

U.S. Army Corps of Engineers (USACE)
ANNUAL ADMINISTRATIVE CONTRACTING OFFICER'S (ACO) FILE INSPECTION CHECKLIST

The proponent agency is CECT-P.

| | |
|---------------------------|------------------------------------|
| ACO's Name/Title | Date |
| ACO's Location | ACO's Supervisor |
| Contract | Task Order |
| Modification | Project Title |
| Modification Dollar Value | Modification Period of Performance |

Reviewer's Name/Title

| 1.0 | ACO TO COMPLETE QUESTIONS | Yes | No | N/A | Comments |
|-----|---|--------------------------|--------------------------|--------------------------|----------|
| a. | Do you have ACO Delegation letters signed by the Procuring Contracting Officer (PCO) with a list of duties associated with the position for each award? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| b. | Does the PCO support you in your ACO duties? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| c. | Are your ACO duties part of your performance objectives? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| d. | Do you receive a copy of the award signed by the PCO prior to performing ACO duties/responsibilities? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| e. | Did the PCO explain your duty to assess the contractor's performance in the Contractor Performance Assessment Reporting System (CPARS)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| f. | Are you transferring your files to the Paperless Contract File (PCF) via the Resident Management System (RMS)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2.0 | ADMINISTRATIVE MATTERS | Yes | No | N/A | Comments |
| a. | Is the ACO's warrant displayed in a public place? Note: If the annual file inspection is conducted virtually, the reviewer may rely on the ACO to answer this question. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| b. | Has the ACO updated their Individual Development Plan (IDP) and Acquisition Career Record Brief (ACRB) within the last 6 months? https://rda.altess.army.mil/camp/ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| 2.0 | | ADMINISTRATIVE MATTERS (continue) | Yes | No | N/A | Comments |
|-----|--|--|--------------------------|--------------------------|--------------------------|----------|
| c. | | Is the ACO maintaining the required 80 Continuous Learning Points (CLPs) for timeframe (1 Oct XX - 30 Sept XX)? https://www.dau.mil/training/clc/p/Policy-and-Guidance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| d. | | Is the ACO acting within their delegated authority (i.e. warrant threshold and designated contract clauses)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| e. | | Is the ACO signing all written correspondence and other contractual documentation as "Administrative Contracting Officer"? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| f. | | Is the ACO's signature of acknowledgement on each Delegation letter? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| g. | | Is the ACO aware of their responsibility to perform in compliance with Federal Acquisition Regulation (FAR) 3.1 and the Department of Defense (DoD) 5500.07-R, Joint Ethics Regulation? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3.0 | | MODIFICATIONS | Yes | No | N/A | Comments |
| a. | | Are ACO files organized, complete, and current with fully signed copies in PCF? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| b. | | Are modifications executed correctly as a unilateral or bilateral action? FAR 43.103 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| c. | | Do modifications include all supporting documentation to reflect an exhaustive record of the contract action from identification of the change to contractor implementation? Supporting documentation should minimally include modification document, Contract Action Report (CAR), Basic Change Document (BCD), Pre-negotiation Objective Memorandum/Price Negotiation Memorandum (POM/PNM), and Independent Government Estimate (IGE), certified Purchase Request & Commitment (PR&C), request for modification proposal, technical specifications (i.e. Statement of Work/ Performance Work Statement (SOW/PWS)), and other documentation, as applicable. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | Is the certified and approved PR&C included in each official contract file? FAR 4.803(a)(3), FAR 32.702 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | Does the PR&C include sufficient funds for the modification amount? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | Is the effective date of the modification appropriate for the action in accordance with FAR 43.101? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| 3.0 | MODIFICATIONS (continue) | Yes | No | N/A | Comments |
|-----|---|--------------------------|--------------------------|--------------------------|----------|
| | Is the Standard Form (SF) 30 effective date equal to the date signed by the Contracting Officer (KO)? If the effective date is later than the date signed by the KO, is there a statement in the modification addressing the difference? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | For bilateral modification, is the modification signed by both the Contractor and ACO? FAR 43.103(a) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | In Block 13 of the Standard Form (SF) 30, does the ACO cite the appropriate authority? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Have all weather delay modifications been issued under FAR 52.249-10, Default (Fixed Price Construction)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Do contract modifications reflect consistency with the original intent and scope of the contract or task order award? Consider original contract value, and originally intended project's function (Addressed in PNM or In-scope memo) FAR 43.201 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Is the final CAR included in the official contract file and does it accurately reflect the contract action? FAR 4.604(b), Defense Federal Acquisition Regulation Supplement Procedures, Guidance, and Information (DFARS PGI) 204.606 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Was the System for Award Management (SAM) Exclusions checked? Army Federal Acquisition Regulation Supplement (AFARS) 5109.405(d)(1) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Prior to issuing the request for modification proposal and after receipt of proposal but prior to evaluation, was the SAM checked, and the official contract file documented appropriately, to verify if the potential contractor is not on the excluded parties list? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Immediately prior to award (day of or day before) of a modification that adds new work or extends the duration of the contract or the period of performance, was the SAM website checked, and the official contract file documented appropriately, showing that the contractor is not on the excluded parties list? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Does the official contract file contain the ACO determination that the final agreed modification price is fair and reasonable? FAR 15.404, FAR 15.406 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Is there an IGE in the official contract file for procurements over the Simplified Acquisition Threshold (SAT)? FAR 36.203, AFARS 5107.9002 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Was the IGE developed with enough detail to verify the validity of the contractor's proposal and include sufficient narrative and detail to include reference material to support its preparation? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| 3.0 | | MODIFICATIONS (continue) | Yes | No | N/A | Comments |
|-----|--|---|--------------------------|--------------------------|--------------------------|----------|
| | | Does the IGE include the required signatures (preparer and preparer's supervisor) and certification that the IGE was developed independently by the Government prior to seeking any formal proposals from contractors, or for construction consistent with FAR 36.203? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| d. | | Does the official contract file show evidence that the ACO obtained prior to performance all required annual Insurance from the contractor, to include the Defense Base Act Workers Compensation Insurance, War Hazard Insurance Clause, Work on a Government Installation, etc.? FAR 28.309, FAR 28.310 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| e. | | When applicable, does the official contract file reflect a proper consent of surety for the modification(s) as required by FAR 28.102-2, FAR 28.106-3, or FAR 28.106-5? Has the consent of surety been reviewed by legal? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| f. | | Are current bond amounts tracked? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4.0 | | UNDEFINITIZED CONTRACT ACTIONS UCA/UNPRICED CHANGE ORDERS (UCO) | Yes | No | N/A | Comments |
| a. | | Did the ACO obtain a determination and findings (D&F) signed by the PCO authorizing issuance of a Unpriced Change Order (UCO) or Senior Contracting Official (SCO) authorizing issuance of an Unfinalized Contract Action (UCA) prior to executing the modification? Has the D&F been reviewed by Legal? AFARS 5117.7404-1, UAI 5101.602-2-90 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| b. | | Is a price ceiling specified in the modification? DFARS 217.7404-2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| c. | | Are all UCAs signed by the ACO within their authority? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| d. | | Have all UCAs/UCOs been definitized within 180 days as required by DFARS 217.7404-3 or in accordance with the definitization schedule included in the D&F? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5.0 | | CONTRACT ADMINISTRATION | Yes | No | N/A | Comments |
| a. | | Has the ACO been informed by letter from the contractor of the individuals empowered to act on behalf of the company in matters affecting the contract? Does the letter list the name, title, address, email, and phone number for all persons so empowered and the extent of their authority? FAR 52.236-6 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| b. | | Is contractor quality control being monitored? FAR 52.246-12 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| c. | | Is quality assurance performed and documented by the ACO and/or properly appointed COR? FAR 52.246-12, FAR 52.246-13 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| 5.0 | CONTRACT ADMINISTRATION (continue) | Yes | No | N/A | Comments |
|-----|---|--------------------------|--------------------------|--------------------------|----------|
| d. | Are safety standards monitored? FAR 22, FAR 23, FAR 36 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| e. | Is the contractor submitting Davis Bacon payrolls on time in accordance with FAR 22.406-6(a)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| f. | Are payrolls being checked for accuracy? FAR 22.406-1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| g. | Are copies of payments from CEFMS documented in the official contract file? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| h. | Is the contractor providing submittals in accordance with the deliverable schedule and the Government processing submittals in a timely manner (i.e. does not unreasonably delay project)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| i. | Is the Government responding to contractor requests in a timely manner? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Are requests for equitable adjustment (based on differing site conditions, delays, change orders, etc.) being resolved in a timely manner? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Is the Government responding to contractor Requests for Information in a timely manner (i.e. does not unreasonably delay project)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Has the ACO rendered a timely decision for a claim as per FAR 52.233-1(e)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| j. | Are labor interviews being performed? FAR 22.406-1, DFARS PGI 222.406-8 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| k. | As applicable, are property administration records being maintained properly in the official contract file? Is the DD Form 1354 Transfer and Acceptance of Military Real Property signed by the proper authority? FAR 4.803(b)(16), Office of the Secretary of Defense (OSD) Memorandum: Release of Real Property Acceptance Requirements Documents Version 2.0 dated May 15 2014 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| l. | Is the ACO initiating administrative closeout of the contract after receiving evidence of its physical completion, claims, and obligations satisfied? DFARS PGI 204.804-1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| 5.0 | CONTRACT ADMINISTRATION (continue) | Yes | No | N/A | Comments |
|-----|---|--------------------------|--------------------------|--------------------------|----------|
| m. | Has performance assessment report been entered in the CPARS website? AFARS 5142.15, CPARS Guidance https://www.cpars.gov/pdfs/CPARS-Guidance.pdf | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| n. | For cost contracts, is the final audit(s) received? DFARS PGI 242.7303 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| o. | If applicable, is their evidence that all disputes have been settled? AFARS 5133.204 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| p. | Are documents integrating from RMS to PCF properly? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| q. | Does the official contract file show evidence that the ACO obtained all required annual Insurance renewals from the contractor, to include the Defense Base Act Workers Compensation Insurance, War Hazard Insurance Clause, Work on a Government Installation, etc.? FAR 4.803(b) (12), FAR 28.309, FAR 28.310 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| r. | Is there evidence that a preconstruction/post award conference was held? DFARS 222.406-1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

6.0 ADDITIONAL OBSERVATIONS / COMMENDATIONS / RECOMMENDATIONS

6.0 ADDITIONAL OBSERVATIONS / COMMENDATIONS / RECOMMENDATIONS (*continue*)

| | | |
|--|------|----------------------|
| Prepared By | Date | Title |
| I certify that the above information is correct. | | |
| Reviewer's Name | Date | Reviewer's Signature |
| ACO's Name | Date | ACO's Signature |