



1. PURPOSE

This document provides SPAWAR policy on Peer Reviews of contracts for supplies and services.

Peer Reviews are independent management reviews that are advisory in nature, and preserve the authority and judgment of the Contracting Officer. The purpose of Peer Reviews is to:

- A. Ensure that Contracting Officers implement policy and regulations consistently and appropriately;
- B. Continuously improve the quality of contracting processes; and
- C. Facilitate sharing of best practices and lessons learned.

Related guidance is available under CMPG sections [1.2.6.1 Pre-Award Peer Review](#), [1.2.10.3 Pre-Award Peer Review](#), [3.3.3 Complete Pre-Award Documentation](#), and [5.2.4.1 Post award Peer Review](#).

2. POLICY

2.1 DoD Peer Review Mandate

- A. DoD has mandated that Peer Reviews be performed on high dollar value supply and service contracts ([DFARS 201.170](#); [PGI 201.170](#)).

2.2 DON Peer Review Program

- A. DoN Peer Reviews shall be performed on solicitations and contracts with estimated acquisition values of \$50M or more (including options) ([NMCARS 5201.170](#)).
- B. See [NMCARS Annex 8 - Peer Review Program](#) and [DASN\(AP\) memo DON Peer Review Program](#) (Enclosure 1), for additional information on the DON Peer Review process.

2.3 SPAWAR Policy

- A. The SPAWAR Peer Review Program shall leverage existing review processes to the maximum extent practicable, as described in Section 4. Procedure: [Pre-Award Peer Reviews](#) and [Postaward Peer Reviews](#). See [Approvals](#) for thresholds and authorities.
- B. SPAWAR 2.3.1 collects Peer Review data and sends the monthly Peer Review Rolling Forecast report for procurements over \$250M to DASN(AP) at RDAJ&As@navy.mil, subject line "Peer Review Rolling Forecast."

2.4 Pre-Award Peer Reviews

- A. Shall be conducted on acquisitions for supplies, systems, and services (including all Seaport orders).
- B. Shall assess the following elements:
 - 1. The process was well understood by the Government and Industry;
 - 2. The source selection was conducted in accordance with the Source Selection Plan and the solicitation;
 - 3. Contracting mechanisms to incentivize contract performance are appropriate;
 - 4. The Source Selection Evaluation Board assessment was clearly documented;
 - 5. The Source Selection Advisory Council (SSAC) recommendation was clearly documented and included in the contract file;
 - 6. The Source Selection Authority decision was clearly derived from the conduct of the source selection process;



- 7. All source selection documentation is consistent with section M evaluation criteria; and
- 8. The business arrangement is in the best interests of the Government.
- C. Shall be completed:
 - 1. Prior to issuing the solicitation;
 - 2. Prior to requesting final proposal revisions; and
 - 3. Prior to contract award.
- D. If a competitive range determination results in the identification of one qualified offeror and there is no basis for further discussion, the second and third peer reviews may be conducted concurrently.
- E. For non-competitive procurements, pre-award Peer Reviews shall be completed not later than the approval of the pre-negotiation and post-negotiation business clearances.
- F. The revised ACAT I-IV milestone process specifies that peer reviews take place prior to the release of the final RFP for competitive acquisitions and prior to the commencement of negotiations for non-competitive acquisitions.

2.5 Postaward Peer Reviews

- A. Shall assess the following elements:
 - 1. Contract performance in terms of cost, schedule, and requirements;
 - 2. Use of contracting mechanisms (including competition), 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. The contractor's use, management, and oversight of subcontractors;
 - 4. The staffing of contract management and oversight functions;
 - 5. Pass-through charges;
 - 6. For contracts where one contractor oversees the services performed by another:
 - a. Evaluation of agency's reliance on the contractor to perform work closely related to inherently government functions;
 - b. Evaluation of any financial interest a prime contractor performing acquisition functions may have in the outcome of a solicitation;
- B. Shall be conducted on contracts for services regardless of award procedures used in placing the contract.
- C. Should be conducted at the midpoint of the period of performance, or in sufficient time to complete the review and disposition of recommendations prior to the exercise of an option.

3. RESPONSIBILITIES

3.1 SPAWAR Director for Contracts/Deputy Director for Contracts

- A. Peer Review Authority for all Pre-Award and Post-Award Claimancy Peer Reviews for supplies & services between \$50M to \$1B and for non-competitive procurements between \$50M to \$500M.

3.2 Chief of the Contracting Office (SSC LANT/SSC PAC)

- A. Peer Review Authority for all Pre and Post-Award Peer Reviews for Services between \$50M to \$250M at their respective activities.

3.3 Contracting Officer

- A. Documents reviews conducted
- B. Retains documentation in the contract file.



3.4 Approval Authority

- A. Assesses the Peer Review Form
- B. Signs upon approval.

3.5 SPAWAR 2.3.1 Contracts Policy

- A. Organizes and sends the monthly Peer Review Rolling Forecast report.

4. PROCEDURE

4.1 Pre-Award Peer Reviews

- A. Are comprised of the following existing reviews, as applicable (note: other document reviews may be added as deemed necessary):
 - 1. SPAWAR Claimancy Contracts Review Board
 - 2. Acquisition Plan/Acquisition Strategy Report
 - 3. MOPAS Approval
 - 4. Justification & Approval (J&A)
 - 5. Determinations & Findings (D&F)
 - 6. Source Selection Plan
 - 7. Solicitation Review
 - 8. TEB/SSEB/SSAC Reports
 - 9. SSA Decision Memorandum
 - 10. Pre and/or Post Negotiation Business Clearance
 - 11. COR Designation & Appointment Letters
- B. The **Contracting Officer** provides the [SPAWAR Pre-Award Peer Review Approval Form](#) with the Pre and/or Post Negotiation BCM for approval to the SPAWAR Peer Review Authority.
- C. The **Review Authority** assesses the Pre-Award Peer Review Form.
- D. Once approved, the **Contracting Officer** adds the Pre-Award Peer Review Form to the official contract file and sends a copy to SPAWAR 2.3.1 at HQ_Contracts_Policy@navy.mil.



Is the action over \$250M? If so,

- E. The **Contracting Officer** shall submit copies of required memoranda documenting peer review results and recommendations to DASN (AP)/PA&BT via RDAJ&As@navy.mil, subject line "*PGI 201.170-4 - Disposition Of Peer Review Recommendations*" followed by the solicitation/contract number and peer review date.

4.2 Postaward Peer Reviews

- A. The SPAWAR Peer Review Program for Postaward actions is comprised of the following existing reviews, as applicable (note: other document reviews may be added as deemed necessary):
 - 1. Exercise of Option (documentation as required by [FAR 17.207](#))
 - 2. CPARS
 - 3. Award Fee Board Reports
 - 4. COR Reviews
 - 5. Internal or External Contract Review
- B. The **Contracting Officer** documents the reviews conducted and provides the [SPAWAR Postaward Peer Review Approval Form](#) to the SPAWAR Peer Review Authority.
- C. Once approved, the **Contracting Officer** adds the Postaward Peer Review Form to the official contract file and sends a copy to SPAWAR 2.3.1 at HQ_Contracts_Policy@navy.mil for tracking purposes.



- ◆ *Is the action over \$250M? If so,*
- D. The **Contracting Officer** shall submit copies of required memoranda documenting the disposition of peer review results and recommendations to DASN (AP)/PA&BT via RDAJ&As@navy.mil, subject line "PGI 201.170-4 - Disposition Of Peer Review Recommendations" followed by the solicitation/contract number and peer review date.

4.3 Peer Review Rolling Forecast Report – [DFARS 201.170](#)

- A. **SPAWAR 2.3.1 Contracts Policy** sends a monthly reminder for HQ and SSC personnel to update information in the [SPAWAR Peer Review Rolling Forecast Report Wiki](#) for all upcoming peer reviews valued at \$250,000,000 or more requiring peer reviews by ASN(RD&A) or DPAP.
 1. To update Wiki: Log in, edit spreadsheet by clicking "Edit in Office" link, edit entry (highlight changed cells in yellow and strikethrough completed dates), save, and close. The Wiki notifies SPAWAR Contracts Policy when changes are made.
 2. No changes to report? Reply to the email stating you have NO edits.
- B. By the 25th of each month, **SPAWAR 2.3.1 Contracts Policy** submits a rolling forecast of acquisitions in [NMCARS Annex 8, Peer Review Program](#) format to DASN (AP) via RDAJ&As@navy.mil, subject "DFARS 201.170 - Peer Review Rolling Forecast."

5. APPROVALS

Type	Panned Value (x)	Review	Approval
Non-Competitive Procurements	\$500M < x	SPAWAR 2.0, DASN(AP)	DPAP OSD
Competitive Supplies or Services	\$1B < x	SPAWAR 2.0/2.0A, DASN(AP)	DPAP OSD
Special Interest	\$100M for AS or AP	SPAWAR 2.0/2.0A	ASN(RDA)/DASN(AP)
Supplies or Services – HQ	\$50M < x ≤ \$1B	SAPWAR Contracting Officer	SPAWAR 2.0/2.0A
Supplies or Services - Field Activity	\$50M < x ≤ \$250M*	LANT/PAC Contracting Officer	LANT/PAC CCO

* SPAWAR 2.0 or 2.0A are the approval authorities for field activity procurements over \$250M and up to \$1B. Submit your request for Peer Review to the SPAWAR HQ Policy office for processing.

6. TOOLBOX

6.1 Federal

- A. [FAR 17.207 "Exercise of options"](#)

6.2 DoD

- A. [DFARS 201.170 "Peer Reviews"](#)
- B. [PGI 201.170 "Peer reviews"](#)
- C. [DODI 5000.02, Operation of the Defense Acquisition System](#)
- D. [DPAP, "Peer Reviews Of Contracts for Supplies And Services"](#)
- E. [OUSD \(AT&L\), "Review Criteria for the Acquisition of Services"](#)



F. [DPAP Peer Review Resources](#)

6.3 DON

- A. [NMCARS 5201.170 "Peer reviews"](#)
- B. [NMCARS Annex 8 - Peer Review Program](#) (includes projection report format)
- C. [Peer Review Projections Worksheet Format](#)
- D. [DASN\(AP\), DON Peer Review Program](#) (Enclosure 1)
- E. [DASN\(RD&A\), Peer Review Program](#)

6.4 SPAWAR

- A. [SPAWAR Pre-Award Peer Review Approval Form](#)
- B. [SPAWAR Postaward Peer Review Approval Form](#)

7. CHANGE HISTORY

Updated material is highlighted by *purple text* and an Alert/New  icon.

Date	Description of Changes
July 2016	Revised to updated format, added Peer Review Rolling Forecast Report procedure, and fixed links.
July 2014	Updated thresholds; updated subject lines for Disposition of Peer Review Recommendations and Peer Review Rolling Forecast.