

U.S. Army Corps of Engineers (USACE)
CONSTRUCTION CONTRACT COMPLIANCE CHECKLIST

The proponent agency is CECT-P.

| | | |
|---------------------|-----------------|--------------------------------|
| Solicitation Number | Contract Number | Estimated Value of Acquisition |
|---------------------|-----------------|--------------------------------|

| 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.

| Solicitation |
|--------------|
|--------------|

| | | | | |
|--|--|--|--|--|
| 1. Are the final solicitation and all amendments in the Paperless Contract File (PCF) and marked final? (FAR 4.803(a)(8)) | | | | |
| 2. Was the solicitation signed/issued by a Contracting Officer with the proper authority? (UAI 5101.603-3-100(b) and 5101.604-100(b)) | | | | |
| 3. If a pre-proposal conference, site visit or other exchange with industry was held prior to receipt of bids/proposals, are the minutes/sign-in from that exchange included in the PCF? (FAR 4.801 and 15.201(c)(8) and (9)) | | | | |
| 4. If the Statement of Work (SOW)/Performance Work Statement (PWS) required revision as a result of the pre-proposal conference or site visit, was a revised SOW/PWS issued to the contractor(s) prior to receipt of bids/proposals? | | | | |
| 5. Was an Independent Government Estimate (IGE) received prior to receipt of bids/proposals? If not, did the proposal remain unopened until the IGE was received? (AFARS 5107.90 and UAI 5107.9002) | | | | |

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| | | Blank/ Yes/No/NA | Blank/ Yes/No/NA | |
| 6. Does the IGE conform to the requirements of AFARS 5107.90 and UAI 5107.9002? | | | | |
| 7. Does the IGE include profit based on an alternate structured approach to the weighted guidelines method (except projects funded with a Civil Works appropriation)? (FAR 15.404-4(b) and DFARS 215.404-73) | | | | |
| 8. If competition was expected but only 1 bid/proposal was received, did the Procuring Contracting Officer (PCO) cancel or if the solicitation allowed for fewer than 30 days for receipt of proposals, re-solicit for an additional period of at least 30 days? (DFARS 214.404-1(2), 214.408-1(b), and 215.371) | | | | |
| 9. Were any late bids/proposals received and does the file include a statement by the PCO, and reviewed for legal sufficiency, as to whether the bid/proposal was considered with the supporting rationale? (FAR 14.304(f), (g), and (h), 15.208(f), (g), and (h), and UAI 5101.602-2-90 (c)(1)) | | | | |
| 10. Does the file contain all bids/proposals received, together with any revisions? (FAR 4.803(a)(10)) | | | | |
| 11. If the total price, or the price of any CLIN is much lower than the IGE or other bids/proposals (generally more than 15% below), or if the PCO has other reasons to suspect a mistake in bid/offer may have occurred, did the PCO request the bidder/offeror to verify its bid/proposal? (FAR 14.407-3(g)(1), 15.4, and UAI 5114.407-3) | | | | |
| 12. IFB: If bids were rejected for any reason, or the solicitation cancelled after bid opening, is the required determination in the file along with evidence of legal review? (FAR 14.404, 14.407, DFARS 214.404, 214.407, and UAI 5114.407) | | | | |

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| | | Blank/ Yes/No/NA | Blank/ Yes/No/NA | |
| 13. Is a Biddability, Constructability, Operability, Environmental and Sustainability (BCOES) written certification in the file? (<i>ER 415-1-11 and UAI 5136.104</i>) | | | | |
| 14. If applicable, did the contracting officer include FAR clause 52.229-12, Tax on Certain Foreign Procurements, in the contract award subject to the 2% federal excise tax? (<i>FAR 29.204 and 29.403-2, ODASA(P) Alert 22-75, and USACE Alert 22-004</i>) | | | | |
| Source Selection (Competitive Negotiation) | | | | |
| 15. Does the file contain signed Source Selection Non-Disclosure Agreements for members of the Source Selection Team (SST)? (<i>DoD Source Selection Procedures (DoD SSP) and UAI 5115.300-100(a)</i>) | | | | |
| 16. If an Organizational Conflict of Interest was identified, does the contract file explain the measures taken to reduce/eliminate the potential conflict and is there evidence that the situation was resolved? (<i>FAR 9.504 and 9.505</i>) | | | | |
| 17. Was the evaluation handled fairly/consistently across all proposals and conducted IAW the approved Source Selection Plan (SSP) and criteria specified in the solicitation? (<i>FAR 15.303</i>) | | | | |
| 18. Was the Source Selection Evaluation Board (SSEB) Report(s) fully documented and consistent with the SSP/Solicitation? (<i>FAR 15.305(a), AFARS 5115.303(S-91), DoD SSP, and AFARS Appendix AA</i>) | | | | |
| 19. For cost type contracts, was a cost realism analysis completed to determine the probable cost of performance of each offeror and was it addressed in the cost evaluation document(s)? (<i>FAR 15.305(a)(1) and AFARS Appendix AA</i>) | | | | |

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| 20. If discussions were held, was the Competitive Range Determination documented and does it provide supporting rationale and basis for the determination? (FAR 15.306(c)(1), DoD SSP, and AFARS Appendix AA) | | | | |
| 21. If the Source Selection Authority (SSA) is other than the PCO, did the SSA approve the PCO's competitive range determination? (AFARS 5115.306(c), DoD SSP, and AFARS Appendix AA) | | | | |
| 22. Was the competitive range determination reviewed for legal sufficiency? (UAI 5101.602-2-90) | | | | |
| 23. Was the appropriate notice of exclusion from the competitive range provided promptly to the eliminated offerors? (FAR 15.306(c)(3), 15.307(a), and 15.503(a)(1)) | | | | |
| 24. Does the file include a Pre-negotiation Objective Memorandum (POM) approved by the PCO prior to opening discussions? (FAR 15.406-1, DFARS 215.406-1, and AFARS 5115.406-1) | | | | |
| 25. Does the exchange record support that meaningful discussions were conducted with all offerors in the competitive range? (FAR 15.306(d) and (e), DoD SSP, and AFARS Appendix AA) | | | | |
| 26. Were final proposal revisions requested at the conclusion of discussions and was a common due date given to all offerors in the competitive range? (FAR 15.307(b), DoD SSP, and AFARS Appendix AA) | | | | |

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| 27. Was the Source Selection Decision made by the appointed SSA, derived from a comparative assessment of proposals with the source selection criteria, demonstrate independent and prudent business judgment, and demonstrate fully supported and logical rationale that the decision is the best value to the Government? (FAR 15.308, DoD SSP, AFARS 5115.308, and AFARS Appendix AA) | | | | |
| 28. If the best value proposal is other than the lowest-priced proposal, does the Source Selection Decision Document (SSDD) explicitly justify paying a price premium regardless of the superiority of the proposal's non-cost rating? (DoD SSP and AFARS Appendix AA) | | | | |
| 29. If the best value proposal is other than the lowest-priced, highest technically rated proposal, did the SSA justify why the technically superior proposal is not worth the price premium? (DoD SSP and AFARS Appendix AA) | | | | |
| 30. Does the file include evidence of legal review of the SSDD for actions >\$500K, or otherwise IAW local policy? (UAI 5101.602-2-90) | | | | |
| 31. Were any comments for revision to the SSDD made as a result of legal review and, if so, were the revisions made for all matters relating to legal sufficiency? (UAI 5101.602-2-90) | | | | |
| 32. Does the file contain evidence of adequate cost or price analysis, contain clear rationale for reasonableness of all price elements, and include a statement by the PCO that the price is fair and reasonable? (FAR 15.305(a)(1), 15.404, 15.406-3(a)(11), and AFARS Appendix AA) | | | | |
| 33. If competition was expected, but only 1 bid/ offer was received, was the PCO able to make a fair and reasonable determination using the price analysis techniques in FAR and if not, was the determination approved at least one level above the PCO? (FAR 15.404-1, DFARS 215.371, and 215.404-1) | | | | |

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| 34. Does the file include requests for pre-award debriefings, and if so, is there documentation that those debriefs have been conducted or scheduled to be conducted as post-award debriefs? (<i>FAR 15.505, 15.506, DoD SSP, and AFARS Appendix AA Appendix A</i>) | | | | |
| 35. Were there any pre-award protests, and if so, were they resolved and the documentation in the file? (<i>FAR 33.1, DFARS 233.1, AFARS 5133.1 and UAI 5133</i>) | | | | |
| Bid/Proposal Evaluation and Negotiation (Non-Competitive) | | | | |
| 36. If the action was an 8(a) sole source, was an agency offer, SBA acceptance, and SBA award notification placed in the file? (<i>DFARS 219.8 and number 6 under Section B. Responsibilities of the U.S. Department of Defense, Partnership Agreement Between the U.S. Small Business Administration and the U.S. Department of Defense</i>) | | | | |
| 37. If competition was expected but only 1 bid/ proposal was received and the price could not be determined to be fair and reasonable, (e.g. was not in line with the IGE) did the PCO request cost or pricing data, and if the proposal exceeded the Truthful Cost or Pricing Data Act threshold (currently \$750,000 for prime contracts awarded before July 1, 2018, and \$2 million for prime contracts awarded on or after July 1, 2018), were the data Certified? (<i>DFARS 214.404 and 215.371-3(b)</i>) | | | | |
| 38. For Civil Works contracts, ensure the contract price did not exceed the IGE by more than 25%. If so, it should not be awarded. <i>In the event an approval is attained for this action, a separate determination of price fair and reasonableness is required. (UAI 5136.205-100)</i> | | | | |
| 39. For Military Construction Contracts, Award of a contract for military construction shall be approved by the Center Director/District Commander when the lowest qualifying bid/ proposal exceeds the Government's estimate by more than 15%. Installation Commander or designee approval shall be obtained prior to award of a contract if the proposed contract price exceeds the authorized amount of the project authorization document. <i>A separate determination of price fair & reasonableness is required in addition to approval. (UAI 5136.205-101)</i> | | | | |

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| 40. If an audit was requested, is the request along with the audit report in the file, and were the results taken into consideration when developing the pre-negotiation objectives? (FAR 15.404-2(a), and DFARS 215.404-2) | | | | |
| 41. If cost reimbursement, was a determination that the contractor's Accounting System is adequate addressed in the audit? (FAR 16.301-3(a)(3)) | | | | |
| 42. Was a fact-finding session required prior to negotiations (proposal incomplete and/or significantly over the IGE) and was it properly documented? (FAR 15.406-1) | | | | |
| 43. Was cost and price analysis performed and documented in sufficient detail to develop negotiation objectives and strategies to achieve the desired objectives? (FAR 15.404-1 and DFARS 215.404-1) | | | | |
| 44. Was a technical analysis of the judgmental items in the proposal conducted, and documented in sufficient detail to develop negotiation objectives and strategies to achieve the desired objectives? (FAR 15.404-1(e)) | | | | |
| 45. Were Pre-negotiation Objectives in sufficient detail to facilitate negotiation of a fair and reasonable price? (FAR 15.406-1, DFARS 215.406-1, and AFARS 5115.406-1) | | | | |
| Post Negotiation | | | | |
| 46. Is the Price Negotiation Memorandum (PNM) complete, contain all the required items, and in sufficient detail to determine how each of the issues in the POM were addressed and resolved? (FAR 15.406-3, DFARS 215.406-3, and AFARS 5115.406-3) If not, what is missing or inadequately addressed? | | | | |

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| 47. If the contractor proposed Facilities Capital Cost of Money, does the PNM address whether or not the rate is acceptable? (FAR 31.205-10) | | | | |
| 48. If competition was expected but only one bid/proposal was received, is the final negotiated price less than or equal to the contractor's initial bid/proposal? (DFARS 215.371-3(c)) | | | | |
| 49. Does the PNM contain a determination by the PCO that the negotiated price is fair and reasonable? (FAR 15.406-3(a)(11)) | | | | |
| 50. Was a Certificate of Current Cost or Pricing Data obtained, if required, and dated after the date of final price agreement or was an appropriate exception utilized? (FAR 15.403, 15.406-2, DFARS 215.403, 215.406-2, AFARS 5115.403, and UAI 5115.403) | | | | |
| 51. Does the contractor's final proposal agree with the PNM and the award document? | | | | |
| 52. If necessary, were the specifications/drawings, SOW/PWS revised as a result of negotiations and is the final specifications/drawings, SOW/PWS incorporated into the award? | | | | |
| 53. If revisions were made to the IGE, does the file include documentation regarding those changes with updated review and approval signatures? (AFARS 5107.90 and UAI 5107.9002) | | | | |

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| 54. Were the approved pre-and post-negotiation noncompetitive business clearance documents uploaded into the Contract Business Analysis Repository? (DFARS PGI 215.406-3) | | | | |
| AWARD DOCUMENTS | | | | |
| Contract File | | | | |
| 55. Does the file contain an approved and certified PR&C sufficient to fund the award amount? (FAR 32.702, 32.703-1(a), DFARS 232.702, and AFARS 5132.702) | | | | |
| 56. If the contract is to be incrementally funded, or subject to a Continuing Contracts clause, is the approved and certified PR&C sufficient to cover the amount reserved in the applicable clause? (FAR 32.703-1(b) and DFARS 232.703-1) | | | | |
| 57. If the contract is incrementally funded, to include Continuing Contracts, has the PCO ensured that sufficient funds are allotted to the contract to cover the total amount payable to the contractor in the event further funds are not available and the contract has to be terminated for the convenience of the Government? (DFARS 232.704-70, AFARS 5132.702, and UAI 5132.702) | | | | |
| 58. For MILCON projects, is the Design Directive as the authority to advertise (Code A) in the file, and is the preliminary Government Estimate within that authority? (AR 420-1, Army Facility Management, Para 4-36) | | | | |
| 59. Does the file contain the fully executed bid guarantee, or is there a waiver signed by the Chief of the Contracting Office/Center Contracting Chief (CoCO/CCC)? (FAR 28.101-1(c)) | | | | |
| 60. Does the file include the required pre-award survey results, including verification of authorized representatives of the offeror, evidence that the PCO considered information in the Federal Awardee Performance and Integrity Information System (FAPIS) and the PCO determination of responsibility? (FAR 9.103(b), 9.104-6, and 9.106-4) | | | | |

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| 61. For Cost Plus Award Fee (CPAF), does the contract file include an approved Award Fee Plan and has an Award Fee Determining Official (AFDO) been delegated and appointed? (FAR 16.401(e), and AFARS 5116.405-2) | | | | |
| 62. Does the file contain documentation that the Representations and Certifications are complete and accurate? (FAR 4.1201) | | | | |
| 63. Does the file contain documentation that the contractor is active in the System for Award Management (sam.gov) and has no SAM Exclusions? (FAR 4.1103 and 9.405) | | | | |
| 64. If award is to a Large Business (see current thresholds at FAR 19.702(a)), has the approved Subcontracting Plan been concurred/ non-concurred by the Deputy for Small Business Programs and reviewed by the SBA Procurement Center Representative (PCR) and is the Subcontracting Plan evaluation in the file? (FAR 19.704, 19.705-4, DFARS 219.705-4, AFARS 5119.705-4, and AFARS Appendix DD) | | | | |
| 65. Is the approved Subcontracting Plan consistent with the Small Business Participation Plan accepted under the technical proposal? (DoD SSP, AFARS Appendix AA, and AFARS Appendix DD) | | | | |
| 66. If the small disadvantaged business subcontracting goal is less than five percent, was approval obtained one level above the Contracting Officer and placed in the file? (DFARS 219.705-4(d)(i)) | | | | |
| 67. Was a copy of the award document sent to the Area Director, Office of Government Contracting? Was a copy of the subcontracting plan or a determination that there is no requirement for a subcontracting plan provided and included in the contract file? (FAR 19.705-6(a) and (e)) | | | | |

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| | | Blank/ Yes/No/NA | Blank/ Yes/No/NA | |
| 68. If a contracting officer determines that a potentially successful small business offeror lacks certain elements of responsibility, did the contracting officer refer it to the SBA and place the documentation in the contract file? (FAR 19.6 and DFARS 219.6) | | | | |
| 69. Has a J&A been processed and placed in the contract file for 8(a) sole source acquisitions that exceed the threshold at DFARS 206.303-1(b)? Has notification been provided to the contracting activity small business specialist for 8(a) sole source acquisitions that exceed the threshold at AFARS 5119.808-1(a)? | | | | |
| 70. Does the file contain a current Quality Assurance Surveillance Plan (QASP) (Note: Mandatory when a COR is appointed)? (FAR 37.604, 46.401, 46.404, AR 70-13, and ER 1110-3-12) | | | | |
| 71. If the contract is exempt from surveillance plan preparation and execution, is the PCOs justification/determination in the file? (FAR 46.401, 46.404, and DFARS 246.4) | | | | |
| 72. If the solicitation was competitive and set-aside for any type of small business (except 8(a)), was the Pre-Award Notice for Small Business Program issued, or is a written determination by the PCO based on urgency in the file? (FAR 15.503(a)(2)) | | | | |
| 73. Has notification of Unsuccessful Offerors been prepared and ready to be sent upon award of the contract? (FAR 15.503, and DFARS 215.503) | | | | |
| 74. If this was an 8(a) competitive action, was the 8(a) eligibility determination sent to the SBA? If a response was received, was it filed? NOTE: All correspondence to or from the SBA should be uploaded into PCF. (DFARS 219.8 and number 16 under Section B. Responsibilities of the U.S. Department of Defense, Partnership Agreement Between The U.S. Small Business Administration and the U.S. Department of Defense) | | | | |

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| 75. Were pre-award debriefings held within the timeframe required by the regulations after receipt of the written request, and the debriefings documented in the file? (FAR 15.505) | | | | |
| 76. Are documents filed correctly in PCF, including the Milestone Schedule? If not, what documents are misfiled, missing or unsigned? (AFARS 5104.802(f)(i)(1), 5104.802(f)(i)(3), and Army Cabinet Index, see VCE PCF Help for current Index in the PCF Folder Structures) | | | | |
| 77. If applicable, has a notification for the Department of Labor, Office of Federal Contract Compliance Programs (OFCCP) been prepared and added to the file? (FAR 22.804-2) | | | | |
| 78. Have the bid, performance, and payment bonds been reviewed by Legal? (UAI 5101.602-2-90) | | | | |
| Contract Documents | | | | |
| 79. Has the PCO made a written delegation to the ACO with the appropriate authority and correct warrant level reflected? (UAI 5101.603-3-100) | | | | |
| 80. Was a properly qualified and trained COR nominated by the COR Supervisor via PIEE JAM, or does the file include documentation for contract oversight/surveillance? (Department of Defense Instruction (DoDI) 5000.72 Para 3, DFARS 201.602-2, AFARS 5101.602-2-91, UAI 5101.604-100, UDG 5101.604(1), and UDG Attachment 2) | | | | |

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| 81. Does the Award Letter include the Contracting Officer Authority Statement? (UAI 5115.504) <i>“Only a warranted Contracting Officer (either a Contracting Officer or an Administrative Contracting Officer (ACO)), acting within their appointed limits, has the authority to issue modifications or otherwise change the terms and conditions of this contract. If an individual other than the Contracting Officer attempts to make changes to the terms and conditions of this contract, you shall not proceed with the change and shall immediately notify the Contracting Officer. Proceeding with any work not authorized by the Contracting Officer will be at the Contractor's own risk.”</i> | | | | |
| 82. Are appropriate terms and conditions incorporated within the SF 1442 acceptance block (e.g., accepted final technical proposal, accepted betterments/proposal strengths, accepted CLINS, and the approved Subcontracting Plan (as applicable)? (FAR 15.504 and 19.705-5(a)(5)) | | | | |
| 83. Was the current Wage Rate Requirements (Construction) (formerly Davis-Bacon Act (DBA)) and/or Service Contract Labor Standards (formerly Service Contract Act (SCA)) wage determination(s) received within the timeframes specified at FAR 22.1012 and incorporated into the contract award? | | | | |
| 84. Have all amendments been incorporated into the award? (FAR 4.803) | | | | |
| 85. If multiple awards are planned, and all firms share the same total capacity, does the contract include ordering instructions and describe how fair opportunity will be afforded? (FAR 16.505(b)(1)) | | | | |
| 86. If the contract includes information that is different than the latest signed proposal, as amended by the offeror's written correspondence, has the offeror signed the contract prior to signature by the PCO? (FAR 15.504(a)) | | | | |

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| 87. Does the contract include Points of Contact for Contractor Performance Assessment Reporting System (CPARS) and a schedule for the assessment(s)? (FAR 42.1503(a)(ii) and AFARS 5142.1503(h)(2)) | | | | |
| 88. Has the Procurement Data Standard Punch-Out Tool for Standard Procurement System (SPS) Validation Report been run, and all errors and warnings resolved or annotated as to why the warning(s) cannot be resolved? | | | | |
| 89. Has the Contract Action Report (CAR) been prepared and is it free of any apparent errors? (FAR 4.604 and DFARS 204.602 and 204.606) | | | | |
| 90. Is the North American Industry Classification System (NAICS) Code consistent between the DD Form 2579, synopsis, solicitation, and award document? Is the Product Service Code (PSC) on the CAR and in the SPS CLIN correct and consistent? (FAR 19.102 and DFARS 219.201 and 219.303) | | | | |
| 91. Were the CAR "Recovered Materials/ Sustainability" and "Use of EPA Designated Products" data fields marked appropriately? Note: Ensure careful review of contract scope to determine if these data fields require a selection other than default "No Clauses Included and No Sustainability Included" (Not part of CAR Validation - Must be Manually Completed). Selection may be non-clause choices (i.e., "energy efficient," "environmentally preferable," etc.) (See Environmental Compliance & Sustainability SharePoint for additional environmental compliance and sustainability information. For assistance, see USACE Sustainability Clauses Tool V8 for the USACE Sustainability Clauses Tool) | | | | |
| 92. If the contract contains options not exercised at the time of award, is there a separate CLIN for each? (FAR 17.206(a) and DFARS 204.71) | | | | |
| 93. If the contract contains options, were they evaluated prior to award, or is a PCO determination, approved one level above the PCO that it is not in the Government's best interest to evaluate options? (FAR 17.206(b)) | | | | |

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| 94. If the contract contains options, was a notice provided to the contractor within the time period specified in the contract prior to exercising the option? (<i>FAR 17.207(a) and UAI 5117.200</i>) | | | | |
| 95. If the construction cost exceeds \$750,000, was FAR clause 52.211-12 "Liquidated Damages - Construction" included? (<i>DFARS 211.503</i>) | | | | |
| 96. If the bid/proposal acceptance period is likely to expire prior to award, has the PCO requested all bidders/offerors in the competitive range to extend the time for acceptance of their bid or proposal? (<i>FAR 14.404-1(d)</i>) | | | | |
| 97. Does the file contain evidence of Legal Review for contract actions ≥ \$500K and evidence that all comments have been adequately addressed? (<i>UAI 5101.602-2-90</i>) | | | | |
| 98. For actions consistent with the threshold at DFARS 205.303(a)(i), has Congressional Notification been prepositioned for release within the proper timeframe, to include coordination with Peer Review Endorser? (<i>DFARS 205.303(a)</i>) | | | | |
| PEER REVIEW COORDINATION ACTIVITIES | | | | |
| 99. 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 | | | | |
| 100. Has coordination with the appropriate Procurement Analyst (CoCO/SCO) been completed for scheduling the CRB? (<i>UAI 5101.170</i>) | | | | |

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| 101. Does the file contain the results from the Solicitation Peer Review Board (SRB)? (DFARS PGI 201.170-3) | | | | |
| 102. Were recommendations from the SRB made prior to issuance of the solicitation? If not, has the PCO coordinated with the Peer Review Endorser the rationale for not making the recommended revisions? (AFARS 5101.170(b) (iii)) | | | | |
| 103. Has access to PCF been provided to the CoCO/SCO or higher level peer review members? (UAI 5104.802-100) | | | | |
| 104. Additional File Review Comments: | | | | |

**CONSTRUCTION
CONTRACT
COMPLIANCE CHECKLIST**

Solicitation Number

Contract Number

Estimated Value of Acquisition

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 |
| Procurement Analyst's Name | Date | Procurement Analyst's Signature |

Acronym Glossary

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