

**Frequently Asked Questions: Post-Award (Phase 4) Peer Review  
(11 August 2014)**

**Which procurements require post-award peer review?**

Per the 29 September 2008 memorandum from the Director, DPAP, in compliance with section 808 of the National Defense Authorization Act (NDAA) for FY08, Public Law 110-181, as implemented by the Defense Federal Acquisition Regulations System (DFARS) Subpart 201.170, all services contracts with an estimated value of \$1 billion or more (including options) are subject to post-award peer review during the base period of performance and before the exercise of each option period.

**How far in advance should a post-award peer review be scheduled?**

It is recommended that post-award reviews be scheduled between one and two months in advance of the desired review date. When necessary, shorter lead times can usually be accommodated based on DPAP's availability.

**What is the duration of a post-award peer review?**

Post-award peer reviews last 90 minutes and are conducted by teleconference or, if the acquisition team prefers and technology permits, by video-teleconference. DPAP will provide the teleconference dial-in information. Locally based contract teams may request in-person peer reviews at the Pentagon.

**What members of the agency acquisition team are expected to participate in a post-award peer review?**

The contracting officer, the program manager, and any other members of the acquisition team are expected to participate in the post-award review. In addition, at least one representative from the requirements holder should participate.

**Who else attends a post-award peer review?**

The DPAP Deputy Director for Services Acquisition leads all post-award peer reviews. His staff will attend, along with other participants within the Department that are identified as stakeholders in the procurement being reviewed.

**How much time is required to forward documents to DPAP before post-award review?**

DPAP requests that acquisition teams provide the slide deck and any supporting documents at least one week in advance of the date of the post-award review to enable the peer review team to read through the documentation prior to the visit.

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If you need DPAP participants to complete non-disclosure agreements (NDAs), please submit the blank forms to the DPAP post-award peer review point of contact at least one week in advance of the review date.

### **What documents should be sent to DPAP before a post-award review?**

For a post-award Peer Review, the acquisition team should provide a copy of its briefing slides. The team may also provide copies of supporting documentation that will help DPAP prepare for the peer review. This supporting documentation may include (but is not limited to) the following: the contract and modifications, acquisition decision memorandum, acquisition plan/strategy, sample Contractor Performance Assessment Reports System (CPARS) report, and quality assurance surveillance plan (QASP). The acquisition team should use its discretion when determining what materials will be of use to DPAP.

In addition, no later than the day before the review, the team should send the DPAP post-award peer review point of contact a list of all participants, their titles/positions, and their e-mail addresses.

### **What format should the post-award peer review briefing slides take?**

There is no set format for briefing slides. However, slide decks should start with a background on the contract (type, period of performance, ceiling value, names of primes and subcontractors, customer, requirement, etc.) and should address the 10 “suggested questions for phase 4 (post-award) reviews” (found at: [http://www.acq.osd.mil/dpap/cpic/cp/docs/Peer\\_Review\\_Phase\\_4\\_\(Post\\_Award\)--Suggested\\_Questions.doc](http://www.acq.osd.mil/dpap/cpic/cp/docs/Peer_Review_Phase_4_(Post_Award)--Suggested_Questions.doc)). Note: Not every question on the list will necessarily apply to every contract; “not applicable” is an acceptable answer where appropriate.

Because DPAP will review the slides beforehand, there is no need to go through all of the slides within the 90-minute review window. Instead, much of the review time will be spent on questions and answers.

### **How should documents be submitted to DPAP?**

Documents may be e-mailed directly to the DPAP post-award peer review point of contact or may be uploaded to the OSD Peer Review Portal. Past experience has shown that effective organization of documentation eases the preparation burden on both the acquisition team and DPAP. Therefore, provide a document that outlines the folder/file structure of the evaluation documents posted to the Portal. Within this document, provide a very brief explanation of each evaluation document. Number documents in order of the

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outline when posting them to the portal. Please notify the post-award peer review point of contact when documents have been uploaded to the Portal.

**When will the memorandum be submitted to the acquisition team?**

DPAP's goal is to send the signed memorandum to the peer review team within two weeks of the date of the review. The document will be e-mailed as an attachment to all attendees at the review.