

U.S. Army Corps of Engineers (USACE)

CONTRACT REVIEW BOARD (CRB) PEER REVIEW CHECKLIST

For use of this form, see USACE Acquisition Instruction; the proponent agency is CECT-P.

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.

THE FILE

1.	Was a compliance checklist completed and were the corrections incorporated? <i>(UAI 5101.170-100)</i>				
2.	Were the Solicitation Review Board (SRB) Comments and corrections incorporated? <i>(UAI 5101.170)</i>				
3.	Is the Cost/Price analysis adequately supported for award? <i>(FAR 15.404-1, DFARS 215.404-1, DoD SSP, AFARS Appendix AA, and EP 715-1-7)</i>				
4.	Is the fair and reasonable price documented? <i>(FAR 15.305(a)(1), 15.404, 15.406-3(a)(11), AFARS Appendix AA, and EP 715-1-7)</i>				
5.	Is the IGE properly approved? <i>(AFARS 5107.90, UAI 5107.9002, and UDG Attachment 3)</i>				
6.	Does the contract file contain the appropriate legal reviews required? <i>(FAR 4.803 and UAI 5101.602-2-90)</i>				
7.	Does the contract file contain evidence of availability of funds? <i>(FAR 4.803, 32.7, DFARS 232.7, and AFARS 5132.702)</i>				

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8.	Does the contract file contain the required System for Award Management (SAM) and Federal Awardee Performance and Integrity Information (FAPIIS) checks and verifications? (FAR 4.803, 4.1103, 9.405, 9.103(b), and 9.104-6)				
9.	Has Biddability, Constructability, Operability, Environmental, and Sustainability (BCOES) been accomplished? (FAR 4.803 and UAI 5136.104)				
10.	Are all Request for Proposal (RFP) amendments in the contract file, and have they been incorporated into the contract, and has proposed awardee acknowledged all amendments, etc.? (FAR 4.803)				
11.	If there was a pre-proposal conference, is the list of attendees and meeting documentation in the contract file? (FAR 4.803, 15.201(c)(8) and (9)), and EP 715-1-7)				
12.	Was the latest wage decision prior to award incorporated into the solicitation, or does a solicitation amendment have to be issued prior to award? (FAR 22.2012)				
13.	Is there a Determination of Responsibility in the contract file? (FAR 4.803, 9.103(b), and AFARS 5109.103(b))				
14.	Is the ACO appointed by the contracting officer for contracts that are within the ACO warranted authorities? (UAI 5101.603-3-100)				
15.	Was a properly qualified and trained COR nominated by the COR Supervisor via Procurement Integrated Enterprise Environment (PIEE) Joint Appointment Module (JAM), or does the file include documentation for contract oversight/surveillance? (UAI 5101.604-100 and UDG 5101.604)				

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16.	Were negotiations appropriate and adequate in accordance with FAR 15.406-3?					
17.	Has the Source Selection Team/Peer Review Team signed non-disclosure agreements? (FAR 4.803, AFARS 5115.201(c), AFARS Appendix AA, and UAI 5115.300-100)					
18.	Are the source selection documents all in the file, (e.g., Competitive Range Determination, SSEB Report, SSAC Report (if necessary), SSDD Report, etc.)? If the SSA is not the PCO, is there a PCO Fair and Reasonable Price Determination in the file? (FAR 4.803, 15.305, 15.404, 15.406-3, AFARS Appendix AA, and UAI 5115.3)					
19.	Is the Source Selection Decision Document (SSDD) based on a comparative assessment of proposals against all source selection criteria in the solicitation? Does the narrative support the decision? (FAR 15.308, AFARS 5115.308, DoD SSP, and AFARS Appendix AA)					
20.	Does the SSDD address the deficiencies, significant weaknesses or adverse past performance described in the evaluation notices? (AFARS Appendix AA)					
21.	If an offeror's proposal was excluded from the competitive range, does the documentation support the decision to eliminate it? (FAR 15.306(c)(3), 15.307(a), 15.503(a)(1), and AFARS Appendix AA)					
22.	Is there appropriate documentation for pre-award debriefings, if any? (FAR 15.505, AFARS Appendix AA, and USACE Alert 22-007)					
23.	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? (FAR 29.204 and 29.403-2, ODASA(P) Alert 22-75, and USACE Alert 22-004)					
24.	Has legal sufficiency for contract award at the local level been obtained? (AFARS 5101.602-2-90 and UAI 5101.602-2-90)					
25.	If applicable, is congressional notification ready to go? (FAR 5.303, AFARS 5105.303, AFARS Appendix AA, and UDG Attachment 1)					

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26.	Are unsuccessful letters drafted and ready to be sent? (<i>FAR 15.5 and AFARS Appendix AA</i>)				
27.	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 . (<i>DFARS PGI 201.170-3, AFARS 5101.170(b)(iv), and UAI 5101.170(c)(1)(iii)</i>)				
28.	Additional File Review Comments:				

**MODIFICATION
COMPLIANCE CHECKLIST
(ALL CONTRACT TYPES)**

Solicitation 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

AFARS - Army Federal Acquisition Regulation Supplement

BCOES - Biddability, Constructability, Operability, Environmental and Sustainability

BOB - Business Oversight Branch

CoCO - Chief of the Contracting Office

COR - Contracting Officer's Representative

DFARS - Defense Federal Acquisition Regulation Supplement

DoD SSP - DoD Source Selection Procedures

FAR - Federal Acquisition Regulation

IGE - Independent Government Estimate

JAM - Joint Appointment Module

PA - Procurement Analyst

PCF - Paperless Contract File

PCO - Procuring Contracting Officer

PIEE - Procurement Integrated Enterprise Environment

RFP - Request for Proposals

SAM - System for Award Management

SRB - Solicitation Review Board

SSA - Source Selection Authority

SSDD - Source Selection Decision Document

UAI - USACE Acquisition Instruction

UDG - USACE Desk Guide