504.7102 General.

(a) An acquisition review is a type of internal control as well as a best practice that provides an opportunity for collaboration and meaningful conversation amongst members of the acquisition team and stakeholders. Acquisition reviews enable information to be shared early and often during the acquisition life cycle.

(b) The need for an acquisition review should be commensurate with the risk, complexity, and criticality of the acquisition or contract action. Criteria supporting the need for an acquisition review may include the criteria described in 507.103(b)(2).

(c) An acquisition may require more than one acquisition review. An acquisition review may occur at any time during the various phases of the acquisition life cycle:

(1) Market research phase;

(2) Acquisition planning phase;

(3) Pre-solicitation phase;

(4) Pre-award phase; and

(5) Post-award phase.

(d) The following are examples of topics that may be a part of an acquisition review:

(1) Requirement details (e.g., description of requirement, period of performance, estimated value);

(2) Market research (e.g., techniques to be used, historical data, commerciality, industry capabilities and practices, potential sources, existing contract vehicles, expected usage by other agencies);

(3) Acquisition strategy (e.g., degree of competition, small business consideration, contract type, category management, proposed evaluation factors);

(4) Business and procurement risks (e.g., project scope, funding, life cycle, compliance, alignment to agency mission, political interest, other external factors or circumstances);

(5) Important policies, procedures, and processes (e.g., IT requirements, customer agency requirements, class deviations, consolidation and bundling analyses, category management requirements);

(6) Pre-award milestones (e.g., existing contract expiration date, planned solicitation date, anticipated date of award);

(7) Debriefings, brief explanations, and other post-award communications;

(8) Contract administration requirements and key activities (e.g., post-award orientation, contractor performance, government property, option renewal or award term review, disposal requirements); and

(9) Post-award milestones, deliverables, and other important information.

Parent topic: Subpart 504.71 - Acquisition Reviews