

TABLE 1-1. DOCUMENTS TO BE SUBMITTED FOR ECC REVIEWS AND APPROVALS, THROUGH THE SOLICITATION PHASE						
To read this table, find the column header appropriate to the review. Proceed down the column to identify the documents to submit as part of the review package. Submit documents such that they arrive on the same day to facilitate concurrent review.		Acquisition Plan	Acquisition Strategy	RTOPs and FSS RFQs	TODDs and Evaluation of FSS Quotes	Solicitation Approval
		1	Requirements document (PWS/SOW). If services, include performance requirements summary.	Yes	Yes	Yes
2	Acquisition Strategy		1 of the 3 docs per Para 7.104a. / 37.590-7a.	If applicable. Refer to Para 16.505a. & 8.404a.	If applicable. Refer to Para 16.505b. & 8.404b.	
3	Acquisition Plan/Strategy, combined					
4	Acquisition Plan	Yes				
5	Source Selection Plan (competitive actions only)	If competitive	If competitive	↑		If FAR 15.3
6	Army Services Strategy Panel slides (required for all \$ levels that require Acquisition Strategy)		Yes	If Acq Strategy required		
7	DD Form 2579, Small Business Coordination Record	Yes	Yes	Yes		Yes
8	Market research report	Yes	Yes	Yes		
9	Quality Assurance Surveillance Plan			If services	If services	If services
10	Solicitation, with attachments/exhibits					Yes
11	Request for Task Order Proposal or RFQ, as applicable, with attachments/exhibits			Yes	Yes, with amendments	
12	Award/incentive fee arrangements to include documentation of any required D&Fs regarding non-availability of objective criteria	If app	If app	If app	If app	
13	J&A for use of noncompetitive procedures	If app	If app			If app
14	Limited Source Justification			If app		
15	Small Business Participation Plan				If app	
16	Subcontracting Plan				If app	
17	Competitive range determination				If app	
18	TODD				Yes	
19	Legal sufficiency review from local and/or ECC attorney	On Doc	On Doc	Yes	Yes	Yes
20	Recommendations from Preceding Peer Review Board & Disposition of Each					Yes
21	Memorandum signed by office/center director**	Yes	Yes	Yes	Yes	Yes
Note: Legal sufficiency reviews are required for actions ≥\$500K unless a PARC & ECC Chief Counsel have established a lower dollar threshold for a particular office or center.						
Explanation of symbols and codes used in this chart.						
* Documents submitted shall include the signature(s) of the appropriate authority(ies) (KO, Director, OSBP, etc...) to indicate appropriate review internal to the RCC/RCO.						
** = Director's memo shall confirm that the subject action has been reviewed IAW the FAR; its regulatory supplements; if applicable, the established peer review process; and it is ready for higher level review.						
Yes = document is required						
Blank = document not required						
1 of the 3 documents as required by Para 7.104a. / 37.590-7a. = Either an acquisition plan, an acquisition strategy, or a combined acquisition plan/strategy is required. Refer to Paragraph 7.104 / 37.590-7.						
If app = Document is required if it is inherent to the process of the respective procurement						
If FAR 15.3 = Document is required if source selection for the respective procurement is IAW FAR 15.3						
If services = Document is required if the respective procurement is for services						
On Doc = the local ECC attorney's signature on the subject document is sufficient for the legal sufficiency review						
All others, as annotated.						