

U.S. Army Corps of Engineers (USACE)
A-E TASK ORDER SOLICITATION COMPLIANCE CHECKLIST

The proponent agency is CECT-P.

Contract Number	Solicitation Number	MATOC Pool	Estimated Value of Acquisition
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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.

Initial Acquisition Planning

1.	For Task Orders over the simplified acquisition threshold (SAT), has the Project Delivery Team (PDT) conducted, analyzed, and documented market research commensurate with the size and complexity of the acquisition? (<i>FAR 10.001(a)(2)(v) and 10.002(e)</i>)				
2.	Was appropriate acquisition planning performed and documented (formal or informal), including consideration of contract type, options, and small business? (<i>FAR 7.1, DFARS 207.1, AFARS 5107.1, UAI 5107.1, and EP 715-1-7</i>)				
3.	Customer Requirements Documentation: Has a complete requirements package (per the PCF Requirements Package Checklist) been uploaded to the Paperless Contract File (PCF)? (<i>See PCF, Requirements Package, Contract Requirements Package (CRP) Checklist</i>)				
4.	Does the Scope of Work thoroughly address the project description, scope of A-E services, schedule, deliverables, reviews, conferences, criteria and standards, Government furnished information, and administrative instructions? (<i>EP 715-1-7 Paragraph 4-5</i>)				

A-E MATOCS Only

5.	Does the file document the Task Order Requirement Notice (TORN) and contain all responses thereto? (<i>Selection of Architects and Engineers statute (formerly Brooks Act), FAR 36.6, EP 715-1-7, and the Directors' Memorandum, Updated Procedures for the Selection of Task Orders on Architect-Engineer Indefinite Delivery Contracts (IDCs), dated 14 April 2021</i>)				
6.	Was selection of the A-E in accordance with the Selection of Architects and Engineers statute (formerly Brooks Act), FAR 36.602, DFARS 236.602, EP 715-1-7 AE Contracting in USACE, and the Directors' Memorandum, Updated Procedures for the Selection of Task Orders on Architect-Engineer Indefinite Delivery Contracts (IDCs) , dated 14 April 2021?				

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7. Was the Task Order Selection Memo reviewed by the Contracting Officer and approved by the A-E Task Order Selection Authority? (<i>Directors' Memorandum, Updated Procedures for the Selection of Task Orders on Architect-Engineer Indefinite Delivery Contracts (IDCs), dated 14 April 2021</i>)				
8. Was the evaluation handled fairly/consistently across all proposals, conducted in accordance with the criteria set forth in the task order RFPP, and fully documented? (<i>Selection of Architects and Engineers statute (formerly Brooks Act), FAR 36.6, EP 715-1-7, and the Directors' Memorandum, Updated Procedures for the Selection of Task Orders on Architect-Engineer Indefinite Delivery Contracts (IDCs), dated 14 April 2021</i>)				
9. Did the PCO consider past performance on earlier orders under the contract as stated in the ordering procedures of the basic contract, including quality, timeliness, and cost control as feasible and applicable? (FAR 36.602-1(a) (4))				
10. Were any options extending the ordering period of the base IDC exercised in a timely manner and in compliance with FAR Part 17.207 per UAI 5117.200 and the appropriate option clause (FAR 52.217-8 or -9)?				
Small Business Coordination				
11. If the action is a sole source or contains a requirement for Brand Name or Equal, was the justification posted to "Contract Opportunities" on the System for Award Management (SAM) at SAM.gov within the required timeframes? (<i>FAR 6.305 and DFARS 206.305</i>)				
12. 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? (<i>DFARS 219.201(c)(10)(A), 219.201(c)(10)(B), 219.5, AFARS 5119.201(d)(10)(B)(i)</i>)				
Acquisition Coordination and Documentation				
13. 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 OPOD 2022-03, Integrated Protection? (AFARS 5107.91 and UAI 5107.91)				

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14. For actions anticipated to exceed the SAT and all unilateral actions, has an Independent Government Estimate (IGE) been received? (FAR 36.605(a), AFARS 5107.90, UAI 5136.203-100 and 5107.9002, ER 1110-2-1302 para. 14b(1)(b) and EP 715-1-7 Para 4-10)				
15. If already received, does the IGE conform to the requirements of AFARS 5107.90 and UAI 5107.9002?				
16. Was SCO approval received for PCO written determination to use Non-Government personnel in task order source selection or A-E evaluation? (FAR 37.203(d), 37.204, 37.205, DoD Source Selection Procedures, AFARS 5137.204, UAI 5115.300-100(b))				
17. Have any exceptions to the Buy American Act been properly documented and approved in the required D&F and is the D&F in the contract file? (FAR 25.202, DFARS 225.202, AFARS 5125.202 and UAI 5125.202)				
18. Was HCA Authority to Obtain Certified Cost and Pricing Data for Actions below the Truthful Cost or Pricing Data threshold (\$750K for prime contracts awarded before July 1, 2018, and \$2M for prime contracts awarded on or after July 1, 2018) received? (FAR 15.403-4(a)(2))				
19. Did the file contain an exception (or a waiver by the HCA) for the requirement to obtain cost or pricing data? (FAR 15.403-1, DFARS 215.403-1, and AFARS 5115.403-1)				
20. For A-E task orders over \$700,000, does the contract file include the Justification for Utilizing a Task Order instead of publicly announcing the requirement? (EP 715-1-7)				

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<p>21. Is the planned order within the current period of performance of the base IDC, and is the estimated cost within the task order limit and current maximum capacity of the base IDC? (FAR 16.505(a)(2))</p> <p>Current Base IDC Expiration Date:</p> <p>Current IDC Capacity:</p> <p>Task Order Limit:</p>				
<p>22. BORROWED CAPACITY: For task orders placed against IDCs awarded by another district or center, is the planned award amount, including options, within the limits authorized by the Base Contract PCO or CoCO (for example, a Transfer of Contract Capacity Agreement (TCCA))?</p>				
Contracting Officer Representative (COR)				
<p>23. Did the PCO determine the acquisition required a COR or does the file include a written determination that the PCO will retain responsibility for contract oversight/ surveillance? (FAR 1.602-2(d), DFARS 201.602-2, AFARS 5101.602-2-91, UAI 5101.604-100(b) and (d), UDG 5101.604, and DoDI 5000.72 (Change 2, 6 Nov 20))</p>				
SOLICITATION				
<p>24. Is a realistic PCF Acquisition Milestone schedule in the file with dates showing consideration by the PDT of all actions, tasks, reviews, and documentation required? (AFARS 5104.802(f)(i)(3))</p>				
<p>25. Is the TORN procedurally IAW the order placement process set forth in the base contract(s) and the Directors' Memorandum, Updated Procedures for the Selection of Task Orders on Architect-Engineer Indefinite Delivery Contracts (IDCs), dated 14 April 2021?</p>				
<p>26. Does the task order RFPP reflect a reasonable response time for receipt of contractor proposal(s)? (FAR 5.203, DFARS 205.203, and the Directors' Memorandum, Updated Procedures for the Selection of Task Orders on Architect-Engineer Indefinite Delivery Contracts (IDCs), dated 14 April 2021)</p>				
<p>27. If the task order includes options, did the PCO document the determination to Use/Evaluate Options? (FAR 17.202, 17.205 and 17.206 and UAI 5117.202)</p>				

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28. If there are options, are they included in the Task Order Schedule? (Confirm Determination in file) (FAR 17.204)				
29. If there are options, does the RFPP discuss how many days the Government has to exercise each option? In addition to the number of days the Government has to exercise the option, recommend adding the requirement for notice to the contractor if the Government intends to exercise the option. Is this included in the solicitation? (FAR 17.208(f) and (g) and UAI 5117.200)				
30. Are base and/or option CLINS properly and effectively structured and do they logically correspond to distinct requirements described in the SOW/PWS?				
31. SERVICES: For services (including A-E services) with a planned COR appointment, does the task order file include the Quality Assurance Plan (QAP) or does the solicitation require the offeror(s) to submit a proposed QAP for the Government's consideration in the development of the Government's plan? (FAR 37.604, UAI 5146.4, ER 1110-3-12, and EP 715-1-7 para 5-5)				
32. Does the RFPP require the submission of Certified or Other Than Certified Cost or Pricing Data necessary to determine a fair and reasonable price? (FAR 15.403, 15.406-2, DFARS 215.403, 215.406-2, AFARS 5115.403 and UAI 5115.4)				
33. TASK ORDER: Is the appropriate and current Wage Decision(s) in the solicitation, if not included in the base contract? If more than one Wage Decision applies, does the solicitation provide instructions to the contractor as to when to use each wage decision? (FAR 22.1002-2 and/or 22.1007)				
34. For task orders under MATOCs, does the TORN minimize submission requirements and promote streamlined solicitation and evaluation? (Directors' Memorandum, Updated Procedures for the Selection of Task Orders on Architect-Engineer Indefinite Delivery Contracts (IDCs) , dated 14 April 2021)				

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35. Does the file contain signed Source Selection Non-Disclosure Agreements for members of the Source Selection Team? (DoD Source Selection Procedures (DoD SSP), and UAI 5115.300-100(a))				
36. Were all firms promptly notified of their selection status upon final selection? (EP 715-1-7 Para 3-12.a. and FAR 36.607(a))				
37. Does the base contract/task order solicitation contain all required clauses and provisions? If not, what is missing?				
38. Does the base contract/task order solicitation contain all Sustainability clauses that apply at 52.204-4 and 52.223-1 through 52.223-22? (FAR 23)				
39. 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)				
40. 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)				
41. Does the file contain documentation that sufficient funds are available to cover price or target price of task order? (FAR 32.7, DFARS 32.7, and AFARS 5132.7)				

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42. If funds are not fully available, does the file include a written statement IAW AFARS 5132.702(a)(ii)(A) (or equivalent) and appropriate clause notification of funding under solicitation? (FAR 32.702, 32.703-2, 32.703-3, DFARS 232.703-1, AFARS 5132.702 and UAI 5132.7)				
43. Does the file contain evidence of Legal Reviews for all contract actions ≥ \$500K or specified documents regardless of dollar value IAW UAI 5101.602-2-90?				
44. Were documents revised to comply with legal sufficiency comments, if any were received? (UAI 5101.602-2-90)				
PEER REVIEW COORDINATION ACTIVITIES (Complete as applicable)				
45. 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				
46. Has coordination with the appropriate Procurement Analyst (CoCO or SCO) been completed for scheduling SRB? (UAI 5101.170)				
THE FILE				
47. Are all documents filed correctly within PCF? If not, what documents are misfiled, missing or unsigned? (AFARS 5104.802(f)(i)(1) and the Army Cabinet Index, see VCE PCF Help for current Index in the PCF Folder Structures)				

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Additional File Review Comments:				
48.				

**TASK ORDER
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>A-E - Architect-Engineer</p> <p>AFARS - Army Federal Acquisition Regulation Supplement</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>CLINS - Contract Line Item Numbers</p> <p>COR - Contracting Officer's Representative</p> <p>CPARS - Contractor Performance Assessment Reporting System</p> <p>CRB - Contract Review Board</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>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>MATOC - Multiple Award Task Order Contract</p> <p>MILCON - Military Construction</p> <p>PA - Procurement Analyst</p> <p>PCF - Paperless Contract File</p> <p>PCO - Procuring Contracting Officer</p> <p>PDT - Project Delivery Team</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>RFPP - Request for Price Proposal</p> <p>SAM - System for Award Management</p> <p>SAT - Simplified Acquisition Threshold</p> <p>SCO - Senior Contracting Official</p> <p>SOW - Statement of Work</p> <p>SRB - Solicitation Review Board</p> <p>TAPS - Time at SCO System</p> <p>TCCA - Transfer of Contract Capacity Agreement</p> <p>UAI - USACE Acquisition Instruction</p> <p>UDG - USACE Desk Guide</p>
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