

SOLE SOURCE PEER REVIEW PREPARATION CHECKLIST

BACKGROUND

Organization: _____	Program Name: _____
Location: _____	Prime Contractor: _____
Focal Point: _____	Contract Number: _____
Phone: _____	Contract Type(s): _____
Email: _____	Value: _____

While the primary focus of non-competitive Peer Reviews is the business arrangement, specific areas of emphasis will vary depending on the circumstances of each acquisition. This checklist is not required to be submitted, but is designed to aid teams in understanding topics that are frequently addressed.

This checklist is most effectively used in conjunction with Peer Review Best Practices & Lessons Learned which provides additional details on many topics. Note that some of the below areas may not be applicable to commercial items provided by prime contractors. Lessons Learned document: https://www.acq.osd.mil/dpap/cpic/cp/limitations_on_indirect_costs.html

PHASE 1:

- Describe the overall strategy for efficient and effective proposal analysis, including whether/how DCAA/DCMA resources were used, as appropriate.
- Were there any issues obtaining adequate data from the prime or subcontractor? How were these resolved? Was it necessary to elevate to leadership?
- Discussion of contract type: what is the basis for contract type(s) reflected in the pre-negotiation position and the development of incentive arrangement/contract geometry, where applicable? If the Government position incorporates multiple contract types, has the acquisition team confirmed that the contractor can/does track costs to a level that will allow segregation of costs applicable to the various contract types?
- For IDIQ contracts, are the maximum requirement quantities and maximum order quantities realistic?
- When pricing a range of quantities, was a price/quantity curve used to establish the contractual unit prices? If not, did the acquisition team accomplish an incremental unit analysis?
- What is the current status of the contractor's business systems? If any systems were disapproved, what steps did the acquisition team take to mitigate risk to the Government?
- What is the basis for the acquisition team's position on rates?
- For any efforts that are recurring in nature, e.g. production or sustainment, what is the comparison of actual costs incurred for prior acquisitions of the same or similar item or service to the Government's interpretation of the negotiated cost line for those acquisitions?
 - Note that for incomplete prior efforts, the assessment should include an evaluation of the contractor's estimate to complete, including any management reserve.

- If the prior actuals show that incurred cost on prior acquisitions was significantly less than anticipated, what actions has the acquisition team taken to mitigate estimating cost risk for the current buy?
- For UCAs or letter contracts, does the acquisition team have insight into actuals incurred to date; percent complete and how this percentage was derived/supported; and assessment of the estimate to complete?
 - Evaluation of new commercial item determinations. Was the DCMA Commercial Item Group involved? Did the team research which organization(s) had previously purchased the item/service, and is there a DoD Enterprise position on commerciality?
 - The evaluation of material and subcontract costs.
 - Did the prime provide its cost analyses of subcontract proposals? What was the team's opinion of the timeliness and quality of those analyses?
 - Were there any issues obtaining data from the subs? How were these resolved and how did the team analyze subcontract costs? Was it necessary to elevate any issues to leadership?
 - What is the status of major subcontractor negotiations?
 - Did the acquisition team review major subcontract cost actuals (as opposed to the prime's cost)? Note this applies only to subcontracts subject to providing certified cost or pricing data under the Truth in Negotiations Act.
 - Are subcontract costs increasing at a rate in excess of inflation and if so, why?
 - Evaluation of Interdivisional Transfers or costs proposed by subsidiaries of the prime. Where the prime does not have an "arm's-length" relationship with the other party, how did the acquisition team evaluate the proposed costs? Describe the evaluation methodology if transfers were made at other than cost.
 - Analysis of System Engineering/Program Management (SEPM) costs. How did the acquisition team analyze the proposed labor? What steps is the acquisition team taking to ensure the SEPM staffing level is appropriate based on the support required?
 - Type of contract financing contemplated. If using Performance Based Payments (PBPs), the proposed PBP schedule and acquisitions team's analysis of the schedule, expenditure profile and use of the DoD PBP tool.
 - Be prepared to discuss pricing-related clauses.
 - If the acquisition team plans to recognize cut-off dates in the contractor's Certificate of Current Cost or Pricing Data, for which cost element(s), and what is the rationale supporting establishment of the cut-off date?
 - Are there any anticipated negotiation challenges?
 - Did the acquisition team incorporate any approaches that resulted in significant reductions in Procurement Administrative Lead Time (PALT) or cost to the Government?

PHASE 2

- Have all actions items from Phase 1 Peer Review been addressed and submitted in writing?
- Explanation of any differences between the pre-negotiation position and the negotiated outcome, as well as any requirement changes (e.g., quantity changes, significant changes to SOW or PWS) or non-monetary concessions (changes to terms and conditions) incorporated during negotiations; any changes to incentive plan/award fee plan as compared to what was approved prior to negotiations.
- Timeliness of certificate of current cost or pricing data. Did the certificate include any qualifiers or limitations?
- Did the acquisition team encounter data denials during negotiations? If so, how were these resolved?
- Any lessons learned and/or best practices the team would like to share? Anything innovative that drove time or dollar savings?

ADDITIONAL NOTES

Enter Additional Notes.