

U.S. Army Corps of Engineers (USACE)
ARCHITECT-ENGINEER (A-E) SELECTION AND SOLICITATION COMPLIANCE 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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Project Description

ARCHITECT-ENGINEER (A-E) SELECTION AND SOLICITATION COMPLIANCE CHECKLIST	PCF Location	Compliance		Resolution of Comments
		PCO	BOB PA	
		Yes/ No/ NA	Yes/ No/ NA	Provide brief description to all “no” responses, explaining how regulatory/policy requirements are achieved within the documentation.

ACQUISITION PLANNING

Market Research

1.	Is the North American Industry Classification System (NAICS) code selected for the procurement appropriate? [Ensure NAICS is consistent between the market research/synopsis, DD 2579, and solicitation]. (FAR 19.102)				
2.	Was collecting data on and appraising firms' qualifications conducted IAW FAR 36.603? (FAR 36.603)				
3.	Does the market research (e.g. sources sought announcement) results support the planned acquisition approach? (EP 715-1-7, App N)				
4.	Does market research indicate that at least three highly qualified submittals were received (if awarding a SATOC) or a sufficient number if awarding more than one contract? (Brooks Act, PL 92-582, EP 715-1-7, Para 3-10 c.) (For 8(a), see EP 715-1-7, App J-3.)				

Competitive Practices

5.	Is there a management control process in place to ensure a J&A >SAT is posted to FBO within fourteen days of contract award (30 days if unusual and compelling urgency) and it remains posted for a minimum of 30 days? (FAR 6.305, FAR 8.405-6(a)(2)).				
6.	For Sole Source actions under the authority of FAR 6.302, was notice of intent to solicit and negotiate with only one source provided, and a copy of the synopsis in the file? (FAR 5.203(a))				
7.	For Sole Source actions under the authority of FAR 6.302, was the J&A submitted to the Special Advocate for Competition after the end of the 15-day notice period, and all capability responses were considered or was an exception approved? (UAI 5106.3)				
8.	For sole source Foreign Military Sales, is the International Agreement Competitive Restrictions (IACR) D&F in the file and approved by the DCC? (DFARS 206.302-4, UAI 5106.302-4(c)(1)).				

Contract Type

9.	Is the rationale for the selection of the contract type, to include consideration of the associated risks, documented in the contract file (in the acquisition plan, other determination, or memorandum? (FAR 16.103(d)(1), DFARS 216.104-70, AFARS 5116.102-90)				
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10.	For SATOCs >\$100M, has the Senior Procurement Executive approved the D&F, and is there evidence that Congress was notified within 30 days of D&F approval in the file? (FAR 16.504(c)(1)(ii)(D))				
11.	If a cost reimbursement contract is contemplated, has the PCO documented rationale for selecting the contract type in the acquisition plan, signed at least one level above the PCO? (FAR 16.301-2(b), DFARS 216.306(c), 236.271, AFARS 5116.306(c)(ii))				
12.	If a CPAF contract is contemplated, including contracts with both fixed price and CPAF elements ("hybrid"), has the determination required at AFARS 5116.405-2(2)(B) been made and approved at the appropriate level? (UDG Attachment 1)				
13.	If a time-and-materials (T&M) or labor hour contract is contemplated, was a D&F prepared justifying its use, reviewed for legal sufficiency and approved one level above the PCO (or the Senior Contracting Official (SCO) if it exceeds \$1M) prior to issuing the solicitation (or prior to the base period or exercise of any option period)? (FAR 16.601(d)(1)(i), DFARS 216.601(d)(i) and (d)(ii) if Indefinite Delivery Contract (IDC), DoD Class Deviation 20912-00016.)				
Small Business Coordination					
14.	For actions >\$10K (including Federal Supply Schedules), and total small business set-asides >SAT, is a DD Form 2579 "Small Business Coordination Record" in the file, and does it contain all required signatures? (DFARS 219.201(c)(10)(B), 219.5, AFARS 5119.201(d)(10)(B)(i), UAI 5119.201)				
15.	Are the 8(a) Offer and Acceptance Letters in the file if the contract is set-aside for 8(a) on actions >SAT? (FAR 19.804-2(a))				
16.	If the acquisition is set-aside under the Small Business Program, including 8(a) set-asides, has the PCO determined there is a reasonable expectation of receiving at least three offers from highly qualified firms? (Brooks Act, EP 715-1-7, page J-5)				
Acquisition Coordination and Documentation					
17.	If a formal acquisition plan is required in addition to the acquisition strategy (for contracts over \$25M for any year, or \$50M for all years unless exempt) is it in the file and approved by the SCO? (FAR 7.105, DFARS 207.103(d)(i), AFARS 5107.103(d)(i), UAI 7.102-100(b)(1), UAI Approval Matrix, SCO June 2012 Acquisition Plan Preparation Guide, EP 715-1-7 App N 4.d.)				
18.	If a formal acquisition plan is not required, is the Project Management Plan (PMP) in the file, and does the acquisition strategy section explain which acquisition strategies were considered and why the approach was selected? (UAI 5107.103(d)(ii)(A))				
19.	For service contracts >SAT, is there an approved Acquisition Strategy? (AFARS 5137.590, 5137.590-3, UAI Approval Matrix)				
20.	Has the MSC coordination been completed for regional capacity sharing of IDIQ contracts that may be used outside your region? (UAI 5107.102-100 (OPORD 2012-81))				
21.	If the geographical boundary of an IDC includes OCONUS areas, are Status of Forces Agreements, Treaties, and/or International Agreements for each country included in the file? (DFARS/PGI 225.802 and 225.74)				

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22.	For service contracts valued ≥ \$10M, and not funded by a Civil Works appropriation, has the USACE Command Service Executive (CSE) and A-E (or appropriate) Portfolio Manager reviewed and approved the service acquisition requirements? (OPORD 2012-81, FRAGO 1 to OPOrd 2012-81 Para 3.b.(4)(d), and Annex G and UAI 5137.590-3(a))				
23.	For all Army (including USACE) requirements except supply contracts <SAT, does the file contain a fully coordinated, signed, and completed Contract Security Review Cover Sheet (ENG 6055), if applicable (applies to acquisitions with performance on/at a Government facility or contractor access to Government information system(s) in performance of the contract)? (OPORD 2014-32), UAI 5107.91)				
24.	Does the file contain a signed and completed Request for Services Contract Approval (RSCA) form? (AFARS 5107.503(e)(i), UAI 5107.503)				
25.	If the total duration of base and option periods exceeds five years, was written SCO approval received? (FAR 17.204(e), DFARS 217.204(e)(i), AFARS 5117.204(e))				
26.	Was SCO approval received for PCO written determination to use Non-Government personnel in contract source selection or A-E evaluation? (FAR 37.203(d), 37.204, AFARS 5137.204, DoD Source Selection Procedures, UAI 5115.300-100(b)).				
27.	If applicable, is the approved consolidation memorandum included in the file for consolidated acquisitions >\$2M (AFARS 5107.107-2, UAI 5107.170, UAI Approval Matrix)				
28.	If the contract includes options, did the PCO document the determination to Use/Evaluate Options? (FAR 17.202(a), 17.205(a), UAI 17.200-100)				
29.	If personal services are being acquired, including the personal services of experts or consultants, is the D&F approved by the proper authority in the file? (DFARS 237.104, UAI 37.104-100)				
30.	Did the file contain an exemption (or waiver by the HCA) for the requirement to obtain cost or pricing data? (FAR 15.403-1, DFARS 215.403-1)				
31.	For CPAF contract, has an Award Fee Plan, Award Fee Schedule, Base Fee, and Award Fee percentages been approved for this requirement, and are they in the file? (UAI 5116.401(e)(iii))				
32.	For CPAF contract, has the Award Fee Determining Official (AFDO) and the Award Fee Evaluation Board (AFEB) been identified and appointed? (AFARS 5116.405-2(2)(B), UAI 5116.401(e)(iii), UAI Approval Matrix)				
33.	Does the synopsis conform to standard format at EP 715-1-7 Appendices O, P, & Q?				
34.	Does the synopsis allow for a minimum 30-day response period? (FAR 5.203(d))				
35.	If multiple IDCs are contemplated, does the task order award comply with DPM 2020-02? (DPM 2020-02)				

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36.	Are the selection criteria listed in relative order of importance following the general FAR and DFARS selection criteria, free of unnecessary restrictions? (FAR 36.602-1, DFARS 236.602-1, EP 715-1-7 Para 3-7)				
37.	Does the synopsis describe the work required in sufficient detail to facilitate a meaningful selection of the most highly qualified firm? (EP 715-1-7 Para 3-4, App O, P, and Q)				
38.	For IDC, is there sufficient connection between the projects within scope to ensure that the selected offerors are the most highly qualified to perform the *entire* scope of services. (DPM 2020-02)				
SELECTION OF THE A-E					
39.	Are the Pre-Selection and/or Selection Board members properly appointed/qualified, or has the Chief of Engineering issued a waiver of professional license requirements? (EP 715-1-7 Para 3-6.b.)				
40.	Did each member of the Pre-Selection and/or Selection Board complete a Non-Disclosure Certification at EP 715-1-7 Para 3-6.b and App FF?				
41.	If an Organizational Conflict of Interest was identified, does the contract file explain measures taken to reduce/eliminate potential conflict, and is there evidence that the situation was resolved? (UAI Approval Matrix, FAR 9.505)				
42.	If a Pre-Selection Board was used, was only the primary selection criteria considered? (EP 715-1-7, 3-7.c.(1) and 3-9.b.)				
43.	Does the Pre-Selection Board report reflect the consensus of the Board? Does it clearly identify the specific weak or deficient qualifications of each firm not recommended as highly qualified, explain primary reasons for eliminating the firms not most highly qualified, and do explanations properly relate to selection criteria? (DFARS/PGI 236.602-1(a)(6), EP 715-1-7, 3-9.b., App T)				
44.	If a Pre-Selection Board was used, did the board refer at least three highly qualified firms to the Selection Board? (Brooks A-E Act, PL 92-582, Sec. 903)				
45.	Is there evidence that effective and meaningful interviews were held with all of the most highly qualified firms? (Brooks A-E Act, PL 92-582, Sec. 903, FAR 36.602-3(c))				
45.	Is there a ranking of at least three most highly qualified firms in order of preference in the file? (Brooks A-E Act)				
47.	If more than one contract was awarded, are all potential awardees considered most highly qualified, and was the ranking based on application of the secondary selection criteria? Was order for negotiation established? (EP 715-1-7 Para 3-10e.)				
48.	Does the Selection Board Report clearly articulate the reasons why each firm was less qualified than the most highly qualified firm(s), summarize the strengths of each firm in relation to the selection criteria, and provide the rationale for the relative ranking of each firm? (FAR 36.602-3(d), EP 715-1-7, 3-10.f., App U)				

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49.	Is the selection board report approved by the Division Commander (or District Commander/delegate, if authority has been delegated by the MSC)? (UAI 36.602-4-100(a), EP 715-1-7, 3-11)				
50.	Were all firms promptly notified of their selection status upon final selection? (EP 715-1-7, Para 3-12.a., FAR 36.607(a))				
51.	Were debriefings held within 14 days after receipt of debriefing request? Are the debriefings documented in the file? (FAR 15.506(f), 36.607(b), EP 715-1-7, Para 3-12.b. and 3-13)				
REQUEST FOR PRICE PROPOSAL (RFPP) (EP 71 5-1-7, Chapter 4; Appendix X)					
52.	Is a realistic Acquisition Milestone schedule in the file with dates showing consideration by the PDT of all actions, tasks, reviews, and documentation required?				
53.	Does the solicitation reflect a response time for receipt of contractor proposal(s)?				
54.	Is the PWS/SOW consistent with the project requirements reflected in the approved acquisition plan (formal or informal)?				
55.	For an IDC, does the PWS/SOW describe the general scope, type of projects, and location of work, as specifically as possible, such that it is not overly broad? (DPM 2020-02, EP 715-1-7, Para. 4-5, App X)				
56.	Does the IDC solicitation (and task order solicitation) contain all of the items required by DPM 2020-02 or revision (s) and EP 715-1-7 Appendix X? If not, what is missing?				
57.	If meetings are required to be attended in person by the A-E, are location(s), number of meetings, and required attendees clear?				
58.	Is the PWS/SOW free of inherently Governmental tasks as indicated in the RSCA? (AFARS 7.503(e)(i))				
59.	If there are options, are they included in the Contract Schedule? (Confirm D&F in file) (UAI 5117.204(e))				
60.	If there are options, does the solicitation discuss how many days the Government has to exercise each option?				
61.	Are base and/or option CLINS properly and effectively structured, and do they logically correspond to distinct requirements described in the SOW/PWS?				
62.	For sole source actions, does the solicitation require the submission of Certified or Other Than Certified Cost or Pricing Data necessary to determine a fair and reasonable price? (FAR 15.403, DFARS 15.403, AFARS 5115.403, UAI 5115.403)				
63.	If the solicitation includes FAR 52.217-8, Option to Extend Services, is there a CLIN(s) covering the six-month option period?				

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64.	If required, are the appropriate Service Contract Wage Decisions included in the solicitation? (<i>EP 715-1-7, Para. 4-9, FAR 22.1002-2</i>)				
65.	For an IDC, is the minimum guarantee specified? (<i>FAR 16.504(a)(2)</i>)				
66.	For an IDC, is the minimum and maximum contract and task order limits specified? (<i>FAR 16.504(a)(4), FAR 52.216-19</i>)				
67.	For an IDC, is the maximum contract capacity specified? Does it coincide with the approved Acquisition Strategy and/or Plan? (<i>FAR 16.504-(a)(4), 16.505(a)(2)</i>)				
68.	For an IDC, are the ordering procedures adequately described in the solicitation in Section G or equivalent? (<i>FAR 16.504(a)(4)</i>)				
69.	For an IDC, has a task order been identified that will satisfy the minimum guarantee? (<i>EP 715-1-7, Para 4-18.b.</i>)				
70.	If contract is Army funded, does the PWS/SOW contain language IAW UAI 37.590-100(e)? Does the solicitation include a separate CLIN for Contractor Manpower Reporting? (<i>AFARS 5137.9101, eCMRA</i>)				
71.	Does the solicitation contain all required clauses and provisions? If not, what is missing?				
72.	Does the solicitation contain the "Sustainable Acquisition" clause 52.223-15 - <i>Energy Efficiency in Energy-Consuming Products</i> , if applicable? (Insert in solicitations/contracts if specified in design of building or work, or incorporated during its construction, renovation, or maintenance).				
73.	Does the file contain documentation that sufficient funds are available to cover the price or target price of the initial task order or minimum guarantee? (<i>FAR 32.702, 32.704, DFARS 232.702, AFARS 5132.702(a)(i)</i>)				
74.	If funds are not fully available, does the file include a written statement IAW <i>AFARS 5132.702(a)(ii)(A)</i> (or equivalent) and appropriate clause notification of funding under solicitation? (<i>FAR 32.702, 32.703-2, 32.703-3, DFARS 232.703-1, AFARS 5132.702</i>)				
75.	If already received, does the IGE conform to the requirements of UAI 5107.9002 and UDG Attachment 3? a) Narrative explaining how developed b) Identification of reference material c) Certification of Independence d) All amendments acknowledged e) Title and signature of preparer and date prepared (orig & rev) f) Review and approval by authorized individuals.				
76.	Does the file contain evidence of Legal Reviews for acquisition documents (D&Fs, J&As, etc.) for all actions >\$500K? (<i>UAI 5101.602-2-90</i>)				

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77.	Were applicable legal comments incorporated into appropriate acquisition document(s)?				
PEER REVIEW COORDINATION ACTIVITIES (Complete as applicable)					
78.	Has the Solicitation Review Board (SRB) peer review been included in TAPS, to include the projected date documents are available for review? https://cops.usace.army.mil/sites/CT/ASD/Lists/TAPS				
79.	Has coordination with the appropriate Procurement Analyst (DCC/SCO) been completed for scheduling the SRB? (UAI 5101.170-100)				
THE FILE					
80.	Are all documents filed correctly within PCF? If not, what documents are misfiled, missing, or unsigned? (UAI 5104.802-100)				
81.					
82.	Compliance Checklist - When complete, file in PCF and mark "final."				
DISTRICT PROJECT DELIVERY TEAM					
POC		NAME			
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		