

TABLE 1-2. DOCUMENTS TO BE SUBMITTED FOR ECC REVIEWS AND APPROVALS, POST 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.

		Contract Peer Review (POM phase)	Contract Peer Review (PNM phase)	PNM Approval	Post Award Peer Review
1	Requirements document (PWS/SOW). If services, include performance requirements summary.	Yes	Yes	Yes	Yes
2	Acquisition Strategy	1 of 3 docs as required by Para 7.104a. & 37.590-7a.		1 of 3 docs as required by Para 7.104a. & 37.590-7a.	1 of 3 docs as required by Para 7.104a. & 37.590-7a.
3	Acquisition Plan/Strategy, combined				
4	Acquisition Plan				
5	Source Selection Plan (competitive actions only)	If FAR 15.3			
6	Market research report				Yes
7	Quality Assurance Surveillance Plan				Yes
8	Solicitation, with amendments and attachments/exhibits	Yes			
9	Small Business Participation Plan	If app			
10	Subcontracting Plan	If app			
11	Competitive range determination	If app			
12	POM, with attachments/enclosures, to include assessment of contractor risk in determining profit or fee	If will have discussions			
13	POM/PNM - Combined to include assessment of contractor risk in determining profit or fee	Yes, if awarding without discussions and procurement is less than \$1B			1 of these 2 documents per Para 1.170e.(2)(d)
14	PNM, to include assessment of contractor risk in determining profit or fee		If had discussions	If had discussions	
15	Minutes of discussions between the Government & offerors		If app	If app	
16	Evaluation notices generated as a result of deficiencies in offeror proposals	If app			
17	Offeror responses to requests for final proposal revisions		If app	If app	
18	Legal sufficiency review from local and/or MICC attorney			On Doc	
19	Recommendations from Preceding Peer Review Board & Disposition of Each			Yes	
20	Memorandum signed by director**	Yes	Yes	Yes	Yes
21	Source Selection Decision Document		If FAR 15.3	If FAR 15.3	
22	Contractor surveillance documentation to include metrics				Yes
23	Contract document and any modifications				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.

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 MCC/MCO/ICO.
** = 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
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
On Doc = the local attorney's signature on the subject document is sufficient for the legal sufficiency review
All others, as annotated.

The image shows a large grid table with 10 columns and 20 rows. The top-left corner of the grid is shaded gray, forming a right-angled triangle. The grid is composed of 10 columns and 20 rows of cells. The shaded area covers the top-left corner of the first cell, extending diagonally from the top-left corner to the bottom-right corner of the first cell.
