

# DFARS Procedures, Guidance, and Information

## PGI 201—Federal Acquisition Regulations System

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*(Revised October 28, 2011)*

### PGI 201.1--PURPOSE, AUTHORITY, ISSUANCE

#### PGI 201.109 Statutory acquisition-related dollar thresholds – adjustment for inflation.

Statutory acquisition-related dollar thresholds are reviewed every 5 years to calculate adjustment for inflation, as required by Section 807 of the National Defense Authorization Act for Fiscal Year 2005 (Public Law 108-375). The matrix showing the most recent escalation adjustments of statutory acquisition-related dollar thresholds in the DFARS is available [here](#).

#### PGI 201.170 Peer reviews.

The tenets of the DoD-wide architecture for the acquisition of services along with the associated review criteria are available [here](#). These matrices are to be used when conducting preaward and postaward peer reviews on acquisitions for services. See [PGI 237.102-76](#), Review criteria for the acquisition of services

#### PGI 201.170-1 Objective of peer reviews.

The objectives of peer reviews are to—

- (a) Ensure that DoD contracting officers are implementing policy and regulations in a consistent and appropriate manner;
  - (b) Continue to improve the quality of contracting processes throughout DoD; and
  - (c) Facilitate cross-sharing of best practices and lessons learned throughout DoD
- Defense Procurement and Acquisition Policy maintains a database of peer review recommendations, lessons learned, and best practices that is available at: [http://www.acq.osd.mil/dpap/cpic/cp/peer\\_reviews.html](http://www.acq.osd.mil/dpap/cpic/cp/peer_reviews.html).

#### PGI 201.170-2 Preaward peer reviews.

(a) Preaward peer reviews for competitive acquisitions shall be conducted prior to each of the following three phases of the acquisition:

- (1) Issuance of the solicitation.
- (2) Request for final proposal revisions (if applicable).
- (3) Contract award.

(b) Preaward peer reviews for noncompetitive acquisitions shall be conducted prior to

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each of the following two phases of the acquisition:

- (1) Negotiation.
- (2) Contract award.

### **PGI 201.170-3 Postaward peer reviews of service contracts.**

(a) If the base period of performance is greater than one year, the first postaward peer review should take place at the midpoint of the base period of performance. If the base period of performance is one year or less, the postaward peer review should occur prior to exercise of the first option year. Postaward peer reviews should occur prior to every option period thereafter.

(b) Postaward peer reviews shall be focused on—

- (1) The adequacy of competition;
- (2) An assessment of actual contract performance; and
- (3) The adequacy of Government surveillance of contract performance.

### **PGI 201.170-4 Administration of peer reviews.**

(a) The results and recommendations that are products of peer reviews are intended to be advisory in nature; however, in the event the peer review report includes a recommendation that is identified as “significant” and the contracting officer does not intend to follow that recommendation, the senior procurement official of the contracting activity for the reviewed organization must be made aware of this fact before action is taken (or inaction, as applicable) that is contrary to the recommendation. Reviews will be conducted in a manner that preserves the authority, judgment, and discretion of the contracting officer and the senior officials of the acquiring activity.

(b) Peer review teams will be comprised of senior contracting officials and attorneys from throughout DoD. A senior official designated by the OSD Office of Small Business Programs will participate as a team member on peer reviews of services acquisitions. Teams will include civilian employees or military personnel external to the department, agency, or component that is the subject of the peer review.

(c) Generally, each review will be conducted at the location of the executing contracting organization.

(d) A list of the documents that must be made available to the review team, along with the specific elements the team will examine, is provided at the end of this PGI section.

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(e) The review team observations and recommendations will be communicated to the contracting officer and the senior procurement official immediately upon completion of a review.

(f) The contracting officer shall document the disposition of all peer review recommendations (i.e., state whether the recommendation will be followed and, if not, why not) as a signed memorandum for the record in the applicable contract file. This memorandum must be executed prior to the next phase peer review or prior to contract award for Phase 3 reviews. For postaward peer reviews of services acquisitions, the memorandum must be executed prior to the next option exercise. The contracting officer shall provide a copy of the memorandum to: Deputy Director, Defense Procurement and Acquisition Policy (Contract Policy and International Contracting), 3060 Defense Pentagon, Washington, DC 20301-3060.

<b>Preaward Peer Reviews Required Documents and Elements</b>
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**Required Documents:** At a minimum, peer review teams shall have access to the following documents (as applicable)—

1. The requirements document, to include the Acquisition Decision Memorandum;
2. The acquisition strategy, or acquisition plan;
3. The source selection plan;
4. The initial Request for Proposals (RFP) and all amendments to include what, if any, RFP requirements (technical and contractual) were changed and why;
5. The Source Selection Evaluation Board (SSEB) analysis and findings to ensure the evaluation of offers was consistent with the Source Selection Plan and RFP criteria;
6. Any meeting minutes memorializing discussions between the Government and offerors;
7. All evaluation notices generated as a result of deficiencies in the offerors' proposals as well as the offerors' responses to those evaluation notices;
8. All minutes memorializing the conduct of Source Selection Advisory Council (SSAC) deliberations held to date;
9. The offerors' responses to the request for Final Proposal Revision;
10. The final SSAC deliberations;
11. The final SSA determination and source selection decision;
12. Award/incentive fee arrangements, documentation of any required HCA D&Fs regarding non-availability of objective criteria;
13. Justification and Approval for use of non-competitive procedures; and
14. Documentation of prenegotiation objectives, cost/price negotiation and the assessment of contractor risk in determining profit or fee.

**Elements to be addressed—**

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1. The process was well understood by both Government and Industry;
2. Source Selection was carried out in accordance with the Source Selection Plan and RFP;
3. The SSEB evaluation was clearly documented;
4. The SSAC advisory panel recommendation was clearly documented;
5. The SSA decision was clearly derived from the conduct of the source selection process;
6. All source selection documentation is consistent with the Section M evaluation criteria; and
7. The business arrangement.

<p style="text-align: center;"><b>Postaward Peer Reviews Required Documents and Elements</b></p>
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**Required Documents:** At a minimum, peer review teams shall have access to the following documents (as applicable)—

1. The requirements document;
2. The business arrangement, including business case analysis;
3. Market research documentation;
4. The business clearance, including documentation of cost/price negotiation and the assessment of contractor risk in determining profit or fee.
5. Contractor surveillance documentation to include metrics, quality assurance surveillance plans; and
6. The contract and modifications thereof.

**Elements to be addressed, at a minimum, in every postaward review—**

1. Contract performance in terms of cost, schedule, and requirements;
2. Use of contracting mechanisms, including the use of competition, the contract structure and type, the definition of contract requirements, cost or pricing methods, the award and negotiation of task orders, and management and oversight mechanisms;
3. Contractor's use, management, and oversight of subcontractors;
4. Staffing of contract management and oversight functions;
5. Extent of any pass-throughs, and excessive pass-through charges by the contractor (as defined in section 852 of the National Defense Authorization Act for Fiscal Year 2007, Public Law 109-364); and
6. Steps taken to mitigate the risk that, as implemented and administered, non-personal services contracts may become de facto personal services contracts.

**Elements to be addressed in postaward reviews of contracts under which one**

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### **contractor provides oversight for services performed by other contractors—**

1. Extent of the DoD component's reliance on the contractor to perform acquisition functions closely associated with inherently governmental functions as defined in 10 U.S.C. 2383(b)(3); and
2. The financial interest of any prime contractor performing acquisition functions described in paragraph (1) in any contract or subcontract with regard to which the contractor provided advice or recommendations to the agency.

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## PGI 237—Service Contracting

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*(Revised October 28, 2011)*

### PGI 237.1--SERVICE CONTRACTS--GENERAL

#### PGI 237.102-70 Prohibition on contracting for firefighting or security-guard functions.

(d)(i) To ensure that the personnel limitations in DFARS [237.102-70\(d\)\(1\)\(iv\)](#) are not exceeded, there is an office of primary responsibility (OPR) within each department or agency that is responsible for managing the total number of security-guard personnel on contract for the department or agency.

(ii) Before finalizing a contract action that affects the number of security-guard personnel on contract, the contracting officer shall request, from the requiring activity, evidence of the OPR's approval for the contract action. This requirement also applies to renewal or exercise of options for the same number of security-guard personnel, to ensure compliance with the statutory limitations/reductions specified for each fiscal year.

(iii) If the evidence of approval is not provided by the requiring activity, the contracting officer shall directly contact the applicable OPR for approval before finalizing the contract action. OPRs are as follows:

- (A) U.S. Army:
  - HQ Department of the Army
  - Office of the Provost Marshal General
  - 2800 Army Pentagon
  - Washington, DC 20310
  - Phone: 703-695-4210 or 703-614-2597.
  
- (B) U.S. Navy:
  - Commander, Navy Installations
  - Command (CNIC) N3
  - 2715 Mitscher Road, Suite 300
  - Anacostia Annex
  - Washington, DC 20373
  - Phone: 202-409-4053.
  
- (C) U.S. Marine Corps:
  - HQ U.S. Marine Corps
  - Assistant Deputy Commandant, Plans, Policy, &  
Operations (Security)
  - 3000 Marine Corps Pentagon
  - Washington, DC 20350
  - Phone: 571-201-3633.

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(D) U.S. Air Force:  
HQ Air Force  
Directorate of Security Forces  
Programs & Resources Division (A7SX)  
1340 AF Pentagon  
Washington, DC 20330  
Phone: 703-588-0027 or 703-588-0012.

(E) Pentagon Force Protection Agency:  
Pentagon Force Protection Agency  
9000 Defense Pentagon  
Washington, DC 20301  
Phone: 703-693-3685.

### **PGI 237.102-71 Limitation on service contracts for military flight simulators.**

(1) To process a request for waiver, the contracting officer shall submit the request and appropriate documentation relating to the requirements of DFARS [237.102-71](#)(b) to:

Director, Defense Procurement and Acquisition Policy  
ATTN: OUSD(AT&L)DPAP/CPIC  
3060 Defense Pentagon  
Washington, DC 20301-3060

Phone: 703-697-8334 FAX: 703-614-1254

(2) The action officer in the Office of the Director, Defense Procurement and Acquisition Policy, Contract Policy and International Contracting (DPAP/CPIC), will process the request through the Office of the Secretary of Defense and will forward the appropriate documentation to the congressional defense committees. The contracting officer shall not award a contract until notified by the DPAP/CPIC action officer that the waiver has been approved, the appropriate documentation has been transmitted to the congressional defense committees, and the required 30 days have passed.

### **PGI 237.102-73 Prohibition on contracts for services of senior mentors.**

DoD policies on senior mentors are set forth in (1) Secretary of Defense memorandum, subject: Policy on Senior Mentors (April 1, 2010) (see [here](#)) and (2) Deputy Secretary of Defense memorandum, subject: Implementation Guidance on Senior Mentors Policy (July 8, 2010) (see [here](#)).

### **PGI 237.102-74 Taxonomy for the acquisition of services.**

Click [here](#) for OUSD(AT&L) DPAP memorandum, "Taxonomy for the Acquisition of Services," dated November 23, 2010. An Excel version of "Acquisition of Services

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Taxonomy” is available [here](#).

### **PGI 237.102-75 Guidebook for the acquisition of services.**

The “Guidebook for the Acquisition of Services” is available [here](#). This document provides acquisition teams with a step-by-step guide explaining the process of acquiring services.

### **PGI 237.102-76 Review criteria for the acquisition of services.**

The tenets of the DoD-wide architecture for the acquisition of services along with the associated review criteria are available [here](#). These matrices are to be used when conducting reviews in the preaward phase (Review/Approval of Acquisition Strategies or Preaward Peer Reviews) and in the postaward phase (Postaward Peer Reviews). See DFARS [201.170](#), Peer reviews, and PGI [201.170](#), Peer reviews.

### **PGI 237.171 Training for contractor personnel interacting with detainees.**

#### **PGI 237.171-3 Policy.**

(b)(i) *Geographic areas of responsibility.* With regard to training for contractor personnel interacting with detainees—

(A) The Commander, U.S. Southern Command, is responsible for the U.S. military detention center at Guantanamo Bay, Cuba.

(B) The Commander, U.S. Joint Forces Command, is responsible for the Navy Consolidated Brig, Charleston, SC.

(C) The other combatant commander geographic areas of responsibility are identified in the Unified Command Plan, 1 March 2005, which can be found at: [www.defenselink.mil/specials/unifiedcommand/](http://www.defenselink.mil/specials/unifiedcommand/).

(ii) *Point of contact information for each command:*

#### US Central Command (USCENTCOM)

Commander, Combined Forces Land Component Commander (CFLCC)

a.k.a. Third Army, Ft. McPherson, Atlanta, GA

Staff Judge Advocate (SJA) Forward, Kuwait

POC: Lieutenant Colonel Gary Kluka

E-mail: Gary.Kluka@arifjan.arcent.army.mil

Comm: 011-965-389-6303; DSN: 318-430-6303; Alt. US numbers: 404-464-3721 or 404-464-4219

#### US European Command (USEUCOM)

Logistics and Security Assistance Directorate

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Chief, Contingency Contracting and Contract Policy Division (USEUCOM J4-LS)

POC: Major Michael Debreczini

debreczm@eucom.smil.mil

Comm: 011-49-711-680-7202; DSN: 314-0430-7202

### US Joint Forces Command (USJFCOM)

\*\*Applicable to potential detainees in the United States at Navy Consolidated Brig,  
Charleston, SC

Headquarters, USJFCOM (J355)

Personnel Recovery & Special Operations Division (J355)

POC: Lieutenant Colonel John Maraia

Comm: 757-836-5799; DSN: 836-5799

### US Northern Command (USNORTHCOM)

Not applicable to USNORTHCOM; see US Joint Forces Command

### US Pacific Command (USPACOM)

Headquarters, Office of the Staff Judge Advocate (SJA)

Deputy Staff Judge Advocate

POC: Lieutenant Colonel James Buckels, USAF

james.buckels@pacom.mil

Comm: 808-477-1193

### US Southern Command (USSOUTHCOM)

Headquarters, Office of the Staff Judge Advocate (SJA)

Joint Task Force Guantanamo Bay

POC: Lieutenant Commander Tony Dealicante

DealicanteTF@JTFGTMO.southcom.mil

Comm: 011-5399-9916; DSN: 660-9916

### US Special Operations Command (USSOCOM)

Headquarters, Office of the Staff Judge Advocate (SJA)

Attn: Staff Judge Advocate

POC: Colonel Dana Chipman

chipmad@socom.mil

Comm: 813-828-3288; DSN: 299-3288