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IN REPLY
REFER TO

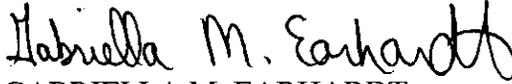
DESC-CPB (Phoebe Rolen/X8465)

SEP 04 2003

CONTRACTING INSTRUCTION (CI): 03-18
SUBJECT: DEPI Change: Section 1.690-5(105), Postaward Assessment Reviews

The purpose of this CI is to notify you of a change in the post award assessment review procedures. This new procedure establishes an informal briefing by DESC-CPB to the Contracting Officer and Contract Specialist for the procurement prior to the final review comments being forwarded to the Center Senior Procurement Official for approval. Paragraph 1.690-5(105)(c) has been changed to read as shown on the attached.

This instruction is effective immediately and will be incorporated into the next DEPI change. Point of contact is Phoebe Rolen, 767-8465.


GABRIELLA M. EARHARDT
Center Senior Procurement Official

Attachment



(105) Postaward assessment reviews.

(a) DESC-CPB shall conduct postaward assessment reviews. These reviews should be completed within 60 days after completion of the procurement. Reviews of the different purchase programs will be conducted frequently enough and involve a sufficiently large percentage of the contracts awarded under a single solicitation to provide reasonable assurance that acquisition issues peculiar to each individual program are being handled properly. Postaward assessment review selection decisions will be based on the criteria set forth in 1.690-5(103)(c).

(b) Postaward assessment reviews will typically be conducted using one of the following approaches:

(i) Small program buys, supplemental buys, and emergency procurements: review of the preaward file(s) and a small number (normally one or two) of the contract files pertaining to a procurement;

(ii) Large multiple-award procurements: review of the preaward file(s) and a sizable sample of the contract files awarded under the procurement;

(iii) Review of an aspect of the procurement process using a procurement management review (PMR) approach. This approach would usually involve procurement actions from more than one division and would focus only on the aspect of the procurement process being examined.

(c) All procurements are subject to selection for a postaward assessment review. The following procedures apply:

(i) For actions eligible for review under paragraph (b)(i) and (ii) of this subsection, contract awards will be reported in the monthly list. For all other procurements, upon request from DESC-CPB, each division shall furnish a list of awards made under a specified solicitation. The list should include contract numbers, contractor names, size of business, total estimated dollar amounts, and the number and dollar values of sole bid/sole offer items awarded under each contract. Existing reports may be collated or annotated to provide the required information, provided that the information can be readily extracted from the existing/annotated reports.

(ii) For actions selected for review under paragraphs (b)(i) and (ii) of this subsection, selected contract files will be forwarded to DESC-CPB for review. Reviews of individual contract files will be completed without inordinate delay. Files will be returned promptly after the review is completed and will be made available to the buying offices, as needed for on-going contract actions.

(iii) For any action selected for review under paragraphs (b)(i) and (ii) of this subsection, the buying office shall submit to DESC-CPB a retain file for each selected contract containing a completed DESC Form 15.3, and documentation filed under tabs 14, 18, 20 through 25, 29 and 43. If the award was made using source selection, best value, or past performance evaluation procedures, those plans and evaluation summaries will also be provided in the retain file. If the award was made by modification, the retain file shall contain tab 45 and all modification backup. On the cover of the retain file, an identification label shall be placed on the front cover of the manila folder. This identification label should contain the following information: type of review (postaward), contractor's name, contract number, solicitation number program number and program name. A file label should be placed at the top right hand side inside the back cover of the manila folder. On the top line of the file label type "811.50" followed by the contract number. On the second line type the performance period, and on the third line type the destruction date (one-year after the end of the performance period).

(iv) Upon completion of reviews under paragraphs (b)(i) and (ii) above, DESC-CPB will note its comments on a memorandum attached to the DESC Form 15.3 and forward the file for legal review (if applicable) and final approval by the CSPO. For the reviews prepared under paragraph (b)(iii) above, DESC-CPB shall prepare a report summarizing its findings. DESC-CPB will provide an informal briefing to the Contracting Officer and Contract Specialist of the proposed comments prior to submission to the CSPO for approval. During this briefing the Contracting Officer and Contract Specialist are permitted to make comments/clarifications on the proposed comments. If documents appear to be missing in the file and the Contracting Officer and Contract Specialist can locate them or if a statement of fact is determined to be incorrect, the review comment will be deleted by DESC-CPB. If the Contracting Officer disagrees with a review comment on a significant issue, the comment will remain and the disagreement will be resolved using the procedures established for resolution of disagreements of ARB/ASRB comments under 1.690-5(k). After this informal briefing is conducted, the report will be sent to the CSPO for approval. After the CSPO has signed the DESC Form 15.1 and approved the review comments, the original DESC Form 15.1 and review comments will be returned to the buying division. A copy of the DESC Form 15.1 and the review comments will be filed in the DESC-CPB retain file. .