisors are approved for use during source selection, is the request to submit documentation to the PCO indicating their personal stock holdings in the file, and will the documentation be received and reviewed prior to access to source selection sensitive information? (DoD SSP, AFARS Appendix AA, and UAI 5115.3)				
45. If Non-Government Advisors (industry) are approved for use during source selection, has the notification to offerors required by AFARS Appendix AA para 2.3 been included in the solicitation? (DoD SSP and AFARS Appendix AA)				
46. Are the evaluation factors/criteria in the Source Selection Plan (SSP) consistent with the solicitation, DoD SSP and AFARS Appendix AA? (FAR 15.204-5(c), 15.304, DFARS 215.304, AFARS 5115.304)				
47. Has the SSA approved the SSP prior to issuance of the solicitation? (FAR 15.303, DFARS 215.303, AFARS 5115.303(S-92)(2), DoD SSP, and AFARS Appendix AA)				
Selection Approach (Commercial)				
48. For acquisitions of commercial items exceeding the SAT but not exceeding the thresholds described in FAR 13.500(a), including options, does the solicitation approach employ the simplified procedures authorized by Subpart 13.5 to the maximum extent practicable?				
SOLICITATION				
49. Is a realistic Acquisition Milestone schedule in the file with dates showing consideration by the Project Delivery Team (PDT) of all actions, tasks, reviews, and documentation required? (FAR 7.105, AFARS 5137.590-6, ODASA(P) Policy Alert 18-90, Mandatory Use of Virtual Contracting Enterprise)				

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50. Does the solicitation reflect a reasonable response time for receipt of contractor proposal(s)? (<i>FAR 5.203 and DFARS 205.203</i>)				
51. Is the PWS/SOW consistent with the project requirements reflected in the approved acquisition plan (formal or informal)?				
52. For an IDC, does the PWS/SOW reasonably describe the general scope, type and location of work, as specifically as possible, such that it is not overly broad? (<i>FAR 16.5</i>)				
53. If there are options, are they included in the Contract Schedule? (Confirm Determination is in file - see <i>FAR 17.202 and 17.207.</i>) (<i>FAR 17.203</i>)				
54. If there are options, does the solicitation discuss how many days the Government has to exercise each option and are the appropriate provisions and contract clauses included in the solicitation? (<i>FAR 17.203, 17.204, 17.205, 17.207(a), and 17.208</i>)				
55. If there are options, does the solicitation discuss how the evaluation will be accomplished? (<i>FAR 17.206, DFARS 217.208, and AFARS 5117.206</i>)				
56. Does the Government intend to exercise the option at time of award? Is this included in the solicitation?				
57. Are all CLINS properly structured and do they logically correspond to distinct requirements described in the PWS/SOW? (<i>DFARS 204.7103</i>)				
58. SERVICES: Does the PWS contain measurable performance standards (e.g., in terms of quality, timeliness, quantity, etc.) and a method of assessing contractor performance against those performance standards? (<i>FAR 16.505(a)(3), 37.601, and AR 70-13 paras 1-5 and 3-3</i>)				

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59. SERVICES: If the work statement is written as a Performance-Based Work Statement (PWS), does it describe the work in terms of required results rather than how the work is to be accomplished or the number of hours to be provided? (FAR 37.602(b)(1) and AR 70-13)				
60. SERVICES: For services with a planned COR appointment, does the contract file include the Quality Assurance Surveillance Plan (QASP) or does the solicitation require the offeror(s) to submit a proposed QASP for the Government's consideration in the development of the Government's plan? (FAR 37.604, 46.401, DFARS 237.172, 246.401, and AR 70-13)				
61. SERVICES: Is the QASP tailored for the PWS requirements and contract Performance Requirements Summary (PRS)? (DFARS 237.172 and AR 70-13)				
62. For sole source actions, does the solicitation require the submission of Certified or Other Than Certified Cost or Pricing Data necessary to determine a fair and reasonable price? (FAR 15.403, DFARS 215.403, AFARS 5115.403, and UAI 5115.403)				
63. Does the solicitation express a percentage that reflects the minimum amount of work the Contractor must perform with its own forces? (FAR 19.505)				
64. If the solicitation includes FAR 52.217-8, Option to Extend Services, is there a CLIN(s) covering the 6-month option period? (FAR 17.203, 17.208, and DFARS 217.208)				
65. Is the appropriate and current Service Contract Labor Standards (formerly Service Contract Act (SCA)) or Construction Wage Rate Requirements statute (formerly Davis Bacon Act (DBA)) Wage Determination in the solicitation? (FAR 22.4, 22.10, DFARS 222.4, 222.10, and SAM.gov)				
66. For an IDC, is the minimum guarantee specified? (FAR 16.504 and For JOC - AFARS 5117.9004-2(c))				

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67. For an IDC, are the minimum and maximum contract and task order limits specified? (<i>FAR 16.504 and 52.216-19</i>)				
68. For an IDC, is the maximum contract capacity specified? Does it coincide with the approved Acquisition Strategy and/or Plan? (<i>FAR 16.504(a), and 16.505(a)(2)</i>)				
69. For an IDC, are the ordering procedures adequately described in the solicitation in Section G or equivalent Section? (<i>FAR 16.504(a)(4)(iv)</i>)				
70. For MATOCs, is it clear how fair opportunity will be afforded and meaningful competition obtained for orders? (<i>FAR 16.504(a)(4)(iv), 16.504(c)(1)(ii)(A)(4), and 16.505(b)</i>)				
71. For an IDC, has a task order been identified that will satisfy the minimum guarantee? (<i>AFARS 5116.504</i>)				
72. If contract will be Army funded, does the PWS/ SOW contain language directing the potential contractor to SAM.gov for Contractor Manpower Reporting? Does the solicitation include a separate CLIN for Contractor Manpower Reporting? (<i>DFARS 204.1703 and AFARS 5137.91</i>)				
73. For competitive RFPs, does the solicitation indicate the intent to award with or without discussions? (<i>FAR 15.209, 15.306, 52.215-1, 52.215-1 Alt I (requires discussions), DFARS 215.306, AFARS 5115.306, DoD SSP, and AFARS Appendix AA</i>)				
74. For competitive RFPs, are meaningful evaluation factors identified and level of acceptability defined? (<i>DoD SSP and AFARS Appendix AA</i>)				
75. Does the solicitation clearly establish the acceptability criteria of all evaluation factors (including sub-factors) when conducting a negotiated procurement using a Lowest Price Technically Acceptable (LPTA) approach? (<i>FAR 15.101-2(b) and DFARS 215.101-2-70</i>)				

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76. For other than commercial items, were the SSP evaluation factors (including sub-factors), and their relative importance consistent with Sections L/M (or equivalent sections)? (FAR 15.204-5, 15.304, AFARS 5115.304, DoD SSP, and AFARS Appendix AA)				
77. If the PCO determined the use of evaluation factors appropriate for a commercial item, were the evaluation factors included in the solicitation? (FAR 12.301(c), 12.602, 13.106(a), and DFARS 212.301(c))				
78. For acquisitions of commercial items exceeding SAT but not exceeding the thresholds described in FAR 13.500(a), including options, does the solicitation appropriately incorporate policies and procedures prescribed in FAR Parts 13, 14, and/or 15? (FAR 12.203 and DFARS 212.203)				
79. Does the solicitation contain all required clauses and provisions? If not, what is missing? (based on FAR, DFARS, AFARS prescriptions or DEVIATIONS)				
80. Does the solicitation contain all Sustainability clauses that apply at FAR 52.204-4 and 52.223-1 through 52.223-22? (FAR Part 23)				
81. If applicable, did the contracting officer include FAR provision 52.229-11, Tax on Certain Foreign Procurements - Notice and Representation, and FAR clause 52.229-12, Tax on Certain Foreign Procurements, in the solicitation and FAR clause 52.229-12 contract awards subject to the 2% federal excise tax. (FAR 29.204 and 29.403-2, ODASA(P) Alert 22-75, and USACE Alert 22-004)				
82. If FAR provision 52.229-11 and FAR clause 52.229-12 is appropriately included in the solicitation, does the solicitation include the Special Contract Requirements (SCR) Language? (USACE Alert 22-004)				
83. Does the file contain documentation that sufficient funds are available to cover price or target price of contract? (FAR 32.702, 32.703, 32.704, 32.705, DFARS 232.702, 232.703, and AFARS 5132.702)				

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84. If funds are not fully available, does the file include written statement IAW AFARS 5132.702(a)(ii)(A) (or equivalent) and appropriate clause notification of funding in the solicitation? (FAR 32.703-2, DFARS 232.704, 232.705, and AFARS 5132.702)				
85. Does the file contain evidence of Legal Reviews for acquisition documents (D&Fs, J&As, etc.) or all actions at/above \$500K? (UAI 5101.602-2-90)				
86. Were applicable legal comments incorporated into appropriate acquisition document(s)? (UAI 5101.602-2-90)				
PEER REVIEW COORDINATION ACTIVITIES (Complete as applicable)				
87. Has the Contract Review Board (CRB) Peer Review been included in Time at SCO System (TASS) including the projected date documents will be available in PCF? SharePoint site: TASS SharePoint				
88. Has coordination with the appropriate Procurement Analyst (CoCO/SCO) been completed for scheduling the SRB? (UAI 5101.170)				
THE FILE				
89. Are all documents filed correctly within PCF? If not, what documents are misfiled, missing or unsigned? (AFARS 5104.802(f)(i)(1) and Army Cabinet Index, see VCE PCF Help for current Index in the PCF Folder Structures)				
90. Additional File Review Comments:				

**SERVICE/SUPPLY
SOLICITATION
COMPLIANCE CHECKLIST**

Solicitation Number	Estimated Value of Acquisition
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Project Description

Compliance Checklist - When complete, file in PCF and mark "final"

District Project Delivery Team:

POC	Name	Title
Contracting Officer		
Contract Specialist		
Project/Program Manager		
Office of Counsel		
Technical Representative		
Small Business		
Customer Representative		

Contracting Officer's Name	Date	Contracting Officer's Signature
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Procurement Analyst's Name	Date	Procurement Analyst's Signature
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Acronym Glossary

<p>ACO - Administrative Contracting Officer</p> <p>AFARS - Army Federal Acquisition Regulation Supplement</p> <p>AFDO - Award Fee Determining Official</p> <p>AT/OPSEC - Anti-Terrorism Operations Security</p> <p>BCOES - Biddability, Constructability, Operability, Environmental and Sustainability</p> <p>BOB - Business Oversight Branch</p> <p>CAR - Contract Action Report</p> <p>CCC - Center Contracting Chief</p> <p>CoCO - Chief of the Contracting Office</p> <p>CHESS - Computer Hardware, Enterprise Software and Solutions</p> <p>CLINS - Contract Line Item Numbers</p> <p>COR - Contracting Officer's Representative</p> <p>CPAF - Cost Plus Award Fee</p> <p>CPARS - Contractor Performance Assessment Reporting System</p> <p>CPIF - Cost Plus Incentive Fee</p> <p>CRB - Contract Review Board</p> <p>CSE - Command Service Executive</p> <p>D&Fs - Determination & Findings</p> <p>DFARS - Defense Federal Acquisition Regulation Supplement</p> <p>DOC - Director of Contracting</p> <p>DoD SSP - DoD Source Selection Procedures</p> <p>EVMS - Earned Value Management System</p> <p>FAR - Federal Acquisition Regulation</p> <p>FFP - Firm Fixed Price</p> <p>GFP - Government Furnished Property</p> <p>HCA - Head of the Contracting Activity</p>	<p>IDC - Indefinite Delivery Contracts</p> <p>IDIQ; ID/IQ - Indefinite Delivery, Indefinite Quantity Contract</p> <p>IGE - Independent Government Estimate</p> <p>J&A - Justification and Approval</p> <p>JAM - Joint Appointment Module</p> <p>LPTA - Lowest Price Technically Acceptable</p> <p>MATOC - Multiple Award Task Order Contract</p> <p>NAICS - North American Industry Classification System</p> <p>OPORD - Operations Order</p> <p>PA - Procurement Analyst</p> <p>PCF - Paperless Contract File</p> <p>PCO - Procuring Contracting Officer</p> <p>PIEE - Procurement Integrated Enterprise Environment</p> <p>PNM - Price Negotiation Memorandum</p> <p>POM - Pre-negotiation Objectives Memorandum</p> <p>PWS - Performance Work Statement</p> <p>QASP - Quality Assurance Surveillance Plan</p> <p>RCC - Regional Contracting Chief</p> <p>RFP - Request for Proposals</p> <p>SAM - System for Award Management</p> <p>SAT - Simplified Acquisition Threshold</p> <p>SATOC - Single Award Task Order Contract</p> <p>SCO - Senior Contracting Official</p> <p>SOW - Statement of Work</p> <p>SPS - DoD Standard Procurement System</p> <p>SRB - Solicitation Review Board</p> <p>SSA - Source Selection Authority</p> <p>TAPS - Time at SCO System</p> <p>UAI - USACE Acquisition Instruction</p> <p>UDG -USACE Desk Guide</p>
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