

U.S. Army Corps of Engineers (USACE)
SOLICITATION REVIEW BOARD (SRB) PEER REVIEW CHECKLIST

The proponent agency is CECT-P.

Contract Number	Solicitation Number	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.

PROPOSAL RECEIPT

<p>1. Was a compliance checklist completed? Were all the noted corrections made? (<i>UAI 5101.170-100</i>)</p>				
<p>2. For a construction project ≥ \$35M, is the PLA Decision Memorandum signed and does the file include the associated market research report and other supporting documentation? (<i>FAR 22.5, UAI 5122.5, and UDG 5122.503-2</i>)</p>				
<p>3. For a service project valued ≥ \$10M, not funded by a Civil Works appropriation - does the file contain the Command Services Executive (CSE) (or delegate) or appropriate Category Manager (<i>formally Portfolio Manager</i>) approved service acquisition requirements? (<i>Director of Military Programs Memorandum, Command Services Executive (CSE) Delegation of Requirement Validation Authorities dated 24 Aug 2021 and UAI 5137.590-100</i>)</p>				
<p>4. Does the file contain the signed, completed RSCA form (previously referred as SCAR), 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>)</p>				
<p>5. For a service project valued ≥ \$10M, not funded by a Civil Works appropriation, is the Request for Proposal (RFP) scope and geographical area of coverage in line with CSE approval, and approved consolidation memo/acquisition strategy/acquisition plan? (<i>Director of Military Programs Memorandum, Command Services Executive (CSE) Delegation of Requirement Validation Authorities dated 24 Aug 2021 and UAI 5137.590-100</i>)</p>				

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6. For MILCON, does the proposed scope of the project track with the DD 1391? (AR 420-1, Army Facility Management, Chapter 4)				
7. Is the contract type and length appropriate? (FAR 16.103(d)(1), DFARS 216.104-70, AFARS 5116.102-90, and UAI 5107.103)				
8. If there are options, did the PCO document the determination to Use/Evaluate Options? (FAR 17.202, 17.203, 17.205, and AFARS 5117.206)				
9. Is the appropriate and current Service Contract Labor Standards (formerly Service Contract Act) or Construction Wage Rate Requirements statute (formerly Davis-Bacon Act) Wage Determination in the solicitation? If more than one wage decision applies does the solicitation provide instructions to the contractor as to when to use each wage decision? (FAR 22.4, FAR 22.10, DFARS 222.4, DFARS 222.10, FAR 22.1002-2, and https://sam.gov/)				
10. Are the RFP evaluation factors/criteria & selection process (sections L&M or appropriate section) consistent with the approved Source Selection Plan (SSP)? (FAR 15.204-5, FAR 15.304, AFARS 5115.304, DoD SSP, and AFARS Appendix AA) Does the proposed scope of the solicitation track with the approved SSP? (DoD SSP and AFARS Appendix AA)				
11. Are the evaluation criteria streamlined and tailored to the requirement? (FAR 15.204-5(c), 15.304, DFARS 215.304, AFARS 5115.304, DoD SSP, and AFARS Appendix AA)				
12. LPTA: Are the criteria relevant, with well-defined technical acceptability standards? (FAR 15.101-2 and DFARS 215.101-2-70)				

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13. Trade Off: Are the criteria limited to meaningful criteria associated with the project/program goal(s)? <i>(DoD SSP and AFARS Appendix AA)</i>				
14. Trade Off: Do the criteria describe what the government considers beneficial above the minimum requirements? <i>(DoD SSP and AFARS Appendix AA)</i>				
15. Ambiguous Language: Is there acceptability language that can be easily misinterpreted (e.g., Use shall instead of should)? <i>(DoD SSP and AFARS Appendix AA)</i>				
16. Does the RFP clearly define price/cost analysis submission requirements and evaluation procedures? <i>(DoD SSP and AFARS Appendix AA)</i>				
17. MATOCs: Is the sample/seed project representative of the overall scope?				
18. Does Earned Value Management System (EVMS) apply? If so, does the RFP describe what is required to be submitted and how it will be evaluated? <i>(FAR 34.2)</i>				
19. Does the acquisition team have a sufficient number of experienced, trained and qualified personnel dedicated to the source selection? Has the Source Selection Team/Peer Review Team signed non-disclosure agreements? Has the SSA been provided an ethics briefing? Is there an SSA appointment letter for SCO approval in the file? <i>(DoD SSP and AFARS Appendix AA)</i>				

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20. Are all special contract requirements consistent with law, regulation, and other terms of the solicitation?				
21. Has legal sufficiency for solicitation release at the local level been obtained? (UAI 5101.602-2-90)				
22. Is the Independent Government Estimate (IGE) approved and included in the file? (AFARS 5107.90 and UAI 5107.9002)				
23. 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" approved and included in the file? (DFARS 219.201(c)(10)(A), 219.201(c)(10)(B), 219.5, AFARS 5119.201(d)(10)(B)(i), and UAI 5119.201)				
24. Is a Biddability, Constructability, Operability, Environmental and Sustainability (BCOES) written certification approved and included in the file? (FAR 36.605(a), ER 415-1-11, and UAI 5136.104)				
25. 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)				
26. 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)				

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27. Is Government Furnished Property (GFP) required? If so, is GFP properly addressed in the solicitation? (<i>FAR 45.102 and 45.2</i>)				
28. Is there a Liquidated Damages calculation in the official contract file? (<i>FAR 11.5 and DFARS 211.5</i>)				
29. Has the peer review team observed any unique practices, procedures, techniques, or other approaches that should be considered a best practice? If so, upload the information to USACE Best Practices				
30. 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? (<i>FAR 29.204 and 29.403-2, ODASA(P) Alert 22-75, and USACE Alert 22-004</i>)				
31. 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? (<i>USACE Alert 22-004</i>)				
32. Consider reviewing the lessons learned throughout DOD for the proposed type of contract available at: DPC Policy Peer Reviews				
33. Additional File Review Comments:				

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PEER REVIEW CHECKLIST

Solicitation Number

Contract Number

Estimated Value of Acquisition

Project Description

SRB Checklist - When complete, file in the PCF contract file 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

AFARS - Army Federal Acquisition Regulation Supplement

AT/OPSEC - Anti-Terrorism Operations Security

BCOES - Biddability, Constructability, Operability, Environmental and Sustainability

BOB - Business Oversight Branch

CAR - Contract Action Report

CoCO - Chief of the Contracting Office

COR - Contracting Officer's Representative

CSE - Command Service Executive

DFARS - Defense Federal Acquisition Regulation Supplement

DoD SSP - DoD Source Selection Procedures

EVMS - Earned Value Management System

FAR - Federal Acquisition Regulation

GFP - Government Furnished Property

IGE - Independent Government Estimate

JAM - Joint Application Module

LPTA - Lowest Price Technically Acceptable

MATOC - Multiple Award Task Order Contract

MILCON - Military Construction

PA - Procurement Analyst

PCF - Paperless Contract File

PCO - Procuring Contracting Officer

PIEE - Procurement Integrated Enterprise Environment

PLA - Project Labor Agreement

QASP - Quality Assurance Surveillance Plan

RCC - Regional Contracting Chief

RFP - Request for Proposals

RSCA - Request for Services Contract Approval

SAM - System for Award Management

SCO - Senior Contracting Official

SRB - Solicitation Review Board

SSA - Source Selection Authority

SSP - Source Selection Plan

UAI - USACE Acquisition Instruction

UDG - USACE Desk Guide