

CONTRACTING SUBPLAN

1. **Purpose.** This subplan provides the general policy and procedures for the execution of quality control (QC) activities in the Detroit District, Contracting Division.
2. **Applicability.** This appendix applies to products and services produced and compiled by Contracting Division. The QC functions and responsibilities will complement the District's Vision and Strategic Business Plan for providing QC of our products.
3. **References**
 - a. Federal Acquisition Regulation (FAR), dated 1 January 2003
 - b. Defense Federal Acquisition Regulation Supplement (DFARS), dated 20 December 2002
 - c. Army Federal Acquisition Regulation Supplement (AFARS)
 - d. Engineer Federal Acquisition Regulation Supplement (EFARS)
4. **Responsibilities**
 - a. Contracting Division. Responsible for procurement of supplies and services for the Detroit District in accordance with all pertinent procurement regulations.
 - b. Chief Contracting Division. Responsible for ensuring that all acquisitions are conducted in accordance with the acquisition regulations. Ultimately responsible for the QC functions of the Contracting Division.
 - c. Team Leaders, Contracting Division Responsible for assigning work to Contract Specialists and support staff who conduct the actual procurement. Act as Contracting Officers who review procurement which fall under their area of responsibility before execution. Perform QC reviews for all acquisition documents developed by their respective team members. Responsible for ensuring that District Small Business Goals are met. Reviews all PR&Cs for possible set aside for small businesses, 8(a) firms, etc.
5. **Products.** Contracting Division produces four main products/services:
 - Solicitations / Contracts
 - Work / Task Orders
 - Purchase Orders
 - Contract Administration

These products are the responsibility of the Contracting Division and shall be completed in accordance with the referenced regulations and sound business judgment. QC will be performed in Contracting Division based upon Internal Control Checklists for the pre-award phase of contract award as well as the actual contract to insure that contract administration is proceeding in accordance with regulation.

6. Quality Control Implementation Contracting Division assists the Technical Divisions and the support elements, by packaging their requirements into contractual documents in accordance with the applicable laws, regulations, and existing guidance. Contracting Division reviews specifications supplied by the requesting elements for the following:

- The specifications are not restrictive.
- Delivery dates and delivery instructions are realistic and adequate.
- Emergency and confirming requisitions are fully documented.
- Requisitions have been administratively approved and reviewed as required herein, to include necessary routing.
- All requisitions are otherwise complete and accurate.
- Fund certification has been accomplished.
- Foreign items are justified.
- Sole source items are justified.

After preparation of procurement documents (solicitation/contract packages), Contracting Division will ensure that the proper elements are included on the staffing of the package so that each element will be given the opportunity to perform an independent QC review. Solicitation documents are reviewed by Office of Counsel for legal sufficiency; the technical element, and for specification review. The Contracting Division Team Leaders, review for proper business practices and regulatory compliance as well as conformance to the requirements stated above and participate in Biddability, Constructibility, Operability and Environmental (BCOE) reviews.

7. Quality Indicators

a. Supplies and Service Contracts. Comments provided by reviewers are returned to the Contract Specialist responsible for preparation of the procurement document. Reviewer's comments are then discussed for possible incorporation into the procurement document. After revisions are made, review comments and the revised procurement document will be returned to the Team Leader for final review.

b. Construction Contracts. Specifications are reviewed by Contracting Division during BCOE review and comments/remarks returned to Engineering and Construction Division and the PM. When final plans and specifications are received in Contracting Division, solicitation provisions and contract clauses are added by the Contract

Specialist. At this time, copy of solicitations is sent to Office of Counsel (OC) for legal sufficiency review. OC supplies comments which are then incorporated into the solicitation document. Team Leaders will conduct final review of contract document to ensure that OC comments have been considered. Field modifications are reviewed by the responsible Contract Specialist to ensure regulatory compliance and that backup documentation is complete before sending to the Contracting Officer for signature.

c. Architect-Engineer (A-E) Contracts. After final selection is complete, Contract Specialist compiles the solicitation document. Solicitation package is sent to OC for review for legal sufficiency at or about the same time the package is sent to the successful A-E firm. OC will supply comments which can be incorporated into the package by amendment if the solicitation has already been issued. Team Leaders will review the final package or amendment if necessary.

d. Quality Assurance Review. Contracting Officers conduct final quality assurance review before executing the contract document. This quality assurance review is necessary to establish the effectiveness of the quality control review process in accomplishing that the procurement is conducted in the best interest of the Government and meets the needs of the customer. During this review, the Contracting Officer will also examine the acquisition plan to be sure that the contract specialist/purchasing agent has accomplished the procurement action in a timely manner. If not, corrective action can be taken immediately to determine the problems and prevent future reoccurrence.