

**Competitive Peer Review Questions  
(as of Feb 2022)**

**How many days are required for on-site review?**

Generally, the Peer Review team is on-site for 2-3 days. The length of the Peer Review varies depending on the complexity of a particular acquisition and the readiness of the acquisition to move forward.

**What members of the agency acquisition team are expected to participate in the review?**

The contracting officer, the program manager, the program legal advisor, the price analyst, and any other members of the acquisition team. Senior leaders of the host acquisition team are also encouraged to attend. The source selection authority is welcome, but is not required to participate.

**How much time is required to forward documents to OSD before review?**

We need acquisition teams to provide the relevant acquisition documents at least 1 week in advance of the Peer Review to enable the Peer Review team to read through the documentation prior to the visit. Once the Peer Review team arrives on-site, the majority of their time will be spent in an interactive discussion with the acquisition team and other participants.

**What documents should be forwarded in each phase of the review?**

For a competitive procurement, the acquisition team should provide the RFP, the source selection plan (SSP), and the acquisition strategy /plan and Acquisition Decision Memorandum prior to Phase 1. Documents forwarded prior to a Phase 2 or Phase 3 pre-award Peer Review will be tailored to the acquisition and shall include a conformed copy of the RFP and the final signed version of the SSP; the DPAP program coordinator will work with the host contracting officer to request specific documents in advance. A list of the evaluation documentation should be provided to DPC in advance of Phase 2 and Phase 3 reviews.

For a non-competitive procurement, there are two phases: prior to negotiation and prior to award. For Phase 1, the contracting activity should provide the RFP and the pre-negotiation clearance documentation at least a week prior to the Peer Review. For Phase 2, the contracting activity should provide the post negotiation summary at least a week prior to the Peer Review.

For a post-award Peer Review, the host acquisition team should provide a copy of the briefing materials that will be used at least a week prior to the Peer Review. As post-

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award Peer Reviews are only conducted on acquisitions for services, host acquisition teams should use the February 18, 2009 DPAP memo entitled “Review Criteria for Service Acquisitions” to address the tenets.

### **When submitting documents to the OSD Peer Review portal, how should they be organized for easy reference?**

Past experience has shown that effective organization of documentation eases the preparation burden on both the host acquisition team and the Peer Review team. Therefore, provide a document that outlines the folder/file structure of the evaluation documents posted to the OSD Peer Review portal. Within this document, provide a very brief explanation of each evaluation document. Number documents in order of the outline when posting them to the portal.

### **Will a report with findings and recommendations be presented at the end of each phase of the review or at the end of the entire review?**

Acquisition teams will receive feedback from the Peer Review team prior to their departure. Additionally, the Peer Review team will provide a written report (after each phase) to the contracting officer.

### **When will the written report be submitted to the agency for action?**

The Peer Review team’s goal is to provide the written report within 72 hours after completion of the review.

### **How many days after the receipt of the report should the contracting officer’s record of disposition be submitted to DPC?**

There is no specific time requirement to submit the record of disposition but the memo should be completed and provided to the DPC coordinator as soon as possible.

### **Explain the differences in the process for the review of competitive and non-competitive actions.**

The primary difference is the fact that reviews of non-competitive procurements entail only 2 pre-award phases as described above. Peer Reviews of non-competitive procurements generally focus on cost and pricing issues along with any special contract requirements (Section H clauses). Peer Reviews of competitive procurements focus on source selection risk areas. Some of areas of focus are ensuring a consistency between Sections L and M, the source selection plan, and the evaluation approach actually employed by the acquisition team.